



2012 U.S. Forest Service

National Urban and Community Forestry Challenge Cost-Share Grant Program

Urban Forest Innovation Grants Funding Opportunity Request for Pre-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 multi-state 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.

Definitions:

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

Underserved Communities: Communities that do not receive equitable resources as other communities in maximizing the benefits from the conservation and management of their natural resources. In this context we consider underserved as low income, under represented racial / ethnic minorities; Native Americans; people with disabilities and the elderly.

Nontraditional: Organizations, agencies, businesses not traditionally involved in urban and community forestry.

GRANT PROGRAM OVERVIEW

Available Funding: The U.S. Forest Service anticipates that the statutory authority for the Fiscal Year 2012 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 2012 National Urban and Community Forestry Challenge Cost-Share Grant Program. Funds are to support urban and community forestry projects on nonfederal public land 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 U.S. 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 or private land 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.

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).

INNOVATION GRANT CATEGORIES

What Innovation means to the Council

The National Urban and Community Forestry Advisory Council is offering Innovation Grants for program development, research, and collaboration to address the following three (3) strategic priority issues widely seen as confronting the urban and community forestry community at a national or multi-state level: Climate Change, Public Health, and Economic Development. 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 three 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 three priority issues in ways that will lead to meaningful, replicable results. As much as **\$900,000.00** is available in **FY 2012** for three or more Innovation Grants.

Potential Innovation grantees are encouraged to work collaboratively with other organizations and entities, 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. (Note: Federal dollars, in-kind services or donated materials may NOT be used as match to this grant program).

Essential Requirements:

1. Abstract: Potential grantees are asked to provide an abstract, not to exceed 200 words, summarizing their proposal.
2. Potential grantees are asked to develop clear and explicit proposals that include narratives explaining the challenge, general methods, expected outcomes, partners (with letters documenting participation and support), deliverables, technology transfer components, and approximate cost.
3. The Council is seeking proposals that will produce results that are replicable at a national or regional scale. Localized projects will not be considered unless they represent a clearly stated national or regional potential.
4. Successful proposals will include national, non-traditional partners, meaning those not typically involved in urban and community forestry efforts. It is also important to include and/or address underserved communities and their needs. The Council seeks to fund proposals that clearly broaden the base of participation through the involvement of such non-traditional partnerships and the inclusion of underserved communities with applicable local, State and/or National urban forestry contacts.
5. Potential grantees are asked to develop clear, effective, and innovative technology transfer components of their proposals. The Council seeks to encourage wider dissemination of, and public access to, completed project results. The mere production of CDs and posting to websites, for example, will be considered inadequate means of technology transfer by the proposal review teams.

Category 1: How Management of Urban and Community Forests Can Help Mitigate Greenhouse Gas Emissions or Help Communities Adapt to Climate Change:

Urban and community forests can and should be an important piece in responding to climate change. The National Urban and Community Forestry Advisory Council is seeking to support innovative research, collaborations and programs that help advance the use of urban and community forest resources in mitigating greenhouse gas emissions, helping communities adapt to climate change impacts, or expanding our knowledge of how urban and community forests can best be managed to both mitigate and adapt to climate change.

Proposals are being sought that address the role of urban and community forest resources in the subject areas of carbon sequestration, alternative energy, energy conservation, mitigating urban heat island effects, or enhancing the health and sustainability of urban and community forests in a changing climate.. Furthermore, the economic development, jobs creation, and cost-saving potential of new climate change-related approaches to urban and community forestry should be captured in all proposals. Results shall be produced where they can be effectively disseminated to communities throughout the country.

Proposals that include substantive partnerships with active members of the areas described above are strongly encouraged. Successful proposals will also demonstrate strong potential to validate or expand current, often anecdotal knowledge about the role of urban and community forests in addressing greenhouse gas emissions and adapting to climate change and will produce results replicable at the national or multi-state level.

Category 2: The Influence of Urban and Community Forests upon Public Health:

Strong, well-managed urban and community forests offer tremendous economic, environmental, and social benefits to the residents of cities and towns across the nation. Although good research progress has been made, much remains unknown about the direct and indirect 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 and community forests in promoting physical and mental health. Furthermore, the economic development, jobs creation, and cost-saving benefits of the emerging health-related perspective and approach to urban and community forestry should be captured in all proposals. The goal is to produce objective, empirical findings using repeatable and replicable methods that can explore both the preventive and treatment impacts of urban and community forestry on public health. Results shall be produced that can be effectively disseminated to communities throughout the country.

Proposals that include substantive partnerships with active members of the health care and public health professionals and institutions are strongly encouraged. Successful proposals will also demonstrate strong potential to validate or expand current, often anecdotal knowledge about the role of urban and community forests in general public health and will produce results replicable at the national or multi-state level.

Category 3: Urban and Community Forestry as Economic Development:

As a broad and multi-layered discipline, urban and community forestry management should possess strong potential to stimulate economic development and jobs creation in our communities. Smart growth, new planning objectives, and numerous large-scale redevelopment efforts are transforming the physical and social environments of our cities and towns. A great deal of anecdotal evidence exists to suggest that urban forestry can and does play a quantifiable role in economic development (i.e., tourism, residents' shopping patterns, real estate values, marketing of carbon credits, biomass, citizens' pride of place, etc.), but empirical evidence remains scant.

Adherents of urban and community forest management are becoming increasingly aware of the environmental costs and benefits of our forests and green space, but measuring the social and economic costs and benefits have yet to be fully explored. We are beginning to quantify the impacts of well-managed green infrastructure systems upon our community economies from a financial perspective. What we do not have is a national or regional framework through which to successfully implement available tools, e.g., hedonic pricing models that compare land values in similar communities in which some sites have urban forest infrastructure and others do not. These proposals are to address the following criteria to provide a clearer picture for community leaders, planners, economists, and policy makers.

The first criterion of the Economic Development proposal is to catalogue the *current* or *existing* direct contribution of urban forestry related jobs to the regional or national economy. This information should include:

- Projections of the number of jobs in urban forestry and arboriculture, tree care industry, etc.
- A characterization of those jobs -- e.g. full-time or part-time, seasonal, hourly, etc.
- It should report the average wage levels, from entry-level up
- Provide estimates on the average length of tenure [i.e. that is, how long people stay in these jobs]
- Identify the percent of trainees in grant-supported programs that remain employed after training; move to other jobs; or progress beyond entry-level jobs

The second criterion of the proposal is to quantify and/or predict the *potential* indirect impacts to the economy of urban forestry jobs. It is hoped that a great deal of that potential could be realized through the grantee's recommendations aimed at identifying, expanding existing, or creating new, programs and policies. Some of the possible ideas to explore are, but not limited to:

- Expansion of urban forestry economic impact through greater interdepartmental cooperation and programming (i.e. USDA, EPA, HUD, DOT, DOE, etc.)
- Linking urban ecosystem management to environmental issues and regulations such as clean air and clean water. The jobs impact that would result from urban forests being considered as infrastructure and included in federal infrastructure programs?
- New economic development programs that might be tied to:
 - Public health
 - Climate change

- Local foods movement
- Healthy eating
- Environmental benefits
- Tourism and retail vitality
- Community identity and pride of place

Applicants are encouraged to develop their project proposals outside and independent of the traditional urban forestry research network.

The results of the project should:

- Enable communities to keep private land “green”
- Amplify the impact of Urban and Community Forestry programs throughout the Forest Service and other Federal agencies.
- Improve collaboration across Federal agencies
- Demonstrate how multiple, independent Federal authorities can complicate local green infrastructure and urban forestry initiatives
- Clarify who speaks for the urban forest
- Illustrate how urban forestry can be a driver for economic change

Successful Economic Development proposals will address the above criteria on the role of urban or community forests in advancing the economic well-being of communities and will expand our knowledge of how urban or community forests contribute to economic development objectives.

Proposals that include substantive partnerships with active members of national planning, marketing, real estate or related organizations are strongly encouraged. Successful proposals will demonstrate sound potential to validate or expand current, largely anecdotal knowledge, quantifying the role of urban and community forests in general economic development and job creation. Proposals are to produce results replicable at the national or multi-state level.

APPLICATION PROCESS

The 2012 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 (Search: Opportunity: **USDA-FS-UCF-01-2012**, 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 if a proposal has local demonstration sites, applicants are encouraged to coordinate their efforts with the local or State urban forestry coordinator.

All pre-proposal applications are to be submitted to **grants.gov**, unless one does not have the capacity to use or have the 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:

The Cover Application Form and Abstract (limit 200 words) summarizing the proposal (1page), explaining the challenge, general methods, expected outcomes, partners (with letters documenting participation and support), post-project information, technology transfer, and approximate cost.

The Pre-proposal narrative (limited to 10 pages) that describes the outline below and includes a Budget Narrative Table and correlates to the narrative. The Budge Narrative Table may be placed in the appendix and is not counted toward the 10 page narrative limit. *If the narrative exceeds 10 pages, it will be disqualified.*

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

Appendices (not included in narrative page limitation):

- 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.
- 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.
- Federal financial forms <http://apply07.grants.gov/apply/FormLinks?family=16> 424 Core Form, Attachments 424a Budget Information Non Construction and, 424b, Assurances, and Non Construction and certification forms. (Place in Appendix).
- 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)
- Letters of support noting why they support the proposal (Place in Appendix)
- 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.
- Negotiated indirect cost rate of the primary or cognizant Federal agency. (Place in Appendix)
- Statement of Key Personnel Qualifications. (Place in Appendix)

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-proposal process. Full proposals are to include all the information provided 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

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 or Courier hard copies received by 11:59 PM Eastern, December 1, 2011.** Pre-proposals selected for Full proposals will be (tentatively) due by 11:59 PM Eastern, **March 18, 2012.** The U.S. Forest Service typically will award the successful projects as Federal Financial Assistance grants no later than **September 30 of that fiscal year.**

NOTE: Successful applicants will receive formal notice of their grant award from the USDA Forest Service grant official late in the Federal fiscal year (April - September). 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.

To apply via grants.gov Go to 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-01-2012" The 2012 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 14th 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 / 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: (20 points)

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

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. The Forest Service Regional Urban Forestry Coordinators may be able to assist an applicant with additional literature resources.

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 (10 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? Has the applicant included the economic development, jobs creation, and cost-saving benefits from the topic category's perspective and approach to urban and community forestry?

6. Collaboration (15 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 national organization(s) as part of one's team and use this opportunity to include nontraditional partners.

Applicants should also address how the issue impacts underserved communities and how the proposal can address or minimize these impacts when applicable.

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

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 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, 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	Catalog of Federal Domestic Assistance	Estimated Unobligated Funds									New or Revised Budget
or Activity (a)	Number (b)	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	GRAN T PROG RAM, FUNCT ION OR ACTIVI TY	Total									
	(1)	(2)			(3)		(4)		(5)		
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	\$		\$		\$		
Previous Edition Usable							Authorized for Local Reproduction		Standard Form 424A (Rev. 7-97) Prescribed by OMB Circular A-102		

SECTION C - NON-FEDERAL RESOURCES

(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)	\$		\$		\$		\$	

SECTION D - FORECASTED CASH NEEDS

	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)	\$		\$		\$		\$

SECTION E - BUDGET ESTIMATES OF FEDERAL FUNDS NEEDED FOR BALANCE OF THE PROJECT

						FUTURE FUNDING PERIODS (Years)		
(a) Grant Program		(b) First	(c) Second	(d) Third	(e) Fourth			
16.	\$		\$		\$		\$	
17.								
18.								
19.								
20. TOTAL (sum of lines 16-19)	\$		\$		\$		\$	

SECTION F - OTHER BUDGET INFORMATION

21. Direct Charges: 75,000.	22. Indirect Charges: 0
23. Remarks: See appendix for negotiated indirect cost rate. Equipment provided by Partners Society of Municipal Arborists. Other Covers Website design, postings, printing costs and	

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Standard Form 424A (Rev.
7-97) Page 2

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 Cash / In-kind		Total	Source of Matching Funds
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 listed

ELECTRONIC AND HARD COPY APPLICATION PROCEDURE CHECK-OFF LIST

Did you contact your Forest Service regional coordinator for guidance and feedback?

If applicable, did you coordinate your project with the local urban forester?

Did you select a grant category?

Did you complete your Abstract?

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?

Have you included your partner and support letters?

Please do not attach unsolicited documentation to your Pre-proposal as it will be Removed and destroyed.

Have you conducted a thorough literature review, included it in the appendix and referenced it back key areas back to your narrative?

Did you include your DUNS number on your SF 424?

Did you include a copy of your indirect cost rate?

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 **December 1, 2011**

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?

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.

Forest Service use only.

Control Number: _____

COVER SHEET

2012 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 1, 2011

INNOVATION GRANT CATEGORY:

(Estimated total amount available is **\$900,000**, approximately \$300,000 per category)

(Select only one)

- How Management of Urban and Community Forests Can Help Mitigate Greenhouse Gas Emissions or Help Communities Adapt to Climate Change
- The Influence of Urban and Community Forests upon Public Health
- Urban and Community Forestry as Economic Development

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.) _____

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

OUTREACH:

Note: if one checks “Yes” in either of the boxes below, the applicant will be required to describe either how they plan to outreach to the identified population and/or provide a description of your 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:

CITY: STATE: ZIP CODE:

PHONE: EMAIL:

#####

NAME:

LETTER OF SUPPORT INCLUDED: YES NO

NAME OF ORGANIZATION:

MAILING ADDRESS 1:

CITY: STATE: ZIP CODE:

PHONE: EMAIL:

PROJECT PARTNERS Continued:

NAME:

LETTER OF SUPPORT INCLUDED: YES NO

NAME OF ORGANIZATION:

MAILING ADDRESS 1:

CITY: STATE: ZIP CODE:

PHONE: EMAIL:

#####

NAME:

LETTER OF SUPPORT INCLUDED: YES NO

NAME OF ORGANIZATION:

MAILING ADDRESS 1:

CITY: STATE: ZIP CODE:

PHONE: EMAIL:

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