



2014 U.S. Forest Service National Urban and Community Forestry Challenge Cost-Share Grant Program

Request for Pre-Proposals (RFP) and Application Instructions

INTRODUCTION

The Secretary of Agriculture has a congressionally designated advisory council that assists the U.S. Forest Service in establishing the grant categories and recommendations of 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, if well managed, improves the public's health, well-being, economic vitality, and creates resilient ecosystems for present and future generations.

Urban and Community Forestry Program Requirements

The Council recommends urban and community forestry projects that have national or multi-state application and impact through the U.S. Forest Service's competitive Urban and Community Forestry Challenge Cost-Share Grant Program. A proposal's content must meet the Urban and Community Forestry program authorities as designated by Congress in the Cooperative Forestry Assistance Act, (Section 9 PDF, pp. 19-24)] <http://www.fs.fed.us/spf/coop/library/SPF-CF%20handbook.pdf> and the annual criteria set forth by the Council. A listing of the previously funded projects can be viewed at www.urbanforestrysouth.org/research/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: Underserved Communities are communities that do not receive equitable financial and technical assistance as other communities might, 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 (Sub Title 9 of the Cooperative Forestry Assistance Act) for the Fiscal Year 2014 Urban and Community Forestry (U&CF) Program may provide, approximately \$900,000 in grant funds to be awarded through the 2014 National Urban and Community Forestry Challenge Cost-Share Grant Program. Funds are to support national 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. Individuals and private land are not eligible. The Forest Service will address any conflicts of interest.

If an entity has a local/State tree-planting projects, capital improvements to property of any ownership, and/or projects that have only a local impact and applicability are not eligible and they 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/contact_state.html

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 directly related to the proposed project. The source of matching funds must be identified and grantees must comply with all applicable Federal regulations.

Award, Reporting and Presentations: The Forest Service will notify a grant recipient of their award and when they may proceed. Written progress reports are to be submitted bi-annually to their respective Forest Service Urban Forestry Program Manager for verification and approval. Financial progress reports are required to be submitted quarterly.

Grantees may also be asked to present, in person/webcast, their project progress report at one of the Councils' annual meetings.

The Forest Service shall be notified, thirty days prior to an active grant's information or data being presented to the public or peers.

Grant Writing Assistance: There are various internet sites that provide valuable grant writing tips and guidance for developing competitive grant proposals. One in particular is the Catalog of Federal Domestic Assistance website at:

<https://www.cfda.gov/?s=generalinfo&mode=list&tab=list&tabmode=list&static=grants>.

Acknowledgement of the U.S. Forest Service Urban and Community Forestry Assistance Program

All applicants that receive grant awards will be required to acknowledge the Forest Service and the National Urban and Community Advisory Council in any written, electronic, or verbal, documents, websites,

publications, emails, video, photos, power points, webinars etc. that the Federal grant dollars supported.

Written statements may use:

“This project is funded in full or in part by the U.S. Forest Service National Urban and Community Forestry Assistance Program as recommended by the National Urban and Community Forestry Advisory Council.”

Inquiries: All questions regarding the program should be directed to Nancy Stremple, Executive Staff to the Council, at (202) 205-7829 from 9:00 a.m. to 3:00 p.m. (Eastern).

INNOVATION GRANT CATEGORIES

The National Urban and Community Forestry Advisory Council seeks innovative (new, cutting-edge or builds upon existing studies) grant proposals for program development, study, and collaboration that will address strategies in the Ten Year Action Plan. Specifically for this Request for Proposals, the Council is considering proposals to address the following priority issues:

- Making Urban Trees and Forests More Resilient to the Impacts of Natural Disasters and the Long-term Impacts of Climate Change
- Green Infrastructure Jobs Analysis
- Utilizing Green Infrastructure to Manage and Mitigate Stormwater to Improve Water Quality

Detailed information about each category follows this section.

Organizations, local governments, tribal agencies, and partnerships are encouraged to submit proposals that will demonstrate the reach, resources, and expertise needed to address the three priority issues in ways that will lead to meaningful, replicable results across the country.

Potential Innovation grantees are should work collaboratively with other organizations and entities not traditionally involved in urban and community forestry.

Applicants should consider multi-year projects and other sources of funds, which may include other Federal cooperative conservation sources.

While other Federal dollars or technical support may contribute to the project, they may not be used to match these Federal grant program dollars.

Grant Category 1: Making Urban Trees and Forests More Resilient to the Impacts of Natural Disasters and the Long-term Impacts of Climate Change

Projects in this category should increase our knowledge of the practices and strategies that make urban trees and forests more resilient to the impacts of severe storm events, natural disasters, and the long-term impacts of climate change. The results of these projects should enable communities, cities, states and regions to better manage their urban and community forests in the face of natural disasters and climate change. All grant proposals are to include a detailed evaluation of the successes, failures, elements of risk to society and recommended changes for the project results.

Background and Intent:

Severe storm events have had a significant impact on urban forests within the past decade. Hurricanes Hugo, Andrew, Katrina, Irene, and most recently Sandy, have impacted urban and community forests in the south, Mid-Atlantic and northeast. At the same time, severe ice storms and tornados have impacted the upper south and Midwest, and severe floods and drought conditions have occurred across the country.

Research is providing new insights into the biomechanics of trees, tree selection and breeding, planting space requirements, planting and pruning techniques, pest and disease risk assessment and other factors that directly impact the health and resilience of urban trees and urban forest ecosystems. This , and additional research in other areas, can assist natural resource managers in developing and applying practices and strategies to proactively increase the resilience of their urban forests to natural disasters and climate change. This information can only be applied, however, if it is made available to those responsible for management of the urban forest including policy makers, planners, managers, practitioners and other stakeholders.

The Council is seeking projects that add to our knowledge of research, practices and strategies to improve urban forest resilience and can include the following:

- Identify tree species selections most suitable for surviving and thriving in a location given the existing and future stresses in that location.
- Identify the aspects of long-term climate change that may impact tree response.
- Improve the biomechanical properties or structural integrity of urban trees produced in the nursery industry.
- Assess the effectiveness of different acceptable tree maintenance techniques for reducing tree risk in wind and other storm events.
- Identity best ways to plant trees to ensure stability, stamina and sustainability in a severe and changing climate.
- Identify management strategies that incorporate a variety of practices that improve the health and resilience of an entire urban forest ecosystem.
- Identify or create tool that will enable natural resource managers to conduct risk locally analysis at a landscape scale.
- Develop a series of best management practices for managing the urban forest to reduce risk (to the forest and community).

Grant Category 2: Green Infrastructure Jobs Analysis

Projects in this category should provide a detailed analysis of existing and emerging green jobs, those jobs involved in the design, creation, conservation, management and maintenance of green infrastructure¹, the system of urban forests, green spaces, and parks that contribute to the health and quality of life in our communities. This information should identify opportunities for investment in and expansion of these green job opportunities in the private sector. All grant proposals are to include a detailed evaluation of the successes, failures, and recommended changes for the project results.

Background and Intent:

Designing and managing urban and community green infrastructure will require expanding the skill sets and combination of skills of professionals in the private and public sector. Some of the green jobs skills and professions include arboriculture, urban forestry, landscaping, landscape architecture, engineering, urban design, urban planning, and others. We need to understand where green infrastructure design and management is headed. Where do these green jobs exist, in what areas and fields are they expanding, and what are the potential green job growth opportunities? It is important to answer these questions to identify where efforts, including investments, should be focused now and in the future. This analysis should include examples of successful green job creation that can be replicated on a regional or national scale.

The Council is seeking a detailed analysis that will provide the following:

- An analysis of existing private sector green jobs.
- Identification of green jobs industry sectors that are growing that warrant increased private and public sector investment.
- Suggested strategies for expanding green job growth in both the private and public sectors.
- Include a study of Green Infrastructure job wages and how they compare to related industries, (i.e. engineering, architecture, construction trades etc.) with an emphasis on increasing wages so they are on an equal par to the related industries that we work with. (W.W.)
- Identification and analysis of public and private sector green jobs initiatives that have been successful in generating sustainable, full time employment.

The Council utilizes the following definition of Green Infrastructure as recommended to the Secretary of Agriculture:

“Green infrastructure is strategically planned and managed networks of natural lands, working landscapes and other open spaces that conserve ecosystem values and functions and provide associated benefits to human populations.”

Grant Category 3: Utilizing Green Infrastructure to Manage and Mitigate Stormwater to Improve Water Quality

Projects in this category should increase knowledge and practice of green infrastructure strategies that emphasize trees and urban forests to manage and mitigate urban stormwater runoff. The results of these projects should enable localities to successfully achieve regulatory compliance while investing in healthy, sustainable urban forests. All grant proposals are to include a detailed evaluation of the successes, failures, and recommended changes for the project results.

Background and Intent:

The U.S. [Clean Water Act](#) (CWA) requires that local governments in [urbanized areas](#) obtain [stormwater](#) discharge permits for their drainage systems. Phase II of these Stormwater Regulations, issued in 1999, requires regulated small Municipal Separate Storm Sewer Systems, (MS4s). This includes MS4s in [urbanized areas](#), as well as small MS4s outside the urbanized areas that are designated by the permitting authority, to obtain National Pollutant Discharge Elimination System (NPDES) permit coverage for their stormwater discharges.

In the last decade, more and more local jurisdictions have sought to address regulatory compliance for clean water through a combination of “grey infrastructure” and “green infrastructure” strategies. Local installations of green infrastructure best management practices (BMPs) have been widely demonstrated. However, there remain barriers for localities in moving from demonstration projects to instituting green infrastructure on a large scale in meeting regulatory compliance. These barriers are many, and may include the need for further research, knowledge gaps, lack of pre-approved fast-track design solutions, and policies, which may impede innovation.

The Council is seeking projects that address significant barriers to implementing green infrastructure for stormwater quality management nationwide. In particular, the role of trees and urban forests within larger green infrastructure solutions will be emphasized. Project examples may include, but are not limited to:

- Identify and address questions regarding the interception and uptake of water and/or pollutants by shade trees within green infrastructure construction.
- Identify and address questions regarding the continued performance and maintenance of green infrastructure BMPs.
- Create or improve distribution of (“off-the-shelf” pre-approved tree-friendly) design solutions for the landuse planning community and engineering audiences responsible for design and construction.
- Develop model design specifications that serve to optimize the future size, health, and long term performance of trees within stormwater interception systems
- Address performance questions which may be a barrier to “making trees count” within green infrastructure installations.
- Identify and address critical knowledge gaps among key target audiences responsible for carrying out stormwater compliance.

- Or, other nationally applicable barrier to the greater use of trees and urban forests within stormwater management.

Please note: It is not the intent of this grant category to fund the design and installation of local demonstration green infrastructure projects.

ESSENTIAL REQUIREMENTS

For your convenience, we are providing a proposal template in a Microsoft Word document format. Fill in the provided proposal template to submit your pre-proposal. The completed pre-proposal package should be one document (PDF or Word) with the exception of the SF424 forms, which may be separate.

The abstract is not to exceed 200 words, summarizing the proposal.

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.

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.

Include appropriate 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.

Develop clear, effective, and innovative technology transfer components to the proposal. This includes a wide dissemination of, and public access to, completed project results. Identify the key stakeholder groups that will be able to utilize the project results.

The production of only CDs, presenting at peer conferences and posting to websites, for example, will be considered inadequate means of technology transfer by the proposal review teams.

APPLICATION PROCESS

The 2014 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 Grants.gov (Search: Opportunity: **USDA-FS-UCF-01-2014**, 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>.

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 provided 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.

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.

Proposals must have national application; however local demonstration sites may be used to test the national objectives on the ground. Applicants are encouraged to coordinate their efforts with the local or State urban forestry coordinator.

Pre-proposals will be required for Innovation Grants

Applicants are to fill out the Pre-proposal template and the SF424, SF424A and SF424B forms.

Other formats will not be accepted.

*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.)*

The application package will include the following:

- The Cover Application Form
- Abstract (limit 200 words) summarizing the proposal, explaining what you plan to do, being clear about the challenge, general methods, expected outcomes, partners (with letters documenting participation and support), post-project information, technology transfer, and approximate cost.
- Partnering organization letters of those partners who will be assisting with the implementation and national delivery of the proposal findings. Specifically state their role in the project proposal. The narrative is to specifically note the roles and responsibilities of the partners.
- The narrative template is not to exceed 10 pages.
- Support letters from key stakeholders that will be affected by the proposals findings.
- The Literature Review– what research has been done that supports your approach and/or your framing of the issue you plan to address?
- Originality and Innovation – Please explain what aspects of your proposed project are innovative and why.
- Federal financial forms <http://apply07.grants.gov/apply/FormLinks?family=15>. SF 424 Form Family (Government wide), Attachments SF 424a Budget Information Non Construction and, SF 424b, Assurances, and Non Construction and Certification forms.

- 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.
- Budget Narrative Table, which 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.
- 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 the 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.

In addition full proposals will be required to include:

- Negotiated indirect cost rate of the primary or cognizant Federal agency.
- Provide a statement of key personnel qualifications
- Full proposals will require the following forms to be included in their package.
 - o **AD-1047** - Certification Regarding Debarment, Suspension
<http://www.ocio.usda.gov/sites/default/files/docs/2012/AD1047-F-01-92.PDF>
 - o **AD-1048** – Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transactions
<http://www.rurdev.usda.gov/rbs/coops/ad1048.pdf>
 - o **AD-1049** – Certificate Regarding Drug Free Workplace Requirements Alternative 1
<http://www.gipsa.usda.gov/fgis/forms-fgis/ad1049.pdf>
- Any additional information requested by the review panel.

Application Deadlines

Pre-proposals must be posted to Grants.gov or courier hard copies received by

11:59 PM Eastern, **July 15, 2013**.

Pre-proposals selected for full proposals will be (**tentatively**) due by

11:59 PM Eastern, **November 15, 2013**.

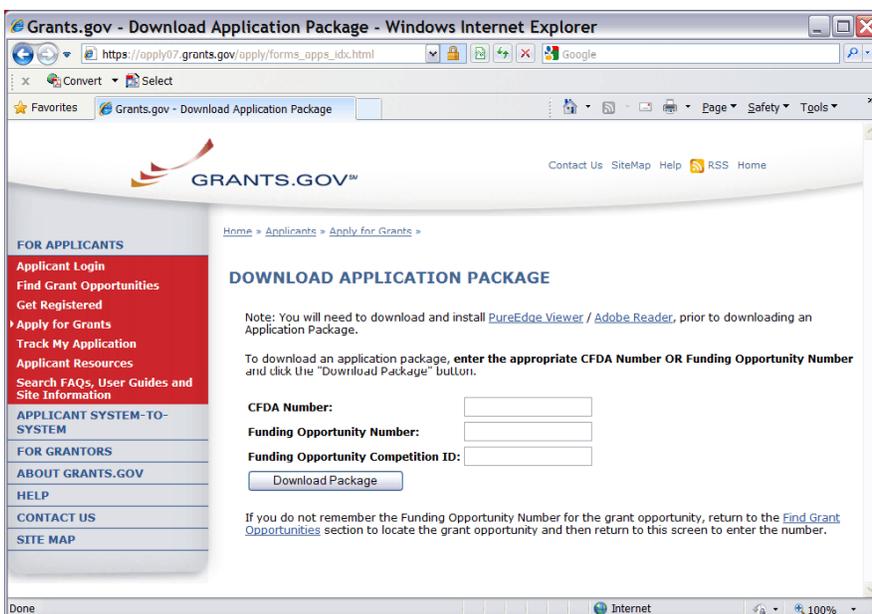
The U.S. Forest Service typically will award the successful projects as Federal Financial Assistance Grants no later than September 30, 2014.

NOTE: Successful applicants will receive formal notice of their grant award from the Forest Service grant official. 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 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-01-2014" The 2014 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 registering, please contact the Grants.gov "help" listed on the website, or call 1-800-518-4726 or email support@grants.gov.



To apply by hardcopy, please 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
1611 N. Kent Street, RPE 9
Arlington, VA 22209

202-309-9873

***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 template criteria. 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 does not utilize the pre-proposal template format.

Proposal Template Narrative - Section Descriptions

1. Project Description (20 points)

Describe what you are going to do. Why is it important and relevant to urban and community forestry at a national level? Be clear about which category you are applying to. Describe your intended audience.

2. Originality and Innovation (5 points)

Tell us why your project is original and innovative.

3. Literature Review (5 points) (long lists maybe placed in appendix but should be referenced in the narrative, as appropriate)

Perform a thorough literature review to indicate the background information you are basing your approach upon, or other work that supports the importance of this project being carried out.

4. Project planning and timeline (10 points)

Describe the steps in the project. Indicate how each step helps to achieve the desired outcome and goals of the project. 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? Please note that simply posting to YouTube or creating a website does not constitute national outreach. Please describe how you will gain awareness of these (or other) resources you make available from your project.

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 as appropriate.

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)

All grant proposals are to include a detailed evaluation plan, focusing on the successes, failures, and recommended changes for the project results. Proposals are to include time and funding needed to complete the evaluation. A final evaluation report is to be submitted to the Council's executive staff, Nancy Stremple nstremple@fs.fed.us. Proposals should describe how the project will increase the public's knowledge of the importance of urban and community forestry. Identify the criteria that will be used to judge the success of the project in regard to heightening the public's awareness of the importance of urban and community forestry? What metrics will be used to measure the project's success? Measures should be specific, measurable, and trackable over the period of the grant and any identified period after the project has been completed.

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 or are separate forms in the [Grants.gov](https://www.grants.gov) application)

Please use the downloadable Federal financial forms <http://apply07.grants.gov/apply/FormLinks?family=15> SF 424 Form Family (Government wide), Attachments SF 424a Budget Information Non Construction and, SF 424b, Assurances, and Non Construction and Certification 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, Example 1, and narrative budget table, Example 2 below to assist in filling out these forms. Please confirm that the math is accurate and that the matching dollars equal or exceed the amount of Federal funds being requested.

In addition to the Federal Financial Forms SF 424, 424 A and 424 B a detailed budget narrative table that compliments the narrative should contain itemized details of the line items.

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 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
	(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	\$	\$	\$

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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 13 and 14)	\$	\$	\$	\$	\$
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.	\$	\$	\$	\$	
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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Example 2: Budget Narrative Table

NOTE: The Federal dollars requested **may not** be used to purchase trees, plant materials, food, (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

	Federal Funds (requested)	Non-federal Match Cash / In-kind		Total	Source of Matching Funds
Personnel*	\$8,200	\$4,200		\$12,400	ABC University.
Brochure layout	\$1,000	\$800	\$200	\$2,000	XYZ Design
Printing costs**	\$9,000	\$3,000		\$12,000	EZ Printing Co.
Distribution costs***	\$1,800	\$5,000		\$6,800	Green Foundation and local volunteers
Travel to meetings^	\$2,400	\$3,000		\$5,400	ABC University
Sub Total		\$6,600		\$6,600	
Total Cost:	\$22,400	Total Match = \$22,800		\$45,200	

*Personnel:

1. 300 hours @ \$14 per hour = \$4,200
2. 100 hours @ \$10 per hour = \$1,000
3. 500 hours @ \$ 6 per hour = \$3000

**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 State/local urban forester?

Is your application one complete document (PDF/word doc) with the exception of the SF424 forms?

- 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?

Is your pre-proposal template filled out in correct order as shown?

- Did you select a grant category?
- Proposal Cover Sheet, with completed contact information,
- Proposal title,
- Requested dollar and matching amount
- If applicable, outreach check box,
- Contact list of project partners,
- Contact list of project supporters,
- Abstract,
- Ten page narrative addressing all the evaluation criteria
- Appendix:
 - o Completed SF 424, 424 (a), 424(b) forms. Does your budget reflect, as a minimum, a non-Federal match dollar-for-dollar? Did you include your DUNS number on your SF 424?
 - o Budget narrative.
 - o Did you include a copy of your indirect cost rate?
 - o Literature Review.
 - o Letters of Partnership and Letters of Support – Do the partner and support letters, explain the partner’s role or why the stakeholders support your proposal.

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

If, electronic copy:

- Have you attached your narrative package 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, as the volume of applicants submitting for other grant programs may slow or shut down the Grants.gov system.

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.
- Did you include one 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 **July 15, 2013?**