

Urban and Community Forestry Grant Program



July 2013

The Kentucky Division of Forestry (KDF), in cooperation with the USDA Forest Service and the Kentucky Urban Forestry Council, is pleased to announce the Kentucky Urban and Community Forestry Grant Program. The goal of the program is to provide technical assistance to local governments, non-profit organizations and educational institutions in developing and enhancing viable urban and community forestry programs. Working with these organizations allows KDF to meet the national and state program goals. **This year, KDF seeks new projects or programs that have not previously been funded by this grant program.**

The **national urban forestry program goals** are to minimize the impact of land use change and urbanization on forests, protect and improve air and water quality, conserve energy, mitigate climate change and reduce the risks of catastrophic events to the urban forest.

The **Kentucky Statewide Assessment of Forest Resources and Strategy, June 2010**, (Forest Action Plan) listed five important issues, in which urban forestry is incorporated:

- forest health
- water quality and quantity
- forest loss and fragmentation
- forest management
- funding

PROGRAM OBJECTIVES:

- Improve understanding of the benefits of preserving existing tree cover in urban areas and communities.
- Encourage owners of private residences and commercial properties to maintain trees and expand forest cover on their properties.
- Provide educational programs and technical assistance to state and local organizations.
- Promote the establishment of demonstration projects to illustrate the benefits of urban forestry.
- Enhance the technical skills of individuals involved in the planning, development, and maintenance of urban and community forestry programs.

ELIGIBLE GRANTEES:

- Local units of government (city or county).
- Nonprofit organization 501c3
- Educational institution

Grantees must certify that they are not debarred from a federal grant program, and they may not conduct business with individuals debarred from federal grant programs. Grantees must comply with all federal regulations pertaining to federal grants. The governing regulations applicable to this grant are:

<u>Non-Profit Organizations</u>	<u>State and Local Governments</u>	<u>Universities</u>
Cost Principles, 2 CFR 230	Cost Principles, 2CFR 225	Cost Principles, 2 CFR 220
Admin. Regulations, 2 CFR 215	Admin. Regulations, OMB CIR A-102	Admin. Regulations, 2 CFR 215
Audits, OMB CIR-A 133	Audits, OMB CIR A-133	Audits, OMB CIR A-133

The OMB Circulars are available on the internet at http://www.whitehouse.gov/omb/grants_default/
Electronic copies of the CFRs can be obtained at <http://www.gpoaccess.gov/cfr/index.html>
Forms can be found at http://www.ocio.usda.gov/forms/ocio_forms.html or <http://search.usda.gov>

MATCHING FUND REQUIREMENTS

This is a cost-share grant; the federal government and the grantee share the total cost of the project. Funds are awarded on a matching basis; the grantee must match the amount awarded by at least 100 percent (a \$5,000 grant must be matched with at least \$5,000 of cash and/or in-kind services). The grantee's match cannot come from a federal source, and the grant cannot be used as a match for any other federal cost-share project. The grantee's share of the match may be in the form of any combination of cash purchases and/or in-kind contributions.

- **Cash purchase matches** are direct, out-of-pocket expenditures for eligible project activities that are supported by paid invoices, cancelled checks, and signed receipts or official payroll records.
- **In-kind contribution matches** include on-hand supplies, third party donations of supplies or equipment, professional services at the professional rate or time spent by employees, non-federal grants or volunteers on eligible project activities. Volunteer hours may be applied to the project at rates appropriate to the skill level of the volunteer and/or the nature of the work being performed.

The national base rate for adult volunteer work on a project is \$22.14 per hour (www.independentsector.org). Any rates above this level must have documentation that the person is paid that amount and was performing his/her professional job. For minors, use \$7.25 (federal minimum wage). Assistance provided by federal employees or KDF personnel may not be claimed as match.

Grantees are required to maintain project records in accordance with all applicable federal regulations. This includes: (1) records shall comply with generally accepted accounting principles, (2) records will document allowable costs, (3) records will be supported by source documentation, such as cancelled checks, paid invoices, payroll records, time and attendance records, signed contracts, and (4) records will be maintained for three years following payment.

ELIGIBLE PROPOSALS

I. Development or improvement of urban forestry program – for local government, nonprofit organizations or educational institutions.

Project funding range for these projects is \$1,000-\$15,000.

- ❑ tree ordinance development/ revision
- ❑ management plans/inventories
- ❑ in-house or outside training
- ❑ staffing
- ❑ student internships
- ❑ tree inventory equipment and software
- ❑ public education materials
- ❑ volunteer training
- ❑ urban forestry research
- ❑ youth programs
- ❑ master planting plans
- ❑ tree board development

II. Demonstration planting projects

Project funding range for these projects is \$1,000-\$10,000.

- ❑ Demonstration planting projects:
 - entrance enhancement
 - street and part trees
 - energy conservation
 - economic development
 - utility line tree removal and replacement with appropriate species

The purpose of the grant program is program development, not beautification. All tree-planting proposals must include the information listed under “Proposal Format #3” to be eligible for consideration.

GRANT APPLICATION REVIEW

All proposals will be graded and ranked by the grants subcommittee of the Kentucky Urban Forestry Council. The state forester will allocate funds and award grants based on the recommendations of the grants subcommittee.

The following categories will be graded up to the maximum point value listed below. Clearly addressing each of these categories (if applicable) in your grant narrative will ensure that your application receives the highest grade possible.

• Development of new project or program that does not currently exist	25 points
• Directly related to project examples listed under Eligible Proposals.	15 points
• Technical merit (time frame, specifics needed for project)	10 points
• Cost effective, demonstrated need	10 points
• Local support (volunteers, cooperators, partnerships)	10 points
• Goal-oriented	10 points
• Visibility, public impact	10 points
• Continuing effect, ability for follow through	5 points
• Innovative approach and educational value	5 points
• Total	100 points
Bonus Points**	10 points

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** A bonus of up to 10 points will be awarded for projects in **priority areas** of the Kentucky Assessment of Forest Resources, clearly identify the priority area in your narrative (page 7).

INELIGIBLE PROPOSALS

This cost-share program is for programs, projects, or activities not currently being funded, and is not intended to be a substitute for existing funding levels. The focus of this program is to support new initiatives that would not otherwise occur without grant funds.

DEADLINES

Applications must be **received** at the Kentucky Division of Forestry, 627 Comanche Trail, Frankfort by 3:30 p.m. EDT on August 23, 2013. Absolutely no applications will be accepted after the deadline. Successful applicants will be notified of funding approval by September 15, 2013. The finalized Memorandums of Agreement will have a start date of October 1, 2013 and will absolutely have an ending date of June 30, 2014.

Grantees may submit paperwork for reimbursement as soon as their grant project is complete. However, all grantees must have projects completed by June 30, 2014 and all required reimbursement documentation into KDF by July 31, 2014.

PAYMENT PROCESS

- Grantees must fill out a Commonwealth of Kentucky Standard Invoice for reimbursement.
- Grantees must submit proof of project (website address, brochure examples, etc.) before reimbursement can be made.
- All planting projects will be field inspected and examined for accuracy.
- All costs and in-kind match must be documented correctly before reimbursement is made.
- Grantees are paid on a reimbursement basis after the project is completed - **no partial reimbursements** are permitted.
- **Unapproved grant expenses** (those not in the original approved application, or those that don't have written approval from the state urban forestry coordinator during the grant process) **will not be paid.**

PROPOSAL FORMAT

Written proposals must be included with the application form. Grant proposals should clearly indicate a need for urban and community forestry assistance and must adhere to the following format. Please be thorough; project proposals are likely to be funded only when they are clearly stated and thorough. Potential applicants are encouraged to use the grading table on page 3 and make sure their proposal addresses each category as best as possible. Incomplete applications will not score high enough to be funded and cannot be graded competitively. Proposals may be e-mailed or sent via regular mail (see checklist page 5).

1. Narrative

- completed grant proposal application form (page 8)
- clearly states the purpose and the objectives of the project
- states how the project will impact long-range urban and community forestry goals
- details how the project will be accomplished by addressing the following:
 - Participants (personnel, volunteers, business or civic sponsors, etc.)

- Facilities and equipment
- Timetable
- Administration of project
- End product/result

2. Detailed budget

- Each application **must include the following three items:**
 - detailed breakdown of how **grant funds** will be used
 - all sources of **cash matches** (donated items, contractor fees, etc.)
 - description of all **in-kind matches** (administration, volunteer time, etc.)

3. Tree planting projects, **must include each of the following:**

- site map with a key and a scale, including any overhead utilities
- detailed three-year tree maintenance plan specifying the entity responsible for maintenance
- specific list of species, including caliper size and price per unit
- resolution of endorsement from the appropriate government agency if planting is on city, county, or state property

NOTE: Planting is only to be done in the context of educational or demonstration purposes. This program is not for beautification projects. Any application requesting planting funds must include the above information to be eligible.

4. Nonprofit Organizations Only

- Must submit a copy of the letter from the Internal Revenue Service certifying their status as a nonprofit 501c 3 organization. Even if the nonprofit has had a grant with KDF in the past, they must submit a copy of this letter.

TECHNICAL ASSISTANCE

For assistance, contact:

- ❖ Urban Forestry Coordinator, Sarah C. Gracey, at 502-564-2860 ext 120 or sarah.gracey@ky.gov
- ❖ Partnership Coordinator, Peter Barber, at 502-564-2860 ext 117 or peter.barber@ky.gov
- ❖ Local Kentucky Division of Forestry Regional Office (see Attachment)
- ❖ Local Cooperative Extension Service

Technical assistance may also be available from International Society of Arboriculture Certified Arborists, Area Development Districts, Natural Resource Conservation Service offices, urban forestry consultants, landscape architects, and nurseries.

CHECKLIST

To make sure you turn in a competitive grant that has the best possibility of being funded, please make sure your application includes the following:

- ✓ Meets program objectives listed.
- ✓ Grant is a fundable proposal.
- ✓ Grant falls within funding range.
- ✓ Application addresses each segment of point criteria.
- ✓ Narrative is clear and detailed.
- ✓ Budget clearly states portions of grant funds, in-kind matches, and cash matches.
- ✓ Map, species list, and maintenance plan included (if planting funds are requested).

- ✓ Letter from Internal Revenue Service certifying 501c3 status (nonprofit organizations only).
- ✓ **Applications may be submitted in electronic format to the e-mail address listed below or they may be submitted via regular mail. If sending through the mail, the original and four copies of the proposal must be sent. Whichever proposal format is selected, they must be received by 3:30 PM EDT on August 23, 2013 at the address below:**

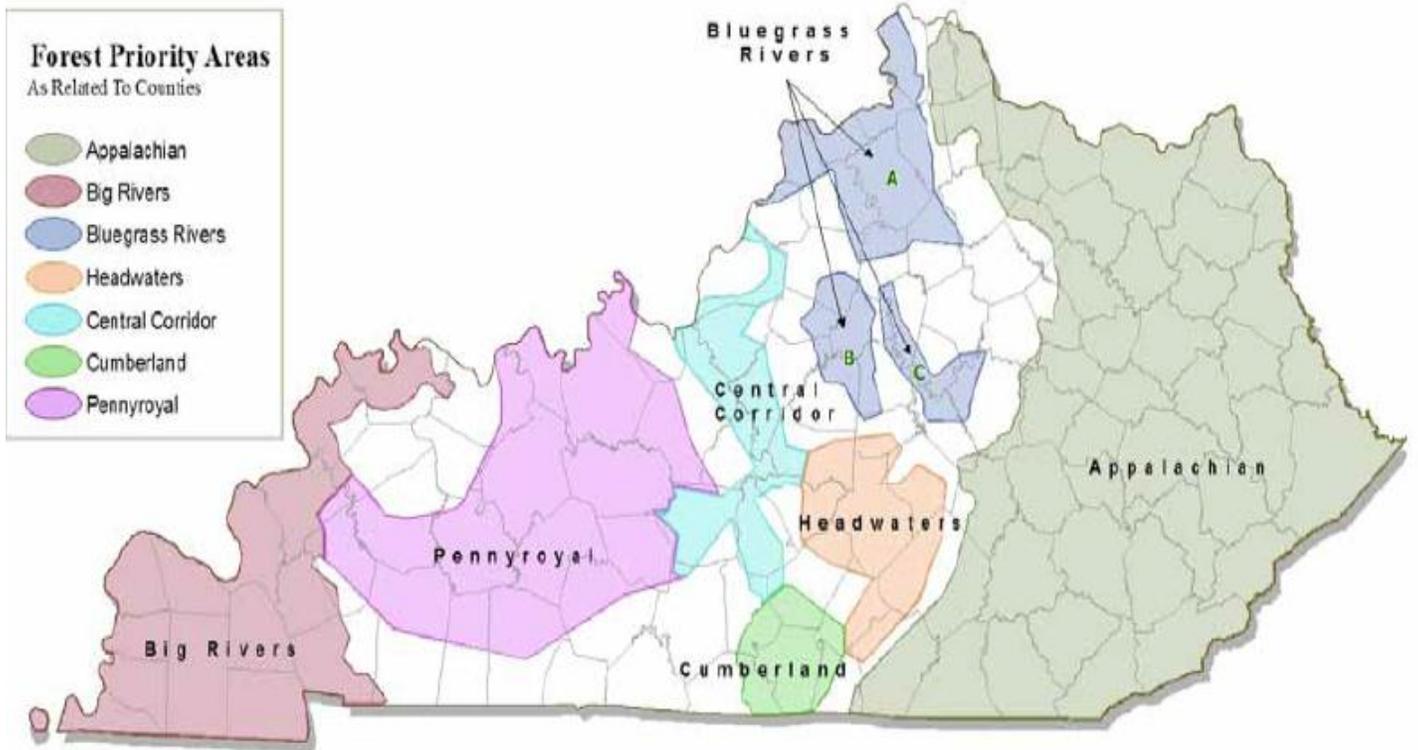
If electronic format is chosen, e-mail:

Sarah.gracey@ky.gov

If regular mail format is chosen:

Sarah C. Gracey, Urban Forestry Coordinator
Urban Forestry Grant Application
Kentucky Division of Forestry
627 Comanche Trail
Frankfort, KY 40601

All applications must be received by **3:30 PM EDT** on **August 23, 2013**. Applications received after this time/date will not be accepted.



Kentucky Forest Priority Areas

The above map shows the forest priority areas identified in the Kentucky Statewide Assessment of Forest Resources. To be eligible for bonus points, clearly list in your narrative in which forest priority area your project is located. For more information on the assessment, visit:

<http://forestry.ky.gov/LandownerServices/Pages/ForestlandAssessment.aspx> .



Grant Proposal Application Form
 Kentucky Division of Forestry
 Urban and Community Forestry Grant Program

Project Name:		
Contact Person:		
Owner of Property (if applicable):		
Address of Applicant:		
City:	State: Zip:	
Email:	Daytime Phone:	
Applicant's Federal I.D. number:		
GPS Coordinates:		
Brief Description of Project:		
Project Currently Funded: ___ Yes ___ No		
Grant funds requested:	\$	
In-kind match value:	\$	
Cash match provided:	\$	
Total project amount:	\$	
Applicant Type:		
_____	City Government _____	Nonprofit 501c3
_____	County Government _____	Educational Institution
Name and Title of Representative _____		Date _____
Signature of Authorized Representative _____		

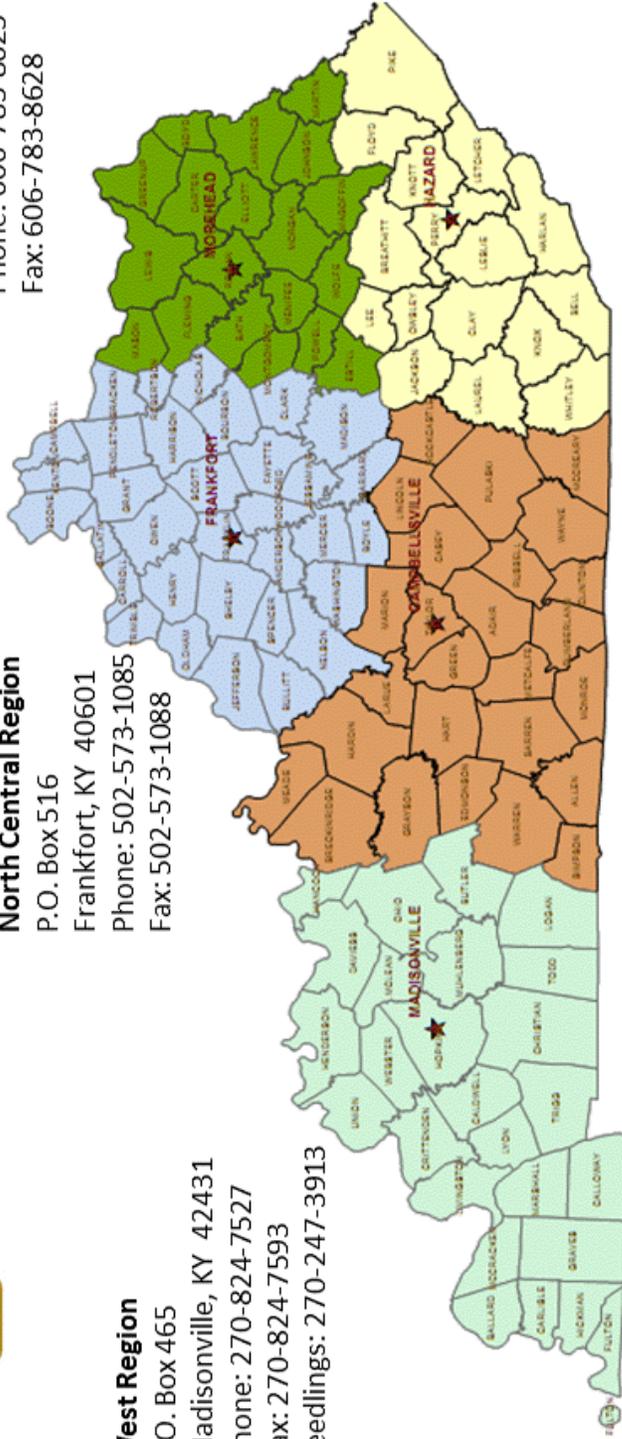


Kentucky Division of Forestry Regional Office Locations

West Region
 P.O. Box 465
 Madisonville, KY 42431
 Phone: 270-824-7527
 Fax: 270-824-7593
 Seedlings: 270-247-3913

North Central Region
 P.O. Box 516
 Frankfort, KY 40601
 Phone: 502-573-1085
 Fax: 502-573-1088

Northeast Region
 255 Rodburn Hollow Rd.
 Morehead, KY 40351
 Phone: 606-783-8625
 Fax: 606-783-8628



Central Region
 120 Gaines Drive
 Campbellsville, KY 42718
 Phone: 270-465-5071
 Fax: 270-465-3575

Southeast Region
 P.O. Box 702
 Hazard, KY 41702
 Phone: 606-435-6073
 Fax: 606-435-6075