



2016 U.S. Forest Service National Urban and Community Forestry Challenge Cost-Share Grant Program

Request for Pre-Proposals (RFP)

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.

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 2016 Urban and Community Forestry (U&CF) Program may provide, approximately \$900,000 (\$300,000 per category) in grant funds to be awarded through the 2016 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 multi-state 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 and Tribal agencies, 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.

Not Eligible: 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.shtml

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 grantee shall notify the Forest Service, 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. This Request for Proposals is to address the following priority issues:

- Analysis and Solutions for Development and Redevelopment Impacts on Urban and Community Forests
- Building Human Health Through Urban and Community Forestry
- Climate Change and Its Impact on Trees and Water

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

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.

The grant review process takes about a year to review pre and full proposals once they are received. Applicants should note their start and end date accordingly on their SF424.

Each category is separate. Please do not merge more than one category content or intent into one proposal, which can result in disqualification of the proposal. Applicants may submit separate pre-proposals for more than one category.

2016 National Urban and Community Forestry Grant Categories

Grant Category 1: Analysis and Solutions for Development and Redevelopment Impacts on Urban and Community Forests

Projects in this category should increase knowledge within communities of how to implement solutions to maintain the integrity of existing urban forests and incorporate new urban forests as part of new development and redevelopment processes.

Background/intent:

Cities are changing and development and re-development continues to impact our city and community forests. Streetscapes are being re-designed to include new infrastructure such as: Bike lanes, modern underground utilities; stormwater management components; expanding building footprints; ADA requirements and fire codes encroach on space for trees. This changing infrastructure often comes in direct conflict with existing trees and leaves little space for new trees. Trees and forests provide vital ecological services that help sustain our communities' economic, social and environmental integrity, making them more resilient and enhance the welfare of its citizens.

It is understood what trees need to thrive in the urban locations, and there are existing best design and management solutions out there; but communities are still losing urban canopy and the ecological services they provide from these basic development changes. Work still needs to be done to consolidate these solutions, address competing interests that still leave space for urban forests.

The Council is seeking entities to document these processes, measure the gains and losses, and present them to communities to assist them in determining if these changes are desirable, acceptable and sustainable. Applicants should provide consolidated solutions, programs, practices (which includes standards of care, and management practices), cost benefit analyses of best practices, and policies. These items should have specific and measurable goals to restore and protect those ecosystem services which are being lost to these development changes.

Approaches are to include the following:

- *Partnership collaboration is required with three or more of the related stakeholders that would be involved in any applicable research, planning, design, implementation, utilization, adoption and/or advocacy of this category. This includes letters of partnership. It may also include letters of support from key stakeholder entities as applicable.*
- Projects are to be national in scope and have the potential to serve all communities. Demonstration projects are to include multiple sites across the country to show applicability.
- Prior to developing of the proposal, we encourage all applicants to contact their Forest Service Regional/Area Urban Forestry Program Manager to assist with any program authorities, questions, and/or resources. Please click on the link to find your Forest Service Urban Forestry Coordinators : http://www.fs.fed.us/ucf/contact_regional.shtml

Grant Category 2: Building Human Health Through Urban and Community Forestry

Projects in this category should increase knowledge within communities of how local investments in their urban forest ecosystems have potential to maximize their return through quantifiable public health benefits.

Knowledge building may be carried out by science delivery of existing research, or an original study that evaluates the role of the urban forest ecosystems in health promotion or disease prevention. Original research may include, but is not limited to the evaluation of several community urban forestry programs across the country which focuses on public health outcomes (such as a food forest). The results of these projects should inform and enable communities to bring health oriented research evidence to urban natural resources stewardship programs. The project should engage nontraditional partners, such as the medical professions, county health departments, and health insurance companies

Background/intent:

Environmental health disciplines have traditionally focused on recognizing and controlling chemical and toxic exposure, particularly in cities. Recently a different perspective of environmental health practices has expanded to include nature exposure as a contributor to positive human health and well-being. Substantial evidence now demonstrates that equitably distributed, well-managed urban natural resource elements can be sources of environmental interactions that generate extensive physical, social, and mental wellness benefits. The [Green Cities: Good Health](#) web site, sponsored by the USDA Forest Service in cooperation with the University of Washington, provides summaries of the research studies about nearby nature experiences and human health

Numerous studies concerning nearby nature and human health linkages show benefits occur from the moment a person is born (supported by studies of tree canopy and infant birth weight) throughout the life cycle to old age (such as therapy gardens in elder homes). Generally, the evidence suggests that quality, well-managed natural areas in the city contributes to disease prevention and health promotion from cradle to grave. These benefits scale up from individual response to households, neighborhoods, and communities. Public well-being studies at the community scale indicate crime prevention benefits when quality, well-managed nature is created and stewarded. Another example are studies about urban agriculture and urban foraging, two activities that contribute to food security, improved nutrition, and social cohesion as people work together to sustain the resources.

In response to the research findings about the linkages between urban forests, parks, and gardens and well-being, some communities are beginning to develop programs that promote resident contacts and interactions with urban forestry for health promotion. For instance, parks prescription programs encourage medical professionals to prescribe outdoor physical activity in community open spaces to encourage better health outcomes in their patients. Based on the diverse and extensive evidence of nature's benefits, there is the potential for other nature-based therapy and healing programs.

The Council is seeking research or evidence-based programs, including evaluations, for one or more of the following ideas, but is not limited to those listed below.

- *Research connections between the urban forest systems and human health*
- *Build on existing research which analyzes the influence of the community forest on human behavior.*
- *Quantify the benefits that urban forest ecosystems provide to support positive human health and well-being.*

- Continue to identify and quantify connections between the urban forest systems and active living (re: CDC recommendations for daily moderate activity).
- Research or studies on the role of trees and urban forest ecosystems in healing and therapy settings
- Equity of distribution of canopy pertaining to health outcomes
- Strategic plantings of trees that may demonstrate direct beneficial effects (such as shade around ball fields to reduce youth sun exposure or strategical placed food forests within a community)
- Effects on mental health and function, including institutional settings
- Many studies indicate relationships or correlation between the experience of nature and health but we know little about the causal mechanisms, so better understanding of dosage (amount of time, frequency, and character of spaces) is needed.
- Economic valuation of tree and nature-related health benefits

Approaches are to include the following:

- *Partnership collaboration is required with three or more of the related stakeholders that would be involved in any applicable research, planning, design, implementation, utilization, adoption and/or advocacy of this category. This includes letters of partnership. It may also include letters of support from key stakeholder entities as applicable.*
- Projects are to be national in scope and have the potential to serve all communities. Demonstration projects are to include multiple sites across the country to show applicability.
- Prior to developing of the proposal, we encourage all applicants to contact their Forest Service Regional/Area Urban Forestry Program Manager to assist with any program authorities, questions, and/or resources. Please click on the link to find your Forest Service Urban Forestry Coordinators : http://www.fs.fed.us/ucf/contact_regional.shtml

Grant Category 3: Climate Change and Its Impact on Trees and Water

Projects in this category should increase knowledge within communities of how climate change impacts the availability and quality of water to support urban and community forests. Knowledge building results should provide preventive and implementation strategies to address these adverse climate change impacts within each of the geographical regions across the country.

Background/Intent:

Trees and water are inextricably linked. Trees need large quantities of water to fuel photosynthesis and evapotranspiration, which are essential to the growth of the tree itself and the water cycle that transfers rainfall to inland areas. Tree growth, vigor, and resistance to disease and pests, all of which affect the environmental benefits tree's produce are influenced by water availability and the capacity of soil in which it is growing to retain water. As the earth continues to warm, it will bring profound changes to weather and climate in all corners of the globe. More floods, droughts, intense rains, and severe heat waves will impact water supply, agriculture, power supplies, transportation networks and the trees that are cornerstones of vital urban and community forestry systems throughout the world.

In this grant category the Council seeks to assess the potential regional impacts of climate change on amount, quality and seasonal availability of water to support urban tree populations. Successful proposers should consider the broad range of change projected to occur in different regions of the country, examine how disruptions in the water supply will support or hamper tree growth and development and determine whether indigenous tree populations can adapt and thrive in a changing environment. Areas ripe for research include adapting the species composition of a region to a variety of water conditions, improving the ability of soil and substrates to retain soil moisture and the potential impacts on the water cycle of forests as they evolve in response to climate change.

Approaches are to include the following:

- *Partnership collaboration is required with three or more of the related stakeholders that would be involved in any applicable research, planning, design, implementation, utilization, adoption and/or advocacy of this category. This includes letters of partnership. It may also include letters of support from key stakeholder entities as applicable.*
- Projects are to be national in scope and have the potential to serve all communities. Demonstration projects are to include multiple sites across the country to show applicability.
- Prior to developing of the proposal, we encourage all applicants to contact their Forest Service Regional/Area Urban Forestry Program Manager to assist with any program authorities, questions, and/or resources. Please click on the link to find your Forest Service Urban Forestry Coordinators : http://www.fs.fed.us/ucf/contact_regional.shtml

ESSENTIAL REQUIREMENTS

Fill in the provided template to submit the pre-proposal. The template 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), time line, deliverables, technology transfer components, and approximate cost.

Produce results that are replicable at a national scale.

Localized projects will not be considered unless they represent a clearly stated national purpose.

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 is a step, but will be considered an inadequate means of technology transfer by the proposal review teams.

APPLICATION PROCESS

The 2016 Urban and Community Forestry Challenge Cost Share Grant Program will require pre-proposals and then full proposals from those selected during the review process. The review process takes about a year to complete.

All application information is available on [Grants.gov](https://www.grants.gov) (Search: Opportunity: **USDA-FS-UCF-01-2016**, or CFDA, 10.675, Agency Forest Service).

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 Website: <http://www.fs.fed.us/ucf/nucfac.shtml>.

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 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 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.shtml

Proposals must have national application and disseminated nationally; 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, 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 10 pages.
- Support letters from key stakeholders that will be affected by the proposals findings.
- The Literature Review– 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** <http://apply07.grants.gov/apply/FormLinks?family=15>
Select SF 424 Family -Select Grants.gov forms:
SF424 Application for Federal Assistance,
http://apply07.grants.gov/apply/forms/sample/SF424_2_1-V2.1.pdf

SF424A Budget Information Non Construction,

<http://apply07.grants.gov/apply/forms/sample/SF424B-V1.1.pdf>

and SF424B Assurances, and Non Construction and Certification forms,

<http://apply07.grants.gov/apply/forms/sample/SF424B-V1.1.pdf>

There is also a form where applicants can upload their attachments- Other Attachments Form.

Please make sure all attachments are in order as one PDF.

<http://apply07.grants.gov/apply/forms/sample/Attachments-V1.1.pdf>

- 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.

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:
 - **AD-1047** - Certification Regarding Debarment, Suspension
<http://www.ocio.usda.gov/sites/default/files/docs/2012/AD1047-F-01-92.PDF>
 - **AD-1048** – Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transactions
<http://www.rurdev.usda.gov/rbs/coops/ad1048.pdf>
 - **AD-1049** – Certificate Regarding Drug Free Workplace Requirements Alternative 1
<http://www.gipsa.usda.gov/fgis/forms-fgis/ad1049.pdf>
 - **Certificate Regarding Lobbying**
http://apply07.grants.gov/apply/forms/sample/GG_LobbyingForm-V1.1.pdf
 - **AD-3030-FS Tax Delinquent Status for Corporate Non-Profit and Profit Applicants**
http://na.fs.fed.us/fap/forms/AD-3030_Felony%20Conviction%20Tax%20Delinquent.pdf
 - **FS_1500-22 Financial Capability Questionnaire**
http://www.fs.usda.gov/Internet/FSE_DOCUMENTS/stelprd3834433.docx.

- **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:

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

11:59 PM Eastern, **November 23, 2015.**

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

11:59 PM Eastern, **March 15, 2016.**

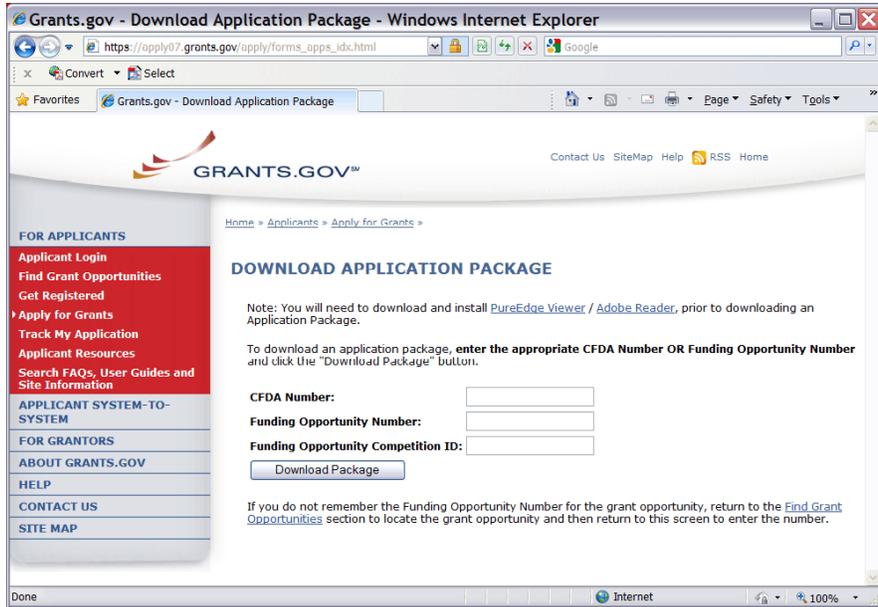
The U.S. Forest Service typically awards the successful projects as Federal Financial Assistance Grants no later than September 30, 2016.

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 www.grants.gov and on the right side of the home page, click on "Grant Search", use search by Opportunity number and type "**USDA-FS-UCF-01-2016**" The 2016 grant title and application package attachment should appear. Other searches are by the CFDA number 10.675 and Agency search is Forest Service. If one has any difficulties with getting registered, please contact the grants.gov "help" listed on the website, or call 1-800-518-4726 or email support@grants.gov.



To apply 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 street, SW
Sidney Yates Building 3rd Floor, NW
(MS-1151)
Washington D.C. 20250-1151
Cell: 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.

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 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? 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 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 complements 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.

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 (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
	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 <i>(sum of 6a-6h)</i>					0
j. Indirect Charges		7,500.			7,500.
k. TOTALS <i>(sum of 6i-6j)</i>	\$ 75,000.	\$ 150,000.	\$	\$	\$ 225,000.00
7. Program Income	\$ 0	\$ 0	\$	\$	\$

Previous Edition Usable

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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)	\$ 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)	\$	\$	\$	\$	
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					

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 the applicant contact the Forest Service regional 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 pre-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 Pre-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 pre-proposal stapled in the top, left-hand corner?
- **Do not enclose the Pre-proposal in any bindings or folders.**
- Are a hardcopy copy and a CD copy of the pre-proposal included in the package?
- Has a proper delivery service been reserved to ensure that the pre-proposal will be received, (not postmarked) by 11:59 p.m. Eastern Standard Time on **November 23, 2015.**

Please make sure you follow the pre-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 **November 23, 2015, 11:59 PM Eastern**

INNOVATION GRANT CATEGORY:

(An estimated total amount of \$900,000, may be available, approximately \$300,000 per category)

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

- Category 1: Analysis and Solutions for Development and Redevelopment Impacts on Urban and Community Forests

- Category 2: Building Human Health Through Urban and Community Forestry

- Category 3: Climate Change and Its Impact on Trees and Water

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

ADDRESS:

PROJECT TITLE:

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

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

OUTREACH:

Note: if one 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 pre-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.

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), 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 10 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