



## **National Urban and Community Forestry Advisory Council, (NUCFAC)**

**2009 U.S. Forest Service**

### **Urban and Community Forestry Challenge Cost-Share Grant Program**

**Urban Forest Project Funding Opportunity**

### **Request for Proposals**

#### **INTRODUCTION:**

The National Urban and Community Forestry Advisory Council (Council) serves to advise the Secretary of Agriculture on the status of the nation's urban and community forests. The Council seeks to establish sustainable urban and community forests, by encouraging communities of all sizes to manage and protect their natural resources. Well managed urban forests provide critical environmental services that can improve the public's health, and well being; economic viability and restore functioning environmental systems for people today and future generations.

Through the U.S. Forest Service's Urban and Community Forestry competitive Challenge Cost-Share Grant Program, the Council only supports urban and community forestry projects that have national or multi-state, significance in their impact or application. A listing of the previously funded projects can be viewed at <http://www.treelink.org/nucfac/> OR [www.fs.fed.us/ucf/nucfac](http://www.fs.fed.us/ucf/nucfac)

**Definition of Urban and Community Forestry:** The art, science, and technology of managing trees, forests, and natural systems in and around cities, suburbs, and towns for the health and well-being of all people.

## **GRANT PROGRAM OVERVIEW**

**Change in Grant Categories:** This year the National Urban and Community Forestry Advisory Council revised its grant categories and process to the Forest Service's National Urban and Community Forestry Challenge Cost Share Grant Program. They anticipate \$ 1 million in funding.

The funds will be divided into two categories of: Innovation and Best Practices

**Innovation Grants:** The Council anticipates awarding one or more grants out of the \$500,000 available. Priority areas for these grants include: energy conservation, climate change and public health. The Innovation Grants will require a pr-proposal.

**Best Practices Grants:** will award a maximum of \$50,000 per application from \$500,000 available. This category addresses improvements to existing urban forestry related best practices or developing a needed best practices related to urban forestry activities. The priorities for these smaller grants are listed on page 5. Only a Full Proposal will be required for these grants.

**Funding Authority:** The U.S. Forest Service derives the authority for the National Urban and Community Forestry Challenge Cost Share Grant Program from the Cooperative Forestry Assistance Act (Section 9). Funds are to support urban and community forestry projects that have a national or widespread impact and application. All awards are based on the availability of funding, which may be subject to change.

**Eligible Applicants:** Any non-Federal organization, operating within the United States or its territories, may apply for the Challenge Cost-Share grant. Collaboration with Federal agencies is encouraged; however, a Federal agency may not receive funding through this grant program. (Conflict of interest issues will be addressed appropriately.) Individuals are not eligible.

**Note:** Local tree-planting projects, capital improvements to property of any ownership, and/or projects that have only a local impact and applicability will not be considered for funding. Urban and community forestry projects with a local scope of work should contact their State Urban and Community Forestry Coordinator for assistance in identifying funding alternatives at the local level. The list of State Coordinators may be found at the following website: [http://www.fs.fed.us/ucf/Related\\_Links/UCF\\_State\\_coordinators.htm](http://www.fs.fed.us/ucf/Related_Links/UCF_State_coordinators.htm).

**Matching Requirements:** All grant funds must be matched at least equally (dollar for dollar) with non-Federal source funds. This match may include in-kind donations, volunteer assistance, and private and public (non-Federal) monetary contributions. All matching funds must be specifically related to the proposed project. The source of matching funds must be identified and grantees must comply with all applicable Federal regulations.

**Administration:** Upon Forest Service review of the Council's recommendations for funding, the selected projects will be awarded as Federal Financial Assistance grants by the USDA Forest Service Urban and Community Forestry Program and as such will be subject to the appropriate federal rules, regulations, and reporting requirements.

**Application Deadlines:** Proposals must be **posted or FedEx hard copies** received by 11:59 PM Eastern Standard Time, **February 17, 2009.**

Innovation proposals selected for full proposals will be due by 11:59 PM Eastern Daylight Savings Time, **April 17, 2009.**

The U.S. Forest Service will award the successful projects as Federal Financial Assistance grants no later than **September 30, 2009.** **NOTE:** Successful applicants will receive formal notice of their grant award from the USDA Forest Service late in the Federal fiscal year (March 3 - September 30, 2009). Consequently, grantees **may not** begin their projects prior to official grant award notification.

**Grant Period:** Innovation Grantees will be given up to three years to complete their projects. Best Practices Grants are usually for one year, but can be negotiated for longer periods as applicable. The grant period begins when grant award letters are issued by the U.S. Forest Service.

**Grant Writing Assistance:** There are various internet sites that provide valuable grant writing tips and guidance for developing competitive grant proposals. Two in particular are the Catalog of Federal Domestic Assistance website at <http://www.cfda.gov>, select "Writing Grant Proposals"; and the TreeLink website at <http://www.treelink.org/grants/>.

**Inquiries:** All questions regarding the program should be directed to Nancy Stremple, Executive Staff to the Council, at (202) 205-1054 from 9:00 a.m. to 3:00 p.m. (Eastern Standard Time).

**Selecting a Grant Category:**

A project may only be submitted in one category and will only be considered in the category indicated on the Grant Proposal Cover Sheet by the applicant.

## **GRANT CATEGORIES**

### **INNOVATION GRANTS:**

A small number of significant grants intended to address one of the following priority issues confronting the urban and community forestry community at a national or multi-state level. The Council will seek proposals from organizations, agencies and partnerships that demonstrate the reach, resources and expertise needed to deliver meaningful, replicable results. As much as \$500,000 is available in 2009 for one or more Innovation Grants.

Potential innovation grantees are encouraged to work collaboratively with other organizations, consider multi-year projects, and other sources of funds, including other Federal cooperative conservation sources. Grantees are asked to develop letter of intent, with narrative explaining nature of challenge, general methods, expected outcomes, partners, post-project tech transfer, and approximate cost.

The three strategic priority areas in which the Council will offer Innovation Grants for program development, research and/or collaboration include:  
Energy Conservation, Climate Change and Public Health.

#### **Energy Conservation and Urban Forests:**

Reducing demand for energy consumption through strategic urban forest management is a priority of National Urban and Community Forestry Advisory Council. Helping businesses, developers, communities and the broader public understand the role trees can play in reducing energy demand can yield significant economic and environmental benefits. The Council is soliciting innovative projects and proposals to address this issue through successful urban forest management.

#### **Climate Change and Urban Forests:**

Urban Forestry can and should be an important piece of the ongoing battle to slow the harmful effects of climate change on our environment. The National Urban and Community Forestry Advisory Council is seeking innovative proposals for projects, collaborations and/or programs to help address this challenge and advance the use of urban trees in preventing, removing, or mitigating green house gases in the atmosphere.

#### **Public Health and Urban Forests:**

Strong well-managed urban forests offer tremendous economic, environmental and social benefits to the residents of cities and towns across the nation. The impact these community forests have on the health of the public is not well documented or widely understood. The National Urban and Community Forestry Advisory Council is seeking to support innovative research, collaborations and/or programs which examine or advance the use of urban forests to promote the physical and mental health of people.

## **BEST PRACTICES GRANTS:**

**Best Practices grants** will be developed based on the priorities listed below. Best practices grantees will be asked to develop a single, simplified proposal (as opposed to previous year's pre- and full proposal format). **There will be no pre-proposal.** This proposal will be the sole basis on which projects are judged.

### **2009 Best Practices Grants**

The total amount of funding available is \$500,000 for smaller grants up to \$50,000 per grant for organizations that can implement, demonstrate and disseminate replicable approaches to the following list of priorities:

- Recruit advocates for urban forestry;
- Make best practices/latest science in urban forestry accessible to practitioners;
- Nurture networks of urban forestry practitioners within existing conservation, organizations, professional societies, social networks, and internet communities;
- Address other challenges to the UC&F community.

## **THE PROCESS**

As in the past, a 50 percent dollar- for –dollar match of the Federal dollars requested is required from all successful applicants. Match may be any non-federal funds, volunteer services, and / or materials.

### **Innovation Grants**

**Pre-proposals** will be required for **Innovation Grants**. All pre-proposal finalists, as a group, will have an opportunity to discuss the grant process with the NUCFAC review panel in a pre-proposal conference or conference call. NUCFAC will empanel an expert committee to assist in reviewing pre-proposals.

### **Best Practices Grants**

**No pre-proposals** will be required for these **Best Practices grants**. Instead, applicants will be invited to submit a single proposal. Forest Services regional Urban and Community Forestry coordinators will each review all proposals, and submit comments and priority rankings to the NUCFAC Council. The Council will select finalist grantees and recommend them for approval to the Forest Service.

## **Award and Reporting**

Within one year of the award, selected grantees will be required to submit a written report on outcomes, including activities undertaken to disseminate/extend their work to others.

**Innovation grantees** will also be asked to present, in person/webcast, their project progress report at NUCFAC's next annual fall meeting, and each successive fall meeting until the grant is completed, this knowledge will be useful to NUCFAC in designating future innovation grant priorities and processes.

## **APPLICATION PROCEDURE:**

All application information is available on [www.grants.gov](http://www.grants.gov) (CFDA 6.675). All applications are to be submitted to grants.gov, if the applicant does not have the capacity or availability of a computer, contact Nancy Stremple and she will mail a hardcopy to them.

To apply on

Hardcopy applicants will be required to FedEx their application to Nancy Stremple. Hardcopy applications should be submitted on white 8.5" x 11" paper. **Please do not enclose proposals in folders or binders** (staple in the top, left hand corner of each copy) and do not include unsolicited material as it will be removed and destroyed.

Proposals are restricted to a proposal cover sheet (*separate document*), that includes: contact information, project title, project category selected, amount requested and funding match, a project abstract summary not to exceed 200 words and the narratives. The narratives for *Innovation grants are limited to 10 pages and Best Practices grants are limited to five pages. All narratives are to be single spaced, Times New Roman font, 12-point type, 1" margins.* (See selection criteria on pages 7 and 8), plus the completed 424 and 424 (a) example of a filled 424 (a) is on pages 10-12.

To view: Users do not need to be registered in the Grants.gov system to view grant opportunities. To search available opportunities go to [www.Grants.gov](http://www.Grants.gov) and click Find Grant Opportunities from the navigation bar on the left side of the screen. Once the Search Opportunities page opens you can conduct a basic search, browse by category, browse by agency, or conduct an advanced search

To submit applications online, applicant organizations need to complete a one-time only registration process for Grants.gov that includes obtaining a Data Universal Numbering System (DUNS) number, registering in Central Contractor Registry (CCR) and registering in Grants.gov. Details for Grants.gov registration can be found at the Grants.gov Get started web page ([http://www.grants.gov/applicants/get\\_registered.jsp](http://www.grants.gov/applicants/get_registered.jsp)).

Please note that this is a one-time only registration for all Federal agencies using Grants.gov, meaning if your organization has already completed the Grants.gov registration process to submit electronically for another Federal agency, a separate Grants.gov registration is not necessary for NUCFAC submissions. For more details please consult the Grants.gov Applicant User Guide (<http://www07.grants.gov/assets/ApplicantUserGuide.pdf>), which provides a step-by-step explanation, with screen shots, of searching for grant opportunities and getting registered in the Grants.gov system.

**TO APPLY VIA [www.grants.gov](http://www.grants.gov)**

Go to [www.grants.gov](http://www.grants.gov) and on the left side of the home page

Click on “For Applicants”, then “Browse by Agency”

Click on the second to last item “[United States Department of Agriculture](#)”

The agency is Forest Service and

The title will be **2009 Urban and Community Forestry Challenge Cost Share Program and CFDA Number is: 10:675**

Applicants will need to use Adobe Acrobat 8 Reader to access the application, fill it out and save it. **Adobe Acrobat 8 Reader is available free on grants.gov**

The software is located under 1. Download an application package.

**The Application Cover Sheet and Narrative Form is part of the Synopsis under the full announcement link.** Download and save the form to your files. When you are finished working on the cover sheet and narrative, upload it as an attachment to your application package.

**Grants.gov Help Contact Center**

Open Monday - Friday, to help you with issues regarding Grants.gov. From 7:00 a.m. to 9:00 p.m., Eastern Time email [support@grants.gov](mailto:support@grants.gov) or call 1-800-518-4726.

**To apply hardcopy,**

**Federal Express**

**Ten (10) copies to:**

Nancy Stremple, Executive Staff to NUCFAC  
USDA Forest Service  
Sidney Yates Building (1- Central)

201 14<sup>th</sup> Street S.W., MS-1151  
Washington, DC 20250-1151

***\*Note: To ensure delivery, include both the mail stop (MS) number and the street address when addressing your package for shipment.***

**APPLICATIONS MUST BE RECEIVED (NOT POSTMARKED) BY 11:59 P.M. EASTERN STANDARD TIME ON February, 17, 2009. Proposals received after the due date, will be returned without consideration.** Full proposals (if requested) are to be received by 11:59 p.m. on April 17, 2009. (Hardcopy- FedExed or Electronic posted to grants.gov)  
*No facsimiles submissions will be accepted.*

## **SELECTION CRITERIA**

Proposals will be evaluated on how well they address each of the following criteria and the priority of each category. Arrange your narrative to correspond with the numbered items listed below.

Note: Proposals that do not include all of the requested information will not score well in the evaluation process.

### **1. Scope and Applicability/Justification**

Describe how your project addresses the intent of the category. Identify the project's objective(s). Identify your national target audience.

Note: Identify what specific types of other national organizations may benefit from your project (level of government, private business, non-profits, the green industry, and/or educational institutions) that can utilize your findings/product. Why should the project be done now?

Innovation Grants are expected to require and instill deep collaboration / multi-party projects to address one of the major national issues listed. These should be projects that no one group should do alone, which would further the whole sector. Each partner listed is to have a significant and clearly defined role throughout the process and dissemination of the solution.

### **2. Literature Review**

Perform a thorough literature search to ensure that the project is original and of direct benefit to the goal of the category. Be sure to include, but not limit to, previous Council grants in your search. Explain how your project is unique and how it differs from everything else pertaining to your topic area. Be specific.

### **3. Organization/Methodology**

Describe the steps that will be performed to reach the desired goal(s). This includes, but is not limited to, the clarity of the proposal and effectiveness and efficiency of the project's methodology.

#### **4. Product**

Provide a detailed description of the deliverable product(s) and identify the recipients. How will they be disseminated? How many will be produced? Will there be a fee to receive a copy of the final product(s)? If so, what will the fee be? If not, how many will be provided free?

#### **5. Collaboration**

Applicants are to specifically address how the project will be delivered in collaboration W/ other entities. It is particularly important for the Innovation Grants. Applicants are to team

up with partner **organizations, agencies or institutions**, to have the greatest impact on the issue, or with key target audiences.

#### **6 National Distribution/Technology Transfer of Your Findings**

Every successful grant project should have a comprehensive plan to distribute the results to those who will benefit most from the findings. Ask yourself; “Does the distribution plan of your findings reach the target audience?” For example, if your project is on the psychological effects of trees on residents in nursing homes, how will you distribute your findings to nursing home developers and administrators across the country? Include a brief list of key words that can describe your project for future electronic searches.

Be prepared to develop a comprehensive marketing package of your end results. Be sure to include marketing objectives that are specific and measurable; marketing measurement guidelines that are quantitative, and qualitative, and list and define the venues of which you will disseminate your findings to your target audience.

#### **7 Project Evaluation**

Describe how your project will increase the public’s knowledge of the importance of urban and community forestry. What criteria will you use to judge the success of your project in regard to heightening the public’s awareness of the importance of urban and community forestry?

What metrics will you use to measure your success? Measures should be short-term, specific, measurable, and track able over the period of the grant. To assist applicants in identifying

what is sometimes called “SMART” goals (specific, measurable, attainable, realistic, and timely); a website is available by visiting links and overview provided here:

[http://en.wikipedia.org/wiki/SMART\\_criteria](http://en.wikipedia.org/wiki/SMART_criteria)

#### **8. Experience/Personnel/Adequacy of Resources**

Describe the experience and training in the fields relating to the project and any other qualifications that pertain to the quality of the product. Provide past experience with similar projects. Are adequate resources (e.g., personnel, facilities, equipment, supplies, and time) available to carry out the project? **Collaborating partnerships must provide a letter of support and contact information as par to the application for Innovation Grants.**

## **9. Budget and Funding**

**Please use the downloadable SF 424 and 424 (a) forms provided on [www.grants.gov](http://www.grants.gov).** Be sure that costs are reasonable in relationship to the project's objective and scope. See the Budget Sample (below) to create your budget sheet.

***NOTE:** The Federal dollars requested **may not** be used to purchase trees, plant materials, food, and equipment, with a cost of \$5,000 or greater or capital improvements to property of any ownership.*

**Include a copy of the negotiated Indirect Cost Rate Agreement,** if indirect costs are included in the budget or a copy of the submitted application to the primary funding federal agency budget or a copy of the submitted application to the primary funding federal agency.

### **NOTE: Regarding Indirect Costs**

Although indirect costs are allowable in Federal Financial Assistance Grants, the Council prefers that indirect costs are shared or covered by matching funds.

### **Budget Forms: SF 424 and SF 424 (a)**

**Please download the writable SF 424 and 424 (a). Fields highlighted in yellow are mandatory. An example of the SF424 (a) detailed sheet is filled out below**

**BUDGET INFORMATION - Non-Construction Programs**

OMB Approval No. 4040-0006  
Expiration Date 07/30/2010

**SECTION A - BUDGET SUMMARY**

	Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		
			Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1.	U.S Forest Service Urban and Community Forestry Assistance	10.675	\$	\$	\$ 150,000.00	\$ 75,000.00	\$ 225,000.00
2.							
3.							
4.							
5.	<b>Totals</b>		\$	\$	\$ 150,000.00	\$ 75,000.00	\$ 225,000.00

Standard Form 424A (Rev. 7-97)  
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**SECTION B - BUDGET CATEGORIES**

6. Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY				Total (5)
	(1) U.S Forest Service Urban and Community Forestry Assistance	(2)	(3)	(4)	
<b>a. Personnel</b>	\$ 59,493.00	\$ 74,000.00	\$	\$	\$ 133,493.00
<b>b. Fringe Benefits</b>					
<b>c. Travel</b>	5,500.00				5,500.00
<b>d. Equipment</b>					
<b>e. Supplies</b>	175.00				175.00
<b>f. Contractual</b>	10,000.00				10,000.00
<b>g. Construction</b>					
<b>h. Other</b>	6,000.00				6,000.00
<b>i. Total Direct Charges (sum of 6a-6h)</b>	81,168.00	74,000.00			\$ 155,168.00
<b>j. Indirect Charges</b>	1,500.00				\$ 1,500.00
<b>k. TOTALS (sum of 6i and 6j)</b>	\$ 82,668.00	\$ 74,000.00	\$	\$	\$ 156,668.00
<b>7. Program Income</b>	\$	\$	\$	\$	\$

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SECTION C - NON-FEDERAL RESOURCES					
(a) Grant Program	(b) Applicant	(c) State	(d) Other Sources	(e) TOTALS	
8. U.S Forest Service	\$ 100,000.00	\$	\$ 56,668.00	\$ 156,668.00	
9.					
10.					
11.					
12. TOTAL (sum of lines 8-11)	\$ 100,000.00	\$	\$ 56,668.00	\$ 156,668.00	
SECTION D - FORECASTED CASH NEEDS					
	Total for 1st Year	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
13. Federal	\$ 156,668.00	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00	\$ 6,668.00
14. Non-Federal	\$ 156,668.00	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00	\$ 6,668.00
15. TOTAL (sum of lines 13 and 14)	\$ 313,336.00	\$ 100,000.00	\$ 100,000.00	\$ 100,000.00	\$ 13,336.00
SECTION E - BUDGET ESTIMATES OF FEDERAL FUNDS NEEDED FOR BALANCE OF THE PROJECT					
(a) Grant Program	FUTURE FUNDING PERIODS (YEARS)				
	(b) First	(c) Second	(d) Third	(e) Fourth	
16. U.S Forest Service	\$	\$	\$	\$ 0.00	
17.					
18.					
19.					
20. TOTAL (sum of lines 16 - 19)	\$	\$	\$	\$	
SECTION F - OTHER BUDGET INFORMATION					
21. Direct Charges: 141,001.20		22. Indirect Charges: 15,66.80			
23. Remarks: 10% indirect costs. See attachments for negotiated rates with cognizant agency					

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Make sure a break down of hours is noted: Example  
 Personnel: Primary 300 hours @ \$14 per hour = \$4,200  
 Intern: 100 hours @ \$10 per hour = \$1,000

Printing: 20,000 copies, 8-pages each, 4 colors, and/ or associated costs of internets maintenance.

Distribution: copies will be sent to federal, APA, ASLA, Conference of Mayors, universities and state urban forestry coordinators. Additional copies will be available on request to all callers for at least two years from date of completion.

## **ELECTRONIC AND HARD COPY APPLICATION PROCEDURE CHECK-OFF LIST**

- Is your pre-proposal:
  - In Times New Roman font?
  - In 12-point pitch?
  - In a format with empty 1-inch margins on the top and bottom of the document and in the left and right margins?
- Have you formatted your narrative to match the numbered Selection Criteria? Have you addressed all the criteria in your narrative and labeled each selection criteria accordingly?
- Does your budget reflect, as a minimum, a non-Federal match dollar-for-dollar?
- Does your proposal contain the Proposal Cover Sheet, Innovation Grant proposal – 10 page and Best Practices 5 page maximum narrative addressing all the Selection Criteria and the completed SF 424 and 424 (a) forms?

**Do not attach unsolicited documentation to your pre-proposal as it will be Removed and destroyed.**

- If, hard copy, did you staple each copy of your pre-proposal in the top, left-hand corner?

**Do not enclose your pre-proposal in any bindings or folders.**

- If hardcopy, did you include ten copies of your proposal?  
Have you arranged for the proper delivery service to ensure that your pre-proposal will be received, (not postmarked) by 11:59 p.m. Eastern Standard Time on February 17, 2008.
- Have you included all your attachments to grants.gov? Including you're application coversheet and narrative?
- Have you included your partner letters?
- Did you include your DUNS number on your SF 424,
- Did you include a copy of your indirect cost rate?
- Did you select a grant category?