



## 2010 U.S. Forest Service

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

## Urban Forest Innovation Grants Funding Opportunity

# Request for Proposals

### INTRODUCTION:

The Secretary of Agriculture has a congressionally designated advisory Council that assists the U.S. Forest Service in establishing the grant categories and recommending the final proposals for the Forest Service to consider. This is the National Urban and Community Forestry Advisory Council (Council).

The Council serves to advise the Secretary of Agriculture on the status of the nation's urban and community forests and related natural resources. The Council seeks to establish sustainable urban and community forests, by encouraging communities of all sizes to manage and protect their natural resources, which can, if well managed, improve the public's health, well being, and economic vitality, and create resilient ecosystems for present and future generations.

### **Urban and Community Forestry Program Requirements**

Through the U.S. Forest Service's competitive Urban and Community Forestry Challenge Cost-Share Grant Program, the Council only supports urban and community forestry projects that have national or widespread application and impact. All proposals must apply to Urban and Community Forestry program authorities as designated by Congress in the Cooperative Forestry Assistance Act (Section 9) [[Section 9 Urban and Community Forestry only](#) (PDF, pp. 19-24)] and the annual criteria set forth by the Council. A listing of the previously funded projects can be viewed at [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**

**Available Funding:** The U.S. Forest Service anticipates that the statutory authority for the Fiscal Year 2010 Urban and Community Forestry (U&CF) Program will provide, under the Cooperative Forestry Assistance Act (Section 9), approximately \$900,000 in grant funds to be awarded through the 2010 National Urban and Community Forestry Challenge Cost-Share Grant Program. 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. While collaboration with Federal agencies is encouraged, a Federal agency **may not** receive funding or be used as match to the Federal funds being requested. (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.

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

Written progress reports are to be submitted bi-annually to their respective Forest Service Urban Forestry Program Manager for verification and approval. The financial reports (SF425) are to be submitted quarterly to the designated Forest Service financial office. Towards the end of the grant period, awardees can expect a small percentage of the awarded funds to be withheld, based on the amount of work to be completed. Upon completion and approval of final reports and obligations, the final amount will be released.

**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).

## **INNOVATION GRANT CATEGORIES**

### **What Innovation means to the Council**

The Council is offering Innovation Grants for program development, research, and collaboration to address the following four (4) strategic priority issues widely seen as confronting the urban and community forestry community at a national or multi-state level: Energy Conservation, Climate Change, Public Health, and Green Infrastructure Assessment. For the purposes of this grant process, the Council defines innovation to include new, unfamiliar, or uncommon efforts to address any or all of these four priority issues.

The Council seeks proposals from organizations, agencies, and partnerships to fund innovative projects that will demonstrate the reach, resources, and expertise needed to address the four priority issues in ways that lead to meaningful, replicable results. As much as \$900,000 is available in 2009-2010 for four or more Innovation Grants.

Potential Innovation grantees are encouraged to work collaboratively with other organizations, particularly those not traditionally involved in urban and community forestry. Applicants should consider multi-year projects and other sources of funds, including other Federal cooperative conservation sources. Potential grantees are asked to develop clear and explicit letters of intent that include narratives explaining the challenge, general methods, expected outcomes, partners (with letters documenting participation and support), post-project information, technology transfer, and approximate cost. )

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

Reducing demand for energy consumption through strategic urban forest management is a priority of the 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. Proposals should be developed to provide demonstrable results which both illustrate the positive effects of trees upon energy demand and which reinforce the overall public understanding of those benefits. Successful proposals will include non-traditional partners, meaning those not traditionally involved in urban and community forestry efforts. Proposals that include substantive partnerships with active members with energy providers, builder or developer organizations, or urban planners are strongly encouraged. Emphasis shall be placed on proposals that show strong potential to affirm or expand the current knowledge base on the subject topic, as well as provide replicable and useable results.

### **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 and natural resources in mitigating climate change impacts, or expanding our knowledge of adaptation of the urban forest to climate change effects.. Successful proposals will include non-traditional partners, meaning those not traditionally involved in urban and community forestry efforts. Emphasis shall be placed on proposals that show strong potential to affirm or expand the current knowledge base on the subject topic, as well as provide replicable results.

## **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. Yet, there is poor understanding and largely anecdotal documentation about the general public health benefits these community forests contribute. The National Urban and Community Forestry Advisory Council is seeking to support innovative research, collaborations, and programs that examine or advance the role of urban forests to promote physical and mental health. The goal is to produce objective, empirical findings using repeatable and replicable methods. Successful proposals will include non-traditional partners, meaning those not traditionally involved in urban and community forestry efforts. Proposals that include substantive partnerships with active members of the health care profession are strongly encouraged. Successful proposals also will demonstrate strong potential to validate or expand current, largely anecdotal knowledge about the role of community forests in general public health and will produce results replicable at the national or multi-state level. )

## **Green Infrastructure Assessment:**

### Definition of Green Infrastructure

Green infrastructure is a strategically planned and managed network of wilderness, parks, greenways, conservation easements, and working lands with conservation value that supports native species, maintains natural ecological processes, sustains air and water resources, and contributes to the health and quality of life for America's communities and people. Green infrastructure can also be understood as a strategic landscape approach to open space conservation, whereby local communities, landowners, and organizations work together to identify, design, and conserve the land network essential for maintenance of healthy ecological functioning.

There are multiple federal, regional, state and local agencies and departments that regulate, provide data for, incentivize or outright fund environmental and conservation programs that deliver benefits across metropolitan boundaries. The National Urban and Community Forestry Advisory Council is seeking to facilitate effective, cooperative federal-state-municipal actions that encourage landscape scale conservation.

Studies by the Metropolitan Institute at Brookings affirm that the plethora of "green infrastructure" programs, funding sources, and regulations complicate – and sometimes confound – local and regional planning. Often, planners "follow the money" and, as a result, overlook factors not addressed in one particular program in their efforts to address others.

The Administration's recently-announced "metropolitan initiative" targets primarily economic health, environmental health and social vitality of urban communities. A focus on the role of green infrastructure, a strategic landscape approach to open space conservation that identifies, designs, and conserves the land network essential for healthy communities, however, is absent from discussions of vital and healthy communities.

The National Urban and Community Forestry Advisory Council is soliciting proposals for a comprehensive assessment, a "road-map," that describes how these various agency and department programs, particularly federal programs, intersect, overlap, or support each other in green infrastructure planning. And how these programs are viewed by planners at multiple levels; the extent to which the current system fosters good decision-making and resource allocation [or not] at the municipal, state and regional levels; and what efficiencies might be realized at the national level that could maximize the impact of federal "green infrastructure" investment on the ground at the state and regional level.

Academic institutions and policy research organizations are encouraged to apply for this grant.

## **APPLICATION PROCESS:**

The 2010 Urban and Community Forestry Challenge Cost Share Grant Program will require pre-proposals and then full proposals from those selected during the review process.

All application information is available on [www.grants.gov](http://www.grants.gov) (Search: Opportunity: **USDA-FS-UCF-01-2010**, or CFDA, 10.675, Agency Forest Service).

A copy of the grant package will also be available on the Forest Service Urban and Community Forestry Website: <http://www.fs.fed.us/ucf/nucfac.html>

Applicants are encouraged to contact and work with their Forest Service Regional Urban and Community Forestry Program Manager in developing their proposal. The regional program managers will be able to provide assistance with a proposal meeting program authorities, national application and category intent. A contact list of regional program coordinators may be found on the National Urban and Community Forestry website: [http://www.fs.fed.us/ucf/contact\\_regional.html](http://www.fs.fed.us/ucf/contact_regional.html)

All pre-proposal applications are to be submitted to grants.gov, unless one does not have the capacity or availability of a computer. They may contact Nancy Stremple, executive staff for application information to be mailed to them. Those pre-proposals requested to submit a Full proposal will submit them to an email address provide by Nancy Stremple.

All electronic applicants will need to be registered with grants.gov prior to submitting their proposal. If one's organization is already registered in grants.gov, they do not need to register again. Please note the registration process can take up to 2-3 weeks depending on what information one may need to collect.

## **Pre-proposals will be required for Innovation Grants**

The Pre- Proposal package is to include the following:

1. The Letter of Intent summarizing the proposal (1 page). The letter of intent is to explain the challenge, general methods, expected outcomes, partners (with letters documenting participation and support), post-project information, technology transfer, and approximate cost.
2. The Cover Application Form and Abstract
3. The Pre-proposal narrative (limited to 10 pages) that describes the outline below and includes a Budget Narrative Table that correlates to the narrative and may be placed in the appendix.

Appendices (not included in narrative page limitation):

4. Budget Narrative Table, that specifically breaks down funds being requested and matched. Show other sources of funding, hourly rates for those working on project, supplies, contracts and their rates, travel, indirect cost rate and any estimated program income.
5. The Literature Review List to be placed in the appendix to the narrative, however key literature should be referenced in the body of the narrative where applicable.
6. Federal financial forms [www.grants.gov/agencies/aapproved\\_standard\\_forms.jsp#1SF](http://www.grants.gov/agencies/aapproved_standard_forms.jsp#1SF) 424 Core Form, Attachments 424a Budget Information Non Construction and, 424b, Assurances and Non Construction and certification forms. (Place in Appendix)

7. Letters of partnership that specifically state their role in the project proposal. The narrative is to specifically note the roles and responsibilities of the partners. (Place in Appendix)
8. Letters of support noting why they support the proposal (Place in Appendix)
9. If the applicant checks any of the underserved boxes on the cover sheet, they will be required to explain either how they are an underserved applicant and/or what specific cultural group(s) they are going to be serving and explain their outreach strategy in the narrative.
10. Negotiated indirect cost rate of the primary or cognizant Federal agency. (Place in Appendix)
11. Statement of Key Personnel Qualifications.

All selected pre-proposal finalists, as a group, will have an opportunity to discuss their grant proposal with the review panel in a pre-proposal conference or conference call. The review panel will forward their recommended selections to the Forest Service.

### **Full Proposals**

Only full proposals that have been requested by USDA Forest Service will be considered for funding under this solicitation from those applicants selected in the pre-application process. Full proposals are to include all the information required in the pre-proposals and any additional information requested by the review panel.

In addition to the SF forms submitted with the pre-proposals, full proposals will require the following forms to be included in their package. [www.ocio.usda.gov/forms/ocio\\_forms.html](http://www.ocio.usda.gov/forms/ocio_forms.html)

**AD-1047** - Certification Regarding Debarment, Suspension

**AD-1048** – Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transactions

**AD-1049** – Certificate Regarding Drug Free Workplace Requirements Alternative 1

### **Application Deadlines:**

Pre-Proposals must be **posted to [www.grants.gov](http://www.grants.gov) or Courier hard copies received by 11:59 PM Eastern, December 15, 2009.** Innovation proposals selected for full proposals will be (tentatively) due by 11:59 PM Eastern, **March 17, 2010.** The U.S. Forest Service will award the successful projects as Federal Financial Assistance grants no later than **September 30, 2010.** **NOTE:** Successful applicants will receive formal notice of their grant award from the USDA Forest Service late in the Federal fiscal year (April - September 30, 2008). Consequently, grantees **may not** begin their projects prior to official grant award notification.

Hardcopy applicants will be required to utilize a courier service to send 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 letter of intent, and a proposal cover sheet (*separate documents*), that includes: Contact information, Project Title, Project Category selected, Amount requested and Match, a project abstract summary not to exceed 200 words. The narratives for *Innovation grants are limited to 10 pages. If the narrative exceeds 10 pages, it will be disqualified. The Appendix for the budget narrative table, SF424 financial application forms, and literature review are not part of the 10 pages.*

All narratives are to be single spaced, Times New Roman font, 12-point type, 1" margins. (See evaluation criteria on pages 7 and 8, plus examples of a filled 424 (a) and budget narrative table are on pages 10 and 11.)

**To apply via grants.gov** Go to [www.grants.gov](http://www.grants.gov) and on the right side of the home page, click on “Grant Search”, use search by Opportunity number and type “USDA-FS-UCF-01-2010” The 2010 grant title and application package attachment should appear. Other searches are by the CFDA number 10.675 and Agency search is Forest Service.

**If one has any difficulties with getting registered, please contact the grants.gov “help” listed on the website, or call 1-800-518-4726 or email support@grants.gov.**

**To apply hardcopy, use a courier service to send one**

**hard copy and a copy on a disk 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.*

## **PROPOSAL EVALUATION CRITERIA**

Proposals will be evaluated on how well they address each of the following criteria. Arrange your narrative to correspond with the numbered items listed below. Proposals that do not include all of the requested information will not score well in the evaluation process.

An automatic disqualification may occur if the proposal does not demonstrate how it has national application or benefits the entire country; does not meet the 1:1 matching requirement, does not apply to urban and community forestry program authorities and/or exceeds the 10 page narrative limit.

### **1. Category Application: (35 points)**

Proposals will be evaluated on how well the narrative relates to the category description, intent and urban forestry at the national scale.

While some pilot projects may be local or regional, the project must show the next step of national application and distribution to a national audience of stake holders.

## **2. Scope and Applicability/Justification (5 points)**

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

## **3. Literature Review (Place literature review list in appendix) (5 points)**

Perform a thorough literature search to ensure that the project is original or demonstrates how it builds upon previous work. How is the literature cited of direct benefit to the goal of the category?

Identify in your narrative the literature in the appendix that supports the applicable statement. Be sure to include, but not limit to, previous Council grants in your search. See examples of past grants at:

<http://www.urbanforestrysouth.org/research/nucfac>

Explain how your project is unique/ innovative and how it differs from everything else pertaining to your topic area. Be specific.

## **4. Organization/Methodology (10 points)**

Describe the logical 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.

## **5. Product (5 points)**

Provide a detailed description of the deliverable product(s) and identify the recipients/stake holders.

How will the product or information be disseminated beyond the basic urban forestry or Forest Service network? 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?

## **6. Collaboration (5 points)**

Applicants are to specifically address how the project will be delivered in collaboration w/ other entities. Applicants are to team up with partner **organizations, agencies or institutions** to have the greatest impact on the issue, or with key target audiences. It is particularly important to have applicable a national organization(s) as part of one's team.

## **7 National Distribution/Technology Transfer of Your Findings (10 Points)**

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.

## **8 Project Evaluation (10 points)**

Describe how your project will increase the public's knowledge of the importance of urban and community forestry. Identify the criteria you will 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)

**9. Experience/Personnel/Adequacy of Resources (5 points)**

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 there adequate resources (e.g., personnel, facilities, equipment, supplies, and time) available to carry out the project? Innovation Grants are to include, as part of the application, letters of partnership that describe the collaborating partner's role in the project and contact information. ( Place letters in the appendix.)

**10. Budget Justification (10 points)**

**Federal Financial Application Forms: (Place in appendix)**

Please use the downloadable SF 424, Core Form, and Attachments SF424 A: Budget Information – Non Construction Programs, and SF 424 B: Assurances –Non-Construction Programs are provided on

[www.grants.gov/agencies/aapproved\\_standard\\_forms.jsp#1SF](http://www.grants.gov/agencies/aapproved_standard_forms.jsp#1SF) Click on “Standard Forms”

Be sure that costs are reasonable in relationship to the project's objective and scope. See examples of the SF 424 A, budget form and narrative budget table below to assist in filling out these forms and table... Please confirm that the math is accurate and that the matching dollars equal or exceed the amount of Federal funds being requested.

**Narrative Budget Table: (Place in Appendix)**

In addition to the Federal Financial Forms SF 424, 424 A and 424 B a budget table that compliments the narrative should contain itemized details of the line items presented, as in Table 3. The budget line items should coincide with the work elements provided in the narrative plan of work. The detailed budget and budget justification should provide sufficient details (e.g., personnel, equipment, consultants, supplies, administration, partnership contributions) to reflect costs needed to complete activities identified in the work plan. Matching amounts, if listed as in-kind contributions (e.g., personnel time, 14 donated equipment, materials, and matching non-Federal grants), should be based on realistic calculated values. Costs should also provide enough detail to determine if they are reasonable and allowable. The budget should also identify the source of non-Federal resources and the ability to meet matching requirements.

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 cognizant or 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.

Example of SF 424 A - Example 1

BUDGET INFORMATION - Non-Construction Programs

OMB Approval No. 0348-0044

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. National Urban and Community Forestry Challenge Cost Share Grant	10.675	\$	\$	\$ 75,000.00	\$ 150,000.00	\$ 225,000.00
2.						
3.						
4.						
5. Totals		\$	\$	\$ 75,000.00	\$ 150,000.00	\$ 225,000.00
SECTION B - BUDGET CATEGORIES						
6. Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY				Total (5)	
	(1)	(2)	(3)	(4)		
a. Personnel	\$ 25,000.	\$ 50,000.	\$	\$	\$ 75,000	
b. Fringe Benefits	2,000.	5,000			7,000	
c. Travel	5,000.	15,000.			20,000	
d. Equipment		12,500.			12,500	
e. Supplies	3,000.	10,000			13,000	
f. Contractual	15,000.	40,000.			55,000	
g. Construction	0	0			0	
h. Other	10,000.	10,000.			20,000	
i. Total Direct Charges (sum of 6a-6h)					0	
j. Indirect Charges		7,500.			7,500.	
k. TOTALS (sum of 6i-6j)	\$ 75,000.	\$ 150,000.	\$	\$	\$ 225,000.00	
7. Program Income	\$ 0	\$ 0	\$	\$	\$	

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Standard Form 424A (Rev. 7-97)  
Prescribed by OMB Circular A-102

<b>SECTION C - NON-FEDERAL RESOURCES</b>					
(a) Grant Program	(b) Applicant	(c) State	(d) Other Sources	(e) TOTALS	
8. Forest Service Urban and Community Forestry Program	\$ 137,000	\$	\$ 12,500	\$ 150,000	
9.					
10.					
11.					
12. TOTAL (sum of lines 8-11)	\$	\$	\$	\$	
<b>SECTION D - FORECASTED CASH NEEDS</b>					
	Total for 1st Year	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
13. Federal	\$ 75,000	\$ 25,000	\$ 25,000	\$ 20,000	\$ 5,000
14. Non-Federal	150,000	75,000	50,000	20,000	5,000
15. TOTAL (sum of lines)	\$	\$	\$	\$	\$
<b>SECTION E - BUDGET ESTIMATES OF FEDERAL FUNDS NEEDED FOR BALANCE OF THE PROJECT</b>					
(a) Grant Program	FUTURE FUNDING PERIODS (Years)				
	(b) First	(c) Second	(d) Third	(e) Fourth	
16.	\$	\$	\$	\$	
17.					
18.					
19.					
20. TOTAL (sum of lines 16-19)	\$	\$	\$	\$	
<b>SECTION F - OTHER BUDGET INFORMATION</b>					
21. Direct Charges: 75,000.		22. Indirect Charges: 0			
23. Remarks: See appendix for negotiated indirect cost rate. Equipment provided by Partners Society of Munciple Arborists. Other Covers Website design, postings, printing costs and					

**EXMPL E BUDGET NARRATIVE TABLE 2**

**NOTE:** The Federal dollars requested ***may not*** be used to purchase trees, plant materials, food, or equipment, with a cost of \$5,000 or greater or capital improvements to property of any ownership. If one is unsure if the item they are proposing is eligible, please contact the executive staff, Nancy Stremple.

This Narrative Budget Table should be cited in the narrative when the applicant is discussing the work to be performed and the cost to execute the specific work activity.

Applicant: ABC University  
 Project: Develop and distribute tree care information in Spanish  
 Total Cost: \$20,000

	Federal Funds (requested)	Non-federal Match		Total	Source of Matching Funds
		Cash	In-kind		
Personnel*		3,000	1,200	4,200	ABC University.
Brochure layout	1,000	800	200	2,000	XYZ Design
Printing costs**	9,000	1,000		10,000	EZ Printing Co.
Distribution costs***		1,800	2,000	3,800	Green Foundation and local volunteers
Travel to meetings^	2,400		3,000	5,400	ABC University
Sub Total		6,600	6,400		
Total Cost:	12,400	Total Match = \$13,000		\$25,400	

\*Personnel: 300 hours @ \$14 per hour = \$4,200

\*\*Printing: 20,000 copies, 8-pages each, 4 colors

\*\*\*Distribution: copies will be sent to federal and state urban forestry coordinators and will be available on request to all callers for at least one year from date of completion.

^. Travel for 2 people to present at two conferences.

Make sure a break down of hours is noted: Example

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

- Did you complete your letter of intent?
- Is your pre-proposal narrative:
  - 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 Evaluation 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 narrative addressing all the evaluation criteria and the completed SF 424, 424 (a), 424(b) forms?  
  
**Please 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 1 copy with a copy on a disk 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 November 30, 2009
- Have you included all your attachments to grants.gov?
- Is the electronic form able to be open and the title, abstract and narrative are able to be read in full?
- Have you included your partner and support 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?

It is strongly encourage that applicants submit their grants early before the due date, due to the amount of volume of applicants submitting for other grant programs slows or shuts down the grants.gov system.

NUCFAC use only.

Control Number: \_\_\_\_\_

## COVER SHEET

### 2010 U.S. Forest Service National Urban and Community Forestry Challenge Cost-Share Grant Program

Proposals are due by 11:59 PM Eastern Standard Time, December 15, 2010

#### INNOVATION GRANT CATEGORY:

(Estimated total amount available is \$900,000, \$225,000 per category)

(Select only one)

- ENERGY AND URBAN FORESTS
- CLIMATE CHANGE AND URBAN FORESTS
- PUBLIC HEALTH AND URBAN FORESTS
- GREEN INFRASTRUCTURE ASSESSEMENT

PROJECT CONTACT NAME, ORGANIZATION, ADDRESS, PHONE NUMBER, FAX NUMBER AND EMAIL ADDRESS:

**PROJECT TITLE:**

**FUNDING REQUEST AND MATCH** (Note: Matching amount must at a minimum equal requested amount.)

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REQUESTED: \$ \_\_\_\_\_ + MATCHING: \$ \_\_\_\_\_ = TOTAL PROJECT: \$ \_\_\_\_\_

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**OUTREACH:**

Note: if one checks "Yes" in either of the boxes below, the applicant will be required to describe either how the plan to outreach to the identified population and/or provide a description of your minority or underserved organization.

Is this project being developed to reach a minority or underserved population?    \_\_\_Yes    \_\_\_No

Is this pre-proposal being submitted by a minority or underserved population (owned/operated/directed) business, organization or college/university?    \_\_\_Yes    \_\_\_No

**PROJECT PARTNERS:**

NAME                      LETTER OF SUPPORT INCLUDED: YES    NO  
NAME OF ORGANIZATION:

MAILING ADDRESS 1:

MAILING ADDRESS 2:

CITY:                                      STATE:                                      ZIP CODE:

PHONE NO.                                      CELL PHONE (OPTIONAL)

FAX NO. \_\_\_\_\_E-MAIL

#####

NAME                      LETTER OF SUPPORT INCLUDED: YES    NO  
NAME OF ORGANIZATION:

MAILING ADDRESS 1:

MAILING ADDRESS 2:

CITY:                                      STATE:                                      ZIP CODE:

PHONE NO.                                      CELL PHONE (OPTIONAL)

FAX NO. \_\_\_\_\_E-MAIL

#####

NAME                      LETTER OF SUPPORT INCLUDED: YES    NO  
NAME OF ORGANIZATION:

MAILING ADDRESS 1:

MAILING ADDRESS 2:

CITY:                                      STATE:                                      ZIP CODE:

PHONE NO.                                      CELL PHONE (OPTIONAL)

FAX NO. \_\_\_\_\_ E-MAIL

**ABSTRACT:** Summarize the proposed project in 200 words or less.

**PROPOSAL OUTLINE:** (The Innovation proposal is not to be more than 10 single spaced pages.)  
Please make sure each page is numbered and has the project title.

- 1. Category Application**
- 2. Scope and Applicability/Justification- Proposal objectives:**
- 3. Literature Review: (Appendix and cited in narrative where applicable)**
- 4. Organization/Methodology:**
- 5. Product:**
- 6. Collaboration:**
- 7. National Distribution/Technology Transfer of Your Findings:**
- 8. Project Evaluation:**
- 9. Experience/Personnel/Adequacy of Resources: (Appendix)**
- 10. Budget and Funding (Appendix)**

**Attachments for Appendix:**

**SF 424, SF 424 (a) and SF 424 (b) (Make sure DUNS number is on SF424 form)**  
**A copy of indirect cost rate or negotiated rate with cognizant Federal agency**  
**List of Literature reviewed and cited. Make sure narrative statements based on the literature review is cited**  
**Letters of Partnership from Partners**  
**Letters of Support from Stakeholders**