

**Redesign
Urban & Community
Forestry
Grant Application
2009**





Arkansas Forestry Commission

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INTRODUCTION

The Arkansas Forestry Commission will promote the protection of urban and community forest by partnering with city and county governments and non-profits in the development or improvement of tree management programs, ordinances and land-use planning tools such as the “Green Infrastructure Approach” for public trees and forests. This will involve educating the public on the need for healthy forests, creating active tree advocacy boards, encouraging the use of conservation development and tree management plans and supporting efforts to increase the number of cities in Arkansas recognized by the Tree City USA program. Activities should result in measureable outcomes that focus on improvement in forest health and in water quality and quantity.

BACKGROUND

Beginning in federal fiscal year 2008 (FY 08), an increasing percentage of the State & Private Forestry allocations were invested in projects selected through a competitive process called the National Redesign Theme. This process is administered through a joint effort between the state forestry and USFS leadership in the north, west and south. The funding for this program was provided through this process and is intended to address important watersheds in Arkansas on a landscape scale.

REDESIGN COMPONENTS:

URBAN & COMMUNITY FORESTRY GOALS AND OBJECTIVES

The following goals and objectives describe the role of Urban & Community Forestry within the context of the National Redesign Themes for State and Private Forestry. These goals are intended to provide focus for the program and are not exclusive of local needs and opportunities.

UCF Goal 1: Reduce the impacts of land use change, fragmentation and urbanization on forest landscapes

- Objective 1.a: Provide expertise and facilitate the implementation of green infrastructure and best management practices to identify and protect working urban forests.
- Objective 1.b: Provide technical assistance in the development of land-use planning tools, ordinances, programs and policies.
- Objective 1.c: Restore and manage open spaces in urban and urbanizing areas to improve the quality of life for all residents.
- Objective 1.d: Mitigate the impact of development and land-use change through

tree protection and management practices.

Objective 1.e: Identify and conserve important plant and animal habitat for species suitable to urban environments.

UCF Goal 2: Protect and improve air and water quality

Objective 2.a: Conserve and enhance urban forest canopy to help attain mandated federal, state, and local regulatory requirements.

Objective 2.b: Establish canopy goals to help improve air and water quality.

Objective 2.c: Replace impervious surfaces with tree canopy (increase infiltration of storm water).

Objective 2.d: Provide training and conservation education to community personnel and volunteers.

PROJECT LOCATION

Parts of 39 Arkansas counties comprise the project area. These are: (1st Congressional District) Searcy, Baxter, Stone, Izard, Independence, Clay, Greene, Craighead, Poinsett, Cross, St. Francis, Lee (2nd Congressional District) Conway, Faulkner, Perry, Pulaski, Saline and Yell, (3rd Congressional District) Benton, Boone, Marion, Crawford, Franklin, Sebastian, Carroll, Madison, Pope and Washington, (4th Congressional District) Logan, Polk, Sevier, Little River, Miller, Nevada, Ouachita, Cleveland, Drew and Grant counties. See **2008 Redesign Proposal Landscape Map**.

ELIGIBLE RECIPIENTS

Eligible recipients include state & local governments, non-profit organizations [501 (c) 3], and educational institutions.

FUND AVAILABILITY and COST-SHARE REQUIREMENTS

The federal share of any project will not exceed 50% of the total expenditures for the project (**50-50 match**). The non-federal match may be cash, services or in-kind contributions (services or in-kind contributions must be assigned fair market value). The allowable grant expenditures for local program development have a maximum limit of **\$20,000**. The Grant Review Committee may waive the maximum allowable grant award for an exceptional proposal.

The federal cost-share portion of the project may not be matched by federal monies from any source.

This program is not to be used to replace existing funds and is to be used for projects not

currently funded. Grant funds cannot be used to purchase food.

* Communities who have failed to complete past grant projects may not qualify.

ELIGIBLE PROPOSALS

Proposal categories should include development or improvement of local government programs and/or local advocacy organizations and information/education initiatives. Examples of eligible projects include:

The Visiting Urban Forester Program – The Visiting Urban Forester (VUF) Program provides technical assistance and resources to communities. The program enables you to review your community's trees with a consulting urban forestry professional for up to five days to discuss:

- The present condition of your community's urban forest
- The present state of your urban and community forestry program
- Factors that influence community trees – construction and utility concerns, budget, community interests (wildlife habitat and new tree plantings), and special areas of concern or management
- Current/future goals and actions for the community
- Organization of a tree board
- Development of a tree ordinance
- A park tree assessment

Tree Board or Tree Steward Organizations - Projects to organize a new tree board or volunteer citizen tree care organization to develop or administer an urban forestry program are eligible. Grant funds will cover training, development of written materials, tools, supplies and hire part-time staff personnel to assist with administration, program development, volunteer coordination, etc

Municipal Tree Inventory – Projects designed to inventory public trees on streets, in parks, on school campuses, etc. will be eligible. The purchase of inventory software and supplies can be included. Municipal and county governments may apply in this category as well as public colleges and universities.

Greenway Development Planning/Urban Stream Restoration – Projects related to the planning or enhancement of community greenways and watersheds are eligible for funding. Grant funding may be applied to resource assessment, demonstration areas, feasibility studies, maps and drawings, and promotional/educational materials.

Publications and Communication – Projects which develop publications, videos and web sites that increase public awareness of the benefits of urban forests are eligible.

Conferences, Seminars, Workshops, Scholarships – Organizations may apply for funds to assist with the planning and implementation of a conference that focuses on the standards for becoming a Tree City USA or the goals as outlined above. Grant

funds can support printed materials, speakers, publicity, and administration.

Websites to use for ideas:

- * www.urbanforestrysouth.org
- * www.arborday.org
- * www.arkansastrees.org
- * www.isa-arbor.com
- * www.treelinks.org

FUNDING EVALUATION CRITERIA

The following will be utilized by the Arkansas Forestry Commission and the Grant Review Committee of the Arkansas Urban Community Forestry Council to rank applications for funding recommendation.

Points

- (25%) *Type of Project*.....up to 25**
(Consistent with program objectives)
- (25%) *Program Improvement*.....up to 25**
(Become a Tree City USA in the process)
- (15%) *Promotes education/training/workshops*.....up to 15**
- (10%) *Local support, volunteerism, partnerships*.....up to 10**
- (15%) *Tree City USA certification improvement*.....up to 15**
- (10%) *Grant Preparation*.....up to 10**

NARRATIVE

Attach a narrative (no more than 3 pages) that is concise and answers ONLY the following:

- Name of organization, type of project, and how funds will be used and the how it will be matched.
- What is the extent of the existing tree management program within the community and how will this grant improve it or if a U&CF program does not exist how will this project help start a tree care program?
- If the project is regional in scope what communities will be involved in the project?
- What are the future plans to insure the project is a success?
- Is the community(s) involved with this project a Tree City USA or working on the designation and how will it promote the program?

TREE CITY USA qualifications are as follows:

1. a community tree ordinance and management plan
 2. a tree board, or forestry department or designated person
 3. expenditures of at least \$2 per capita on tree care annually
 4. an Arbor Day proclamation by the mayor and ceremony
- How will the project incorporate the program goals and objectives?
 - Who will participate and what are their roles in the project and how will Arkansas Forestry Commission employees be involved?
 - Are their educational components to the project?
 - What watershed(s) will be impacted by this project?
 - If participating in the Visiting Forester program describe goals related to - **Guidelines for VUF Report Checklist** (see page 16-18)
 - What is the proposed time frame for the project?
 - Is there additional information that helps describe the proposed project?

FEDERAL REGULATIONS

Recipients must comply with all federal regulations concerning federal grants. The Code of Federal Regulations sections 3015, 3016, 3017 and cost principles outlined in OMB Circulars A-21, A-87 and A-122 define the regulations, which must be followed.

Recipients must not be debarred from this grant program, nor can they conduct business with debarred individuals or concerns in the completion of a funded project.

Federal forms required for funding:

- Standard Form 424 (Application for Federal Assistance)
- Standard Form 424A (Budget Information – Non-Construction Programs)
- Standard Form 424B (Assurances – Non-Construction Programs)
- Form AD-1047 (Certification Regarding Debarment, etc.)
- Form AD-1049 (Certification Regarding Drug-Free Workplace Requirements)
- Certification for Lobbying, Contracts, Grants, Loans and Cooperative Agreements

These forms are available on the Arkansas Forestry Commission website at: www.arkansasforestry.org/community/2009RFP.pdf

ACCOUNTING

Records will be maintained according to all state and federal purchasing regulations.

The accounting system of recipients shall meet the following standards:

- Records shall comply with generally accepted accounting principles
- Records will document allowable costs with source documentation:
 - canceled checks**, paid bills, payrolls, contracts, donation receipts, etc
- Invoices must be marked paid and how paid
- Records will be kept 3 years following final payment

APPLICATION CHECKLIST

Complete all the forms and arrange your application in the order listed.

1. Cover page with name of community, project, and date.
2. Application form
3. Narrative
4. Budget proposal form
5. Bids for VUF, consultants, training, etc.
6. Maps, sketches, informational material, etc.
7. Letters of support
8. Governor's Briefing form
9. Federal forms (see above)
10. Any other pertinent documentation.

Mail (**faxes not acceptable**) the **original and three (3) copies** (do not place in 3-ring binders) of the application to:

Redesign Grant Program
Urban & Community Forestry
Arkansas Forestry Commission
2780 North Garland Ave.
Fayetteville, AR 72704

TIME TABLES

Grant application period...August 3, 2009 – September 21, 2009, **4:30 P.M.**

Grant review.....September 22, 2009 – October 5, 2009

Grant award date.....October 9, 2009

**Project completion and reimbursement documentation deadline is
August 15, 2010.**

DISBURSEMENT of FUNDS

Recipients may request reimbursement upon project completion & AFC inspection by submitting documented records of invoices, canceled checks, time sheets, donated labor & equipment sheets, cash match and final budget sheets. Also include a letter stating the accomplishments of the project (did the project accomplish its stated goals?) and the amount requested for reimbursement.

Products will be provided to the Arkansas Forestry Commission when your project is complete. These should include:

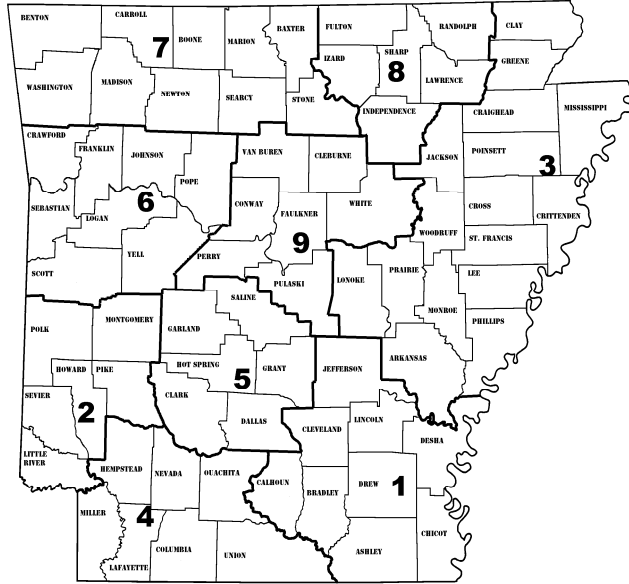
- VUF Report
- Copy of document(s) produced (ordinance, inventory, management plans).
- Photos of event, list of attendees, copy of meeting agenda.
- Copies of tree literature, videos, or other materials produced.

Unutilized funds may be granted at the discretion of the Arkansas Forestry Commission.

TECHNICAL ASSISTANCE

Technical assistance in developing proposals is available to all applicants through the Arkansas Forestry Commission District personnel. Contact Patti Erwin at (479) 442-8627 or (479) 422-0900, fax: (479) 442-2117, email: patti.erwin@arkansas.gov or John Slater at (501) 984-5867 or (501) 580-9609, email: john.slater@arkansas.gov for further assistance.

Arkansas Forestry Commission District Map & Addresses



<p>District 1 UAM Box 3123 Monticello, AR 71656-3123 (870) 367-2050 or 367-6767 FAX (870) 367-6484 Joe.friend@arkansas.gov</p>	<p>District 6 PO Box 522 Clarksville, AR 72830-0522 (479) 754-2701 FAX (479) 754-2701 Ray.wakefield@arkansas.gov</p>
<p>District 2 PO Box 134 Dierks, AR 71833-0134 (870) 286-2139 FAX (870) 286-3309 Michael.whelan@arkansas.gov</p>	<p>District 7 PO Box 1290 Mountain View, AR 72560-1290 (870) 269-3441 FAX (870) 269-5007 Eric.curl@arkansas.gov</p>
<p>District 3 PO Box 468 Forrest City, AR 72335 (870) 633-6693 FAX (870) 633-6790 robert.j.zielinske@arkansas.gov</p>	<p>District 8 PO Box 26 AshFlat, AR 72513-0026 (870) 994-2187 FAX (870) 994-2160 Marc.phillips@arkansas.gov</p>
<p>District 4 PO Box 158 Stamps, AR 71860-0158 (870) 533-4641 FAX (870) 533-4468 william.sprinkle@arkansas.gov</p>	<p>District 9 PO Box 10 Greenbrier, AR 72058-0010 (501) 679-2806, ext. 227 FAX (501) 679-3018 Mike.cagle@arkansas.gov</p>
<p>District 5 207 Airport Road Malvern, AR 72104 (501) 332-2081 FAX (501) 332-2570 harmon.townsend@arkansas.gov</p>	

APPLICATION FORM

ARKANSAS FORESTRY COMMISSION

URBAN & COMMUNITY FORESTRY ASSISTANCE GRANT

Applicant: _____

Address: _____

Contact person(s): _____

Phone number(s): _____

Email address: _____

Federal Employer ID No. (FEIN): _____

Brief description of project: _____

Project timetable: October 9, 2009 – August 15, 2010 _____

Federal Cost-Share requested: \$ _____

Non-federal share: \$ _____

Projected total expenditures: \$ _____

*Any printed material will have **prior approval by AFC** and will contain a statement to the effect that funding was made possible by a grant from the USFS and the AFC. Printed material must also contain a non-discrimination statement. A sign may be placed near grant projects for a period of 6 months.

(Signature of Authorized Contact Person)

(Date)

BRIEFING FORM

STATE AGENCY: Arkansas Forestry Commission

Contact: Patti Erwin **Phone:** (501) 442-8627

APPLICANT: _____

City/Town: _____ **County:** _____

Mayor: _____ **County Judge:** _____

Elected Officials: _____ **Other Officials:** _____

Population (City): _____ **Population (County):** _____

If not government agency identify members and/or agents of organization: _____

Legislators (State Senator and Representatives): _____

Control Number: (assigned by the AFC) _____

Project Type: (assigned by the AFC) _____

Scope of Project: (i.e. population served, purpose, economic impact, etc.) _____

Local Funds: _____

Federal Funds: _____

Estimated Total: _____

Project Timetable (dates):

Start of project: October 9, 2009
Advertisement for bids: _____
Project completed: August 15, 2010

Other: _____

DETAILED PROJECT BUDGET PROPOSAL

Categories	Federal Grant	Non-Federal Match		Total
		Cash	In-kind	
Personnel (include fringe benefits)				
Travel				
Equipment				
Supplies				
Contractual				
Other				
TOTALS				

DETAILED PROJECT PROPOSAL (SAMPLE)

Categories	Federal Grant	Non-Federal Match		Total
		Cash	In-kind	
Personnel (include fringe benefits)				
Grant Administrator 25 hours @ \$20/hr	-0-	500	-0-	500
Tree Board Volunteers 5 @ 20 hours @ \$ 20.25/hr	-0-	-0-	2,025	2,025
Street Department Crew 2 @ 10 hours @ 12.00/hr	-0-	240	-0-	240
Park Maintenance Crew 2 @ 20 hours @ 12.00/hr	-0-	480	-0-	480
Parks Director @16 hours @ \$20.00/hr	-0-	320	-0-	320
Travel				
Urban Forestry Conference	300	50	-0-	350
VUF lodging & gas	250	-0-	-0-	
Equipment				
2 pickup @ 25/hr @ 30 hours	-0-	-0-	1,500	1,500
Supplies				
Educational materials				
- 500 flyers @ \$.10 each	50	-0-	-0-	50
- 1 Tree climbing video @ \$50 each	50	-0-	-0-	50
- 2 Tree pruning manuals @ \$75 each	150	-0-	-0-	150
Contractual				
Visiting urban forester @ \$450 day @ 5 days	2,000	250	-0-	2,250
Other				
TOTALS	2,800	1,790	3,525	8,115



Guidelines for Visiting Urban Forester Reports **Report Checklist**



In general, the visit report should be consistent in format. The intent of the report is to provide the community with a technically sound base to effectively begin (or continue) their urban and community forestry program. The length of the document is not as important as the content but is typically 5 or more pages (not including photos). The use of digital photographs in the report is encouraged but should not take the place of written content. Each report should focus on key issues identified by the community in addition to several standard topics including:

Overview of the Urban Forest

Present condition of the urban and community forestry program

Other factors that influence community trees

Recommended Goals and Actions for Community

Below is a format and checklist that should be used for each report. Checklist topics should to be discussed in the report. Non-checklist (i.e. bulleted) items are provided as potential discussion items. Not every bulleted item will be relevant or necessary to discuss in your report.

- Cover Sheet:** Consultant name, community name, date, etc.
- Table of Contents:** List of report sections, page numbers, appendices
- Introduction:** Describe VUF program, consultant bio., indicate community goals and objectives for visit
- Background:** Summary of the community facts/figures (*see community assessment form*) and general status of urban forestry in community
- Detailed Assessment:** General review of local urban forestry program
- Tree Inventory: *Describe and/or make recommendations*
 - Do they have one? If so, how current is it?
 - Location - *streets, parks or both*
 - Species - *percentage estimates*

- Size – *dominate size classes*
 - General tree health/conditions
 - Sidewalk/tree lawn/line-of-site issues (e.g. blocked signage)
 - Available planting sites
 - Tree assessment in park
- Tree Ordinance: *Describe and/or make recommendations*
- Do they have one?
 - Does it need updating/expanding?
 - Written and/or current tree maintenance policy
 - risk assessment
 - trimming
 - removal
 - planting
 - tree protection
 - condemnation
 - Prepared written draft
- Budget: *Describe and/or make recommendations*
- Do they have an annual budget for tree related activities?
 - Other community funds (e.g. rotary club, donations, firewood sale etc.)
 - Match money for cost-share grants?
 - Potential sources of funding (grants, millage, tree trusts etc.)
- Maintenance: *Describe and/or make recommendations*
- Do they have a regular tree maintenance program?
 - Insect/disease monitoring and treatment
 - Pruning types and standards
 - Pruning cycle
 - Cable/bracing and lightning protection
 - Removals
 - Watering
 - Mulch
 - Fertilizing
 - Root pruning and barriers
 - Workshop provided
- Planting: *Describe and/or make recommendations*
- Do they have an annual planting or homeowner cost-share program?
 - Right tree/right location
 - Diversity goals
 - Size (balled and burlap vs. bare root)
 - Species selection
 - Planting detail/designs
 - Staking
 - Watering
- Staffing and Equipment: *Describe and/or make recommendations*
- Is there an responsible department, contractor or individual for tree related questions ?
 - Full time employees
 - Seasonal employees
 - Training/certification/affiliations
 - Equipment availability/needs
- Contractors: *Describe and/or make recommendations*
- Does the community use contracted tree services?
 - For what type of work (e.g. planting, trimming, removal; routine/emergency)?
 - List of local tree care contractors?

- Does the community have contractor specs/standards?

Public Education: *Describe and/or make recommendations*

- Does the community provide any public outreach or education related to trees?
- Tree City USA
- Arbor Day program
- Is there a Tree Board or a Parklands Commission/Committee?
- Community newsletters?
- What is the level of community involvement (e.g. neighborhood assoc., block clubs, garden clubs etc.)?
- Volunteer projects?
- Memorial/honorary trees?
- Met with potential tree board

Planning: *Describe and/or make recommendations*

- Does the community have a park, street tree or woodland management plan?
- Renovation/development projects
- Construction of new streetscapes

Summary of Recommendations/Technical Assistance: Summarize recommendations from each of the sections above and suggest some potential program goals such as:

- Tree City USA
- Arbor Day celebration and activities
- Tree Board/advisory group formation
- Training opportunities
- Available grant opportunities

The following forms can be copied and used throughout the project if applicable.

