



# 2018 U.S. Forest Service National Urban and Community Forestry Challenge Cost-Share Grant Program

## Request for Proposals (RFP)

Proposals are to be received by 11:59 PM Eastern, **Wednesday May 24, 2017**

### 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, multi-state,** or **regional** 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) [State & Private Cooperative Forestry Handbook of Programs](#) and the annual criteria set forth by the Council. A listing of the previously funded projects can be viewed at [Urban Forestry South list of past NUCFAC grants](#)

### 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.

**Ecologically Underserved:** Communities lacking sustainable ecosystem services due to inadequate urban forest structure and management that diminishes environmental, socioeconomic, and health benefits.

**Green Infrastructure:** 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.

**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 2017 Urban and Community Forestry (U&CF) Program may provide, approximately \$500,000 - \$900,000 in grant funds to be awarded through the 2018 National Urban and Community Forestry Challenge Cost-Share Grant Program. **Funds are to support national urban forestry studies or projects on nonfederal public land that have a national, regional or multi-state coverage and / or application.** All awards are based on the availability of funding, which may be subject to change.

**Eligible Applicants:** Any U.S. non-Federal organization and Tribal agencies, operating within the United States or its territories, may apply for an Urban Forestry Challenge Cost-Share Grant. While collaboration with Federal agencies is encouraged, however 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. Proposals are required to address National or multi-state, multi-tribal land urban forestry issues. The Forest Service will address any conflicts of interest.

**Projects Not Eligible:** Local or individual State urban forestry projects, tree-planting projects, capital improvements to property of any ownership, and/or projects that have only a local impact and applicability are not eligible. Multi-State projects are eligible. (See Page 1, Urban and Community Forestry Program Requirements). Please contact your State Urban and Community Forestry Coordinator for assistance in identifying funding alternatives at the local or State level. The list of State Coordinators may be found at the following website: [Contact State Urban Foresters](#).

**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:** Following the final review and selection process, the Forest Service will notify a grant recipient of their award and when they may proceed in writing.

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

The Forest Service continually monitors the impact of these national urban forestry grants. Grantees are to track the impact of the grant findings during the implementation of the grant, as well as, responding to a questionnaire after the grant has been closed.

**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 [CFDA Grant Writing Assistance](#).

**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) 309-9873, [nstremple@fs.fed.us](mailto:nstremple@fs.fed.us) 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 [National Ten Year Urban Forestry Action Plan \(2016-2026\)](#).

The 2018 Request for Proposals is to address the following priority issue in the National Ten Year

Action Plan Research Needs:

**[Planting, Inventory, and Analysis for Forest and Environmental Health](#), (Pg. 15)**

Detailed information about the category (ies) follows this section. Proposals are to meet the request and intent of the applicable category (ies).

Organizations, local governments, tribal agencies, and partnerships are encouraged to submit proposals that will demonstrate the reach, resources, and expertise needed to address the priority issue (s) 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.

The grant review process takes about six to nine months to review the proposals once they are received. Applicants should state their start and end date accordingly on their SF424.

Each category is separate. If there is more than one category listed, please do not merge more than one category content or intent into one proposal. This may result in disqualification of the proposal. If there is more than one grant category, applicants may submit separate proposals to each category.

**2018 National Urban and Community Forestry Grant Category**

**[Planting, Inventory, and Analysis for Forest and Environmental Health](#), (Pg. 15)**

Projects in this category should increase knowledge about, or understanding of, how urban planting, inventory, and, analysis of our urban forest natural resources contributes to the health, energy, ecological, economic, and other critical benefits our urban forests provide communities and in improving human well-being. Please note if your proposal falls under Momentum or Emergent Objectives.

**Background/Intent**

The National Urban and Community Forestry Advisory Council, (NUCFAC) is the steward of the [National Ten Year Urban Forestry Action Plan \(2016-2026\)](#), (Action Plan). The Action Plan was developed in conjunction with the public. The Council uses the Forest Service's National Urban

Forestry Challenge Cost Share grant program as one tool to implement the Action Plan. This Year's grant category is based on the Action Plan's Research Needs.

As one Scientist pointed out, *"If communities don't have healthy trees, they can't capture the health, energy, ecological, and other benefits that urban forests provide."*

A community must be able to understand the character, extent, and health of the current urban forest. Standard canopy assessment or tree inventory practices are widely used; these were informed by early research and should be expanded as studies continue.

Choices must be made about tree selection, care, and maintenance. Research has helped to shape best practices, and scientific support should continue to inform on-the-ground urban forest management.

The urban forest is a dynamic, living resource that is being recognized as an important element across other urban systems. Additional research is needed to better understand how the urban forest, as a green infrastructure element, can be integrated with other urban systems, such as storm water management installations, and with grey infrastructure like roofs and parking lots.

Science-based assessment and decision support tools are also needed to more rapidly recognize and respond to threats that may negatively impact the essential contributions of trees and forest patches across the entire urban to rural landscape gradient.

### **Momentum Objectives**

Continue to develop strategies and protocols to measure and monitor extent and condition of urban forests and canopy cover, locally as well as nationally (e.g. urban FIA, UTC), with attention to cost and data collection efficiencies for communities.

Continue original research to support development of additional assessment models and tools (such as, but not limited to: LIDAR and hyperspectral remote sensing for forest canopy and health condition assessments and i-Tree).

Expand knowledge of tree selection, placement, and growth factors (including soils), specifically to promote resilience (especially in response to increasing natural disasters, disease, and invasive species).

Provide evidence to continue to develop, establish and promote standards and best practices for urban forest sustainability.

### **Emergent Objectives**

Expand diagnostics for urban forest health and threats and construct protocols for early detection, as well as routine and systematic assessment and reporting.

Develop models and decision tools to support optimal urban forest, other green infrastructure, and gray infrastructure integration and configurations.

Expand initial implementations of Urban FIA (USFS Forest Inventory and Analysis) for forest condition assessment and monitoring.

Develop a clear, effective, and innovative technology transfer component 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 is a step, but will be considered an inadequate means of technology transfer by the proposal review teams.

## **APPLICATION PROCESS**

The 2018 Urban and Community Forestry Challenge Cost Share Grant Program will require one proposal. Only those proposals asked to respond to the review panel's questions and comments will move forward. The review process takes about 6-9 months to complete.

All application information is available on [Grants.gov](https://www.grants.gov) (Search: Opportunity: **USDA-FS-UCF-01-2018**, or CFDA, 10.675, Agency Forest Service). If one has problems submitting their application to Grants.gov, applicants may submit their grant proposal to [nucfac\\_ucf\\_proposals@fs.fed.us](mailto:nucfac_ucf_proposals@fs.fed.us).

Please make sure your DUNS and SAM's numbers are up to date or Grants.gov may reject your submission.

A copy of the grant package will also be available on the Forest Service Urban and Community Forestry Advisory Council, (NUCFAC) Website: [NUCFAC Website](#).

All 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 Proposals asked to submit responses to the review comments will email them to an address provided by Nancy Stremple, Executive Staff.

All electronic applicants will need to be registered with grants.gov prior to submitting their proposal. If an 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 strongly 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 link to the contact list of regional program coordinators is provided at [Contact list of Forest Service Regional Program Coordinators](#).

Applicants are encouraged to coordinate their efforts with the local or state urban forestry coordinator. See the [State Urban Forester's Contact List](#).

## **Proposal Structure and Forms**

Applicants are to fill out the 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, clarify 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 12 pages.
- Support letters from key stakeholders that will be affected by the proposals findings.
- The Literature Review– The cited literature is to identify what prior research supports the approach and/or the framing of the issue to be address?
- Originality and Innovation – Please explain what aspects of the proposed project are innovative and why.
- **Federal financial forms** [Federal financial forms SF424 Family List](#)
- Select SF 424 Family -Select Grants.gov forms:
- SF424 Application for Federal Assistance, [SF424 Forms Link \(Government Wide\)](#)
- SF424A Budget Information Non Construction, [SF424 A Forms Link \(Government Wide\)](#)
- and, SF424B Assurances, and Non Construction and Certification forms, [SF424 B Forms Link \(Government Wide\)](#)
- If 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, negotiated indirect cost rate(NICR), and any

estimated program income.

- Statement of Key Personnel Qualifications that will be working on the proposal.

## Review Responses and Forms

After the initial review, only proposals that have been requested by the Forest Service to provide responses to the review panel's comments will be considered for funding under this solicitation. Applicants are to edit their (word document) proposal to show where they addressed the review comments. This includes a coversheet with the review panel's comments and applicants responses.

In addition to the responses to the review panel's comments and questions. Applicants will be required to include:

- **AD-1047** - Certification Regarding Debarment, Suspension [Certification Regarding Debarment, Suspension Form](#)
- **AD-1048** – Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered [AD 1048 Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transaction Form](#)
- **AD-1049** – Certificate Regarding Drug Free Workplace Requirements Alternative 1 [Certificate Regarding Drug Free Workplace Requirements Form](#)
- Certificate Regarding Lobbying [Certificate Regarding Lobbying Form](#)
- AD-3030-FS Tax Delinquent Status for Corporate Non-Profit and Profit Applicants [FS Tax Delinquent Status for Corporate Non-Profit and Profit Applicants Form](#)
- FS\_1500-22 Financial Capability Questionnaire [Financial Capability Questionnaire](#).
- FS-1700-0006A Civil Rights Compliance Review Record (Will be sent to Full Proposal applicants)
- Any additional information requested by the review panel.

## Application Deadlines

Proposals must be posted to Grants.gov or courier hard copies received by 11:59 PM Eastern, **Wednesday May 24, 2017**.

Proposals selected to respond to the review panel's comments will be **(tentatively)** due by 11:59 PM Eastern, **Wednesday November 1, 2017**.

The U.S. Forest Service typically awards the successful projects as Federal Financial Assistance Grants no later than **September 30, 2018**.

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

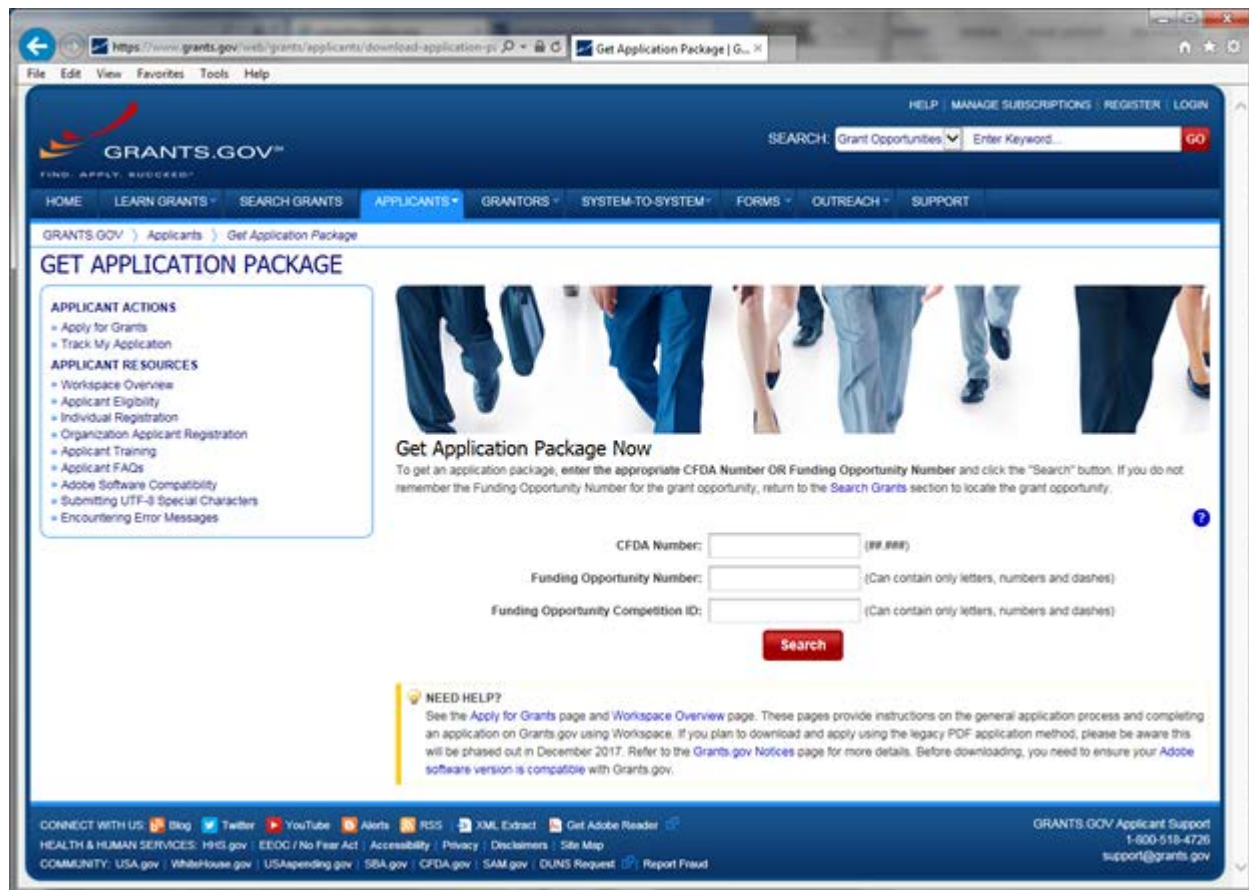


notification.

Hardcopy applicants will be required to utilize a courier service to send their application to the Forest Service's National Urban Forestry Specialist, 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 the [Grants.gov website](https://www.grants.gov). At the top right of the home page, use the Search feature. Select "Grant Opportunities". Type "**USDA-FS-UCF-01-2018**" into the "Enter keyword" box. Click "Go". The 2018 grant title and application package attachment should appear. You may also use the [Get Application Package web page](#) to search by the CFDA number: **10.675**. If you have any difficulties with getting registered, please visit the Grants.gov "Help" listed on the website, call 1-800-518-4726, or visit the [Grants.gov Support](#) web page for other contact and support options. Notify [nstremple@fs.fed.us](mailto:nstremple@fs.fed.us) that you are having difficulty submitting your application, so we are aware of your issue.



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  
201 14th. St. SW, Sidney Yates Bldg. 3SC-01C  
Washington, D.C. 20024  
Cell: 202-309-9873

*\*Note: To ensure delivery, include both the mail stop (3SC-01C) 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 that 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 proposal template format.

Fill in the provided template to submit the proposal. The template package should be one document (PDF or Word) with the exception of the SF424 forms, which may be separate.

### **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 the category to which you are applying.
- Describe your intended audience. If the proposal's focus is with underserved communities, it is important to identify the underserved community(ies) and how the proposal will address their needs.

#### **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.
- Reference the citations that are listed in the appendix which support your statements within your narrative.

#### **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.
- Timelines may vary dependent on the scope of work and may average 1-3 years.

#### **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?

If applicable:

- 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 the public will gain awareness of these (or other) resources made available from your project.

#### **6. Collaboration (15 points)**

- Applicants are to address specifically how the project will be delivered nationally in collaboration with 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 (those not typically involved in urban and community forestry efforts), as appropriate.
- If the proposal is for underserved communities, it is 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.

### **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, “Does the distribution plan of the 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?
- Develop a clear, effective, and innovative technology transfer component 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 is a step, but will be considered an inadequate means of technology transfer by the proposal review teams.
- Include a brief list of key words and scientist contact names that can describe and link 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 once the project is completed. Proposals are to include time and funding needed to complete the evaluation. Upon completion of the grant, a final evaluation report is to be submitted to the Council’s executive staff, Nancy Stremple [nstremple@fs.fed.us](mailto: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 track able over the period of the grant and any identified period after the project has been completed.
- To assist applicants in identifying what are sometimes called “SMART” goals (specific, measurable, attainable, realistic, and timely), visit the overview and links provided at [SMART criteria](#).
- Note: The Forest Service documents the impact an awarded project is having on communities or associated professions during implementation and prepare and include a post grant impact summary to submit 2 years after the project has closed. (A template will

be provided).

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

- Describe the experience and training the project team has 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 application)**

- Please use the downloadable Federal financial forms: [SF424 Form Family List of Forms](#). Use the 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.
- **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.
- 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- The National Urban and Community Forestry Assistance Program ([Catalog of Federal Domestic Assistance, CFDA 10.675](#)) requires a 1 to 1 match. 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.

- If indirect costs are included in the budget, please provide a copy of the negotiated indirect cost rate agreement or a copy of the submitted application to the primary funding federal agency.
- NOTE REGARDING INDIRECT COSTS- Although indirect costs are allowable in Federal Financial Assistance Grants, the Council prefers that indirect costs are shared or covered by matching funds.

# 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	Non-Federal	Federal	Non-Federal	Total
		(c)	(d)	(e)	(f)	(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
	Federal (1)	Match (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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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)	\$ 137,000	\$	\$ 12,500	\$150,000	
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)	\$	\$	\$	\$
<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 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.

Item	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

Item	Federal Funds (requested)	Non-federal Match Cash / In-kind	Total	Source of Matching Funds
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

## CHECK LIST FOR ELECTRONIC AND HARD COPY APPLICATION PROCEDURES

- Did the applicant contact the Forest Service Regional Urban Forestry Coordinator for guidance and feedback?
- If applicable, did the applicant coordinate the project with the State/local urban forester?
- Is the 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?
  - Is the application narrative formatted to match the numbered evaluation criteria template?
  - Have you addressed all the criteria in your narrative and labeled each selection criteria accordingly?
- Is the proposal template filled out in correct order as shown?**
  - The grant category was selected?

- 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:**

- Completed SF 424, 424 (a), 424(b) forms - Does the budget reflect, as a minimum, a non-Federal match dollar-for-dollar? Did it include the DUNS number on your SF 424?
- Budget narrative
- A copy of your indirect cost rate?
- Literature Review
- Letters of Partnership and Letters of Support – Do the partner and support letters, explain the partner’s role or why the stakeholders support the proposal?

Please do not attach unsolicited documentation to the Proposal as it will be removed and destroyed.

**If, electronic copy:**

- Is the narrative package attached 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 volume of applicants submitting for other grant programs slows or shuts down the grants.gov system.

**If, hard copy:**

- Is the proposal stapled in the top, left-hand corner?
- **Do not enclose the proposal in any bindings or folders.**
- Are a hardcopy copy and a CD copy of the proposal included in the package?
- Has a proper delivery service been reserved to ensure that the proposal will be received, (not postmarked) by 11:59 p.m. Eastern Standard Time on **Wednesday May 24, 2017.**

Please make sure you follow the proposal template below when writing your proposal.

# PROPOSAL TEMPLATE

Forest Service use only.

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

## COVER SHEET

### 2016 U.S. Forest Service

National Urban and Community Forestry Challenge Cost-Share Grant Program

**Proposals are due by Wednesday May 24, 2017 11:59 PM Eastern**

#### INNOVATION GRANT CATEGORY:

(An estimated total amount of \$900,000, may be available, the amounts per category will vary.)

Check one category per application. More than one application may be submitted by an organization.

Category: [Planting, Inventory, and Analysis for Forest and Environmental Health](#)

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

#### PROJECT TITLE:

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

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

#### OUTREACH:

**Note:** if one check "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 proposal being submitted by a minority or underserved population (owned/operated/directed) business, organization or college/university?  Yes  No

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

**LIST PROJECT PARTNERS:** Project Partner letters are to describe their role and contribution with the project.

[Provide: NAME, ADDRESS Phone Number and Email:]

LETTER OF SUPPORT INCLUDED: YES/ NO

- 1.
- 2.
- 3.

**LIST STAKEHOLDER SUPPORT:** Support letters from stakeholders are to describe why the proposal end results are needed and how it will benefit them and their community.

[Provide: NAME, ADDRESS Phone Number and Email:]

LETTER OF SUPPORT INCLUDED: \_\_\_ YES \_\_\_ NO

- 1.
- 2.
- 3.
- 4.

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

**Proposal Narrative Template:** (The Innovation proposal narrative is not to be more than 10 single spaced pages.) Please make sure each page is numbered.

- 1. Project Description (20 points), If applicable, only one category may be selected per submission:**
- 2. Originality and Innovation (5 points):**
- 3. Literature Review (5 points):**
- 4. Project planning and timeline (10 points):**
- 5. Product (10 points):**

**6. Collaboration (15 points):**

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

**8. Project Evaluation (10 points):**

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

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

**Appendix: (Not part of the 12-page narrative)**

- Federal Financial Application Forms: (Place in appendix if submitting hardcopy, otherwise these are the only documents that may be separate the narrative package)
- Partner and Support letters
- Literature Review Lists
- Experience/Personnel/Adequacy of Resources support documents