



USDA Forest Service National Forest Resiliency Innovation 2020 Challenge Cost Share Grant Program

Request for Proposals (RFP)

NOTICE: DUE TO THE CORONA VIRUS SITUATION AND SOME TECHNICAL ISSUES WE ARE EXTENDING THE GRANT APPLICATION DEADLINE TO APRIL 30, 2020.

Proposals are to be received by 11:59 PM Eastern, **April 30, 2020**

INTRODUCTION

Working in partnership with 63 state and territory forestry agencies, more than 30 national partners, and more than 150 community tree groups, the USDA Forest Service Urban & Community Forestry (U&CF) Program restores, sustains and grows the more than 140 million acres of urban and community forest lands in the United States. By collaborating with our partners to deliver information, tools and financial resources, the program provides fact-based and data-driven best practices for communities of all sizes to sustainably manage their urban and community forests and the benefits they provide.

The health and vitality of our urban & community forests are critical to all our Nation's Forests. Communities often act as gateways for invasive pests and disease, and well managed community forests, especially when a part of shared stewardship across the landscape, can slow or even halt the spread before they infect neighboring private, state or National forests. Our forests are also under threat from natural disasters including wildland fires, hurricanes, tornados, flooding and landslides. Well managed forests are better prepared to withstand these threats, protecting lives, infrastructure, homes, habitats, water quality, economies, and social health and well-being. To better equip our communities in preventing and responding to these threats, the U&CF program requests innovative proposals that strengthen urban and community forest resiliency and align with the goals in the [National Ten Year Urban and Community Forestry Action Plan \(2016-2026\)](#). Collaborative solutions may include but are not limited to: research; prevention; planning; policy; preparedness; implementation; best management practices; recovery; and reforestation that promotes the resilience of our Nation's urban & community forests.

Urban and Community Forestry Program Requirements

Innovative Forest Resiliency proposals shall **have national or multi-state** application and impact.

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 one or more of the goals in the [National Ten Year Urban and Community Forestry Action Plan \(2016-2026\)](#)

DEFINITIONS

Urban and Community Forestry: The art, science, and technology of managing trees, forests, and natural systems on nonfederal public lands in and around rural towns, suburbs and cities, for the health and well-being of all people.

High Potential Communities: Communities that do not receive equitable financial and technical assistance as other communities, in maximizing the benefits from the conservation and management of their natural resources. These areas also identify the gaps in our natural resource, social and economic systems that if improved have one of the greater impacts in addressing forest and community resiliency. In this context we consider High Potential Communities as low income, under represented racial / ethnic minorities; Native Americans; people with disabilities and the elderly living within degraded natural resource areas

Ecological Impact Areas: Communities lacking sustainable ecosystem services due to inadequate urban/community 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.

Forest Resiliency: Forest Resiliency is the capacity of an urban or rural community forest ecosystem to respond to a disturbance by resisting damage and recovering quickly.

Innovation: the ability to address issues and opportunities by enhancing existing or creating new solutions, processes, practices and/or policy.

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 2020 Urban and Community Forestry (U&CF) Program may provide, approximately \$900,000 in grant funds to be awarded through the 2020 National Urban and Community Forestry 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 and Tribal Organization, operating within the United States or its territories, may apply for the Challenge Cost-Share grant. While collaboration with Federal agencies is encouraged, a Federal agency **may not** receive funding **or be used as match** to the Federal funds being requested. Individuals and private land are not eligible. Proposals are required to address national, multi-state, or multi-tribal-land urban and community forestry issues. 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/single state impact and applicability are not eligible.** Applicants with local proposals 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 at the bottom of the page: [State Urban Foresters' Contact List](#)

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 either quarterly or semi-annually.

Grantees may also be asked to present, their project progress report at a Forest Service Urban Connections webcast. 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 Grants.gov – Grants Learning Center website at:

<https://grantsgovprod.wordpress.com/category/learngrants/grant-writing-basics/>

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 USDA Forest Service 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 in addressing the National Urban and Community Forestry Ten Year Action Plan (2016-2026)”

Inquiries: All questions regarding the program should be directed to Nancy Stremple, National Urban and Community Forestry Specialist, at nancy.stremple@usda.gov from 9:00 a.m. to 3:00 p.m. (Eastern).

2020 National Urban and Community Forestry Innovation Grant Category

Creating and Enhancing Resilient Urban and Community Forests:

The USDA Forest Service seeks innovative (new, cutting-edge or builds upon existing studies) grant proposals for program development, study, and collaboration that will address urban and community forest resilience and aligns with one or more applicable goals in the [National Ten Year Urban and Community Forestry Action Plan \(2016-2026\)](#). By clicking on the title link it will download the document for more detailed information about each category listed below. The applicant is to list the Goal(s) their proposal is addressing.

1. Integrate Urban and Community Forestry into All Scales of Planning (Page 26): For the full range of human and environmental benefits of urban forest systems to be realized, cities need to be planned with natural systems as a core feature of a community's infrastructure, for optimal communities' future growth, health, and well-being. Urban and community forestry systems are an important integral component at all system levels: neighborhood, local, community, regional, watershed, and bioregional. For maximum effectiveness and benefit, urban and community forestry systems need to be planned and managed at these levels, as well as integrated into other city/town systems, such as transportation, housing, and infrastructure. *Applicants will be able to demonstrate how forest resiliency can be strengthened through planning and policy.*

2. Promote the Role of Urban and Community Forestry in Human Health and Wellness (Page 33): Due to the high costs of human disease treatment and therapies, health professionals are becoming more interested in innovative strategies for health promotion and disease prevention. An extensive range of research demonstrates significant relationships between experiences of nearby nature in cities, including trees, and positive health response. The depth of evidence supports the need for actively improving human health and welfare through urban and community forestry. *Applicants will be able to demonstrate how effectively planning and managing urban and community forests can increase forest health and resilience, as well as human health and wellness.*

3. Cultivate Diversity, Equity and Leadership within the Urban Forestry Community (Page 42): The urban forestry community should embody the changing demographics of our nation, and its cities, towns and counties. A focus on the needs of "High Potential Communities" at the professional level; development of diversity champions; and increase in the equitable distribution of trees and other natural amenities across all neighborhoods are just a few of the areas that can drive the urban and community forestry agenda forward and strengthen a community's resiliency. Over the next ten years, a new professional cadre that is culturally, ethnically and economically diverse must emerge from an expanding network of vocational programs in high school, community colleges and professional certified university programs. Vocal and visible champions need to be developed at all levels to bring attention to the ability of urban forests to offer comprehensive and cost-effective solutions to critical community issues and to apply those solutions within their own communities.

In Federal and State agencies, urban and community forestry should deliver strategies and programs for existing and anticipated challenges by coordinating the work of multiple agencies and

leveraging their resources to promote equity and diversity in the profession, as well as equitable access to the trees and forests.

Applicants will be able to demonstrate an increase in community engagement, champions, capacity, and canopy cover in high potential neighborhoods that contribute to and strengthen the larger community's forest health and resiliency.

4. Strengthen Urban and Community Forest Health and Biodiversity for Long-Term Resilience

(Page 50): Increasing urban and community forest and green infrastructure health, biodiversity and resilience are urgent needs, particularly as invasive species, pests, drought and challenges associated with extreme weather events, will offer both key challenges and opportunities in the next ten years. Native and drought tolerant street trees are important to create stability and functional food webs for a diverse array of animals, insects, birds and people. Knowledge of regionally-adapted pest and insect-resistant species needs to be developed and disseminated. These areas of focus may include increasing the biodiversity, health and resilience of trees in urban and community forests; fostering resilience, restoration and sustainability of urban and community forests facing severe weather challenges; and/or supporting use of urban forests for increasing community food resilience and access to local foods.

Applicants will be able to demonstrate innovative strategies and best practices for fostering resilience, biodiversity, sustainability and health for our urban and community forests.

5. Improve Urban and Community Forest Management, Maintenance and Stewardship (Page 58):

The expansion of innovative technologies in the last decade is expected to continue and will provide new important opportunities for improving the urban and community forest management, arboricultural practices and increased urban natural resources stewardship skills. Appropriate design and maintenance are core needs for optimizing urban and community forest ecosystem services. As our urban and community forests continue to grow, stewardship in future decades will require community engagement and support, which in turn will require the development of new stewardship programs. Additionally, key research findings and new technologies need to be made more accessible and relevant to leaders, decision makers, educators and practitioners for enhancing more effective and responsive urban natural resources stewardship.

Applicants will be able to demonstrate increased urban and community forest resilience through improved and innovative best management practices, maintenance and stewardship.

6. Diversify, Leverage and Increase Funding for Urban and Community Forestry (Page 66):

There is an urgent need to increase cultural, ethnic and economic diversity within the urban forestry community, both at the professional level and among the citizen leadership. Vocal and visible champions need to be developed at all levels to bring attention to how community forests offer comprehensive and cost-effective core solutions to numerous urgent and complex community issues associated with a community's urban nature and human health. Building awareness, diversity of funding, coalitions, public private partnerships, and demonstrating how urban and community forestry is as a "go-to" tool can help address the myriad issues that are better funded, such as health, economic development, and resilience.

In the federal structure, urban and community forestry need to deliver strategies and programs for existing and anticipated challenges by coordinating the work of multiple agencies and leveraging their resources to promote equity and diversity in the profession, as well as equitable access to the trees and forests themselves.

Applicants will be able to demonstrate improvement of urban and community forest resilience through leveraging and diversifying funding and expanding collaboration between urban forestry and related fields.

7. Increase Public Awareness and Environmental Education to Promote Stewardship (Page 74):

Strengthen environmental education programs that focus on urban and community forestry issues. Increase outreach and educational opportunities for High Potential Communities and diverse communities to increase urban forestry stewardship. Build educational, training and life skills around the management and stewardship of the economic social and natural resource conservation of services community forest provide for citizen health and wellbeing, which in turn builds a community forest's resiliency to future severe weather and related events.

Applicants will be able to demonstrate increased forest resiliency through public awareness, education and training.

Research Goal D (Page 16): Research is needed to better understand and monitor current threats, to diminish tree loss, maintain urban forest health, and to sustain ecosystem services. Studies are needed to help anticipate emergent threats or negative conditions to enable proactive management response, as well as, social or policy studies that can help to reveal the institutional best practices that can be put in place for threat response and community engagement for forest sustainability and resiliency.

- Given likely increase of in invasive species and extreme weather events, effort is needed to better understand and work within change trending to anticipate and integrate Urban and Community Forestry Goals with likely futures, and study of vulnerable situations (such as found in the decimation of our Ash and western pine forests) can provide insight for broader patterns and responses.
- Continue and expand studies of natural disasters and urban and community forest ecosystems implications to develop stakeholder awareness, better prioritized community response, policy and programs. That leads to a community's resiliency to such negative events.
- Clearly define and describe, then quantify urban forest threats and impacts from national to local scales, to include invasive plant species, insect pest invasions, land use development, city/town wildfire, and weather/natural disaster scenarios.
- Create models and decision tools to support community and urban threat forecasting and management response, including trade-offs analysis for policy and budget scenarios. Use current and new evidence to construct best practices for tree/forest/ecosystem threat planning and management.
- Correlate these best practices and threat impacts to a community's socio and economic impacts.
- Communicate and educate our citizens of these threats and their impact of the economic, environmental and community well-being.

Applicants will expand existing research and/or develop new solutions for addressing pests, diseases and extreme weather events to increase a community forest's resiliency.

PROPOSALS:

Proposals are to address the request and intent of the category.

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

Potential Innovation grantees should work collaboratively with other organizations and entities not traditionally involved in urban and community forestry, as well as other geographical areas to test the national application.

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 may take about four to six months to review the proposals once they are received. Applicants should state their start and end date accordingly on their SF424.

Applicants may submit separate proposals for more than one category.

Proposals may include, but are not limited to, networks of diverse communities and scientists that will integrate threats such as insects, disease, invasive species, (pests) flooding, extreme heat, and, drought. Finally, social or policy studies can help to reveal the institutional best practices that can be put in place for threat prevention, response, and citizen engagement for forest and community sustainability.

Proposals are to include the following:

Prior to developing your proposal, **applicants are required 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 Program Manager: [Contact a Federal UCF Program Manager](#)

- Applicants should demonstrate through the proposal an understanding of the impact's disasters and insect and disease outbreaks have on urban forests and green infrastructure as community assets on a local, regional and national level.
- Proposals should provide (using actual data/references/documentation) a specific process for comprehensively identifying, collecting, combining and assessing all factors used in model construction or data/inputs used. Proposed processes should be able to measure costs and benefits, as well as sensitivity analysis

- All proposals are to include an evaluation of the final product. Applicants should address the anticipated indicator(s) that will demonstrate the success of the process/product within their narrative.
- Proposals should include independent validation of assumptions, formulae, models, etc., by relevant subject matter experts.
- Any process models proposed should be designed in a way to be user friendly, with a high potential for adoption by cities and towns nationwide.
- Partnership collaboration is required - two or more related stakeholders will be involved in any applicable research, planning, design, implementation, utilization, adoption and/or advocacy of this category. All proposals will include formal letters of partnership. They may also include letters of support from other key stakeholder entities, as applicable.
- Applicants should reference the [National Ten Year Urban and Community Forestry Action Plan \(2016-2026\)](#) Goal's findings as a reference to address the National methodology request.

Successful proposals shall be national in scope and thus have the potential to serve all communities, especially State and Federal programs. Physical demonstration proposals with multiple testing sites are required to fully demonstrate a proposals national applicability. Any proposal focusing on just one region must expressly demonstrate through its narrative the capacity for it to be utilized on a national scale for it to be considered.

ESSENTIAL REQUIREMENTS

Go to the [2020 National UCF Grant Application Website](#) to download and complete the grant proposal application form. The proposal package should be one document (PDF). The provided SF424 forms are downloadable. Once completed and uploaded, they will be automatically be placed in the final package's appendix. You will receive a notice that your proposal package has been successfully uploaded.

The application form will include (See Template example below (page24)):

Cover Sheet:

- Contact Information/ Proposal Title / Funding Request, Match, /Outreach/List of
- List of Partnering organizations- Place in appendix section letters of those partners who will be assisting with the implementation and national delivery of the proposal findings. Specifically state the partners' roles in the project proposal.

- List of stakeholders - Identify appropriate stakeholders. Letters of support from stakeholders may be included in the appendix section. Applicants are to incorporate adequate means to transfer their findings to the applicable stakeholders.
- 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, and technology transfer.

Narrative and Evaluation:

Develop a clear and explicit proposal that identifies which Action Plan Goal(s) are being addressed and explains the challenge, general methods, expected outcomes, partners (with letters documenting participation and support), utilization of literature review to support one's statements, time line, deliverables, technology transfer components, and approximate cost.

Proposals are to be national in their application and their results are to be replicable across the country. This may require multiple sites across the country to test the applicability. 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 proposal template format.

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

If applicable, include appropriate national, non-traditional partners, meaning those not typically involved in urban and community forestry efforts. It is important to include and/or address High Potential Communities and their needs. Proposals should clearly broaden the base of participation through the involvement of such non-traditional partnerships and the inclusion of High Potential 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 utilize the project results. Completed project reports and deliverables will be uploaded to the Vibrant Cities Lab Website fs.sm.urban@usda.gov

The production of only CDs, presenting at peer conferences, and posting to websites is a minimum step, and will be considered an inadequate means of technology transfer by the proposal review panel. Applicants are to incorporate adequate means to transfer their findings to the applicable stakeholders.

Proposals will be evaluated on how well they address each of the following template criteria. Proposals that do not include all the requested information will not score well in the evaluation process.

Narrative- Section Description

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. Describe your intended audience.

2. Originality and Innovation (5 points)

Tell us why your project is original and innovative as it relates to the topic category.

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, and/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 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 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. Completed project reports and deliverables will be uploaded to the Vibrant Cities Lab Website fs.sm.urban@usda.gov

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 Forest Service’s, UCF Program Specialist: 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 regarding 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: [SMART criteria weblink](#)

9. Experience/Personnel/Adequacy of Resources (5 points): (Place in Appendix)

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 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)

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.

See examples of the SF 424-A budget form, Example 1, (See page 16) and a detailed narrative budget table, Example 2 (See page 19) 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.

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 enough 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 federal funding agency. NOTE REGARDING INDIRECT COSTS- Indirect cost rates should be reasonable. Applicants are encouraged to use a portion or all their indirect cost rate as match.

Appendix:

- **Federal financial forms** [Federal financial forms SF424 Family List](#)
Select SF 424 Family -Select Grants.gov forms:
SF424 Application for Federal Assistance, [SF424 Form](#)
SF424A Budget Information Non-Construction, [SF424A form](#), and, SF424B Assurances, and Non Construction and Certification forms, [SF424B Form](#)
- 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.
- The Literature Review– The cited literature is to identify what prior research/studies supports the approach and/or the framing of the issue to be address
- Partnership letters explaining their role, commitment and contributions
- Support letters from key stakeholders that will be affected by the proposal's findings.
- Negotiated Indirect Cost Rate (NICR) with the applicant's primary/cognizant Federal agency
- If the High Potential Communities boxes on the cover sheet are checked, they will be required to explain either how they are a High Potential Communities applicant and/or

what specific cultural group(s) they are going to be serving and explain their outreach strategy in the narrative.

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

APPLICATION PROCESS

The 2020 Urban and Community Forestry Challenge Cost Share Grant Program will require proposals that clearly define their intent, methodology and deliverables. Only those proposals selected by the Forest Service based on the review panel's comments and ranking will be considered for potential funding. The review process can take four to six months to complete.

Information on how to apply may be found on the following websites:

- Grant Application Website: [2020 National UCF Grant Application Website](#) will have application information, how to download the application form, and submit the completed grant proposal package.
- [Grants.gov](#) Synopsis (Search: Opportunity: **USDA-FS-UCF-01-2020**, or CFDA, 10.675, Agency Forest Service). This will include the link to the grant application website where the grant proposal application can be down-loaded, and grant package uploaded.
- USDA Forest Service UCF Website. This will include the link to the grant application website where the grant application can be down-loaded, and grant proposal package uploaded
- All grant proposal application instructions, downloadable application forms, and grant package submissions are located on [2020 National UCF Grant Application Website](#) unless one does not have the capacity to use or have the availability of a computer. They may contact Nancy Stremple, executive staff nstremple@usda.gov, 202 205-7829 for application information to be mailed to them.

Application Deadlines:

Proposals must be submitted to [2020 National UCF Grant Application Website](#) or courier hard copies received by 11:59 PM Eastern ~~March 30, 2020~~ ~~April 17, 2020~~ **April 30, 2020**

The USDA. Forest Service typically awards the successful projects as Federal Financial Assistance Grants no later than September 30, 2020. Successful applicants will receive formal notice of their grant award from the Forest Service grants and agreements official. Consequently, grantees may not begin their projects prior to official grant award notification.

Hardcopy applicants will be required to utilize a courier service (i.e. FedEx, UPS, etc.) to send their application to the Forest Service's National Urban and Community 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 by hardcopy, please use a courier service to send one hard copy and a copy on a disk to:**

Nancy Stremple,
National Urban and Community Specialist
USDA Forest Service
201 14th. St. SW, Sidney Yates Bldg. 3NW-03B
Washington, D.C. 20024
nancy.stremple@usda.gov

**Note: To ensure delivery, include both the mail stop (3NW-03B) number and the street address when addressing your package for shipment.*

SELECTION NOTIFICATION:

All selected proposal finalists may be contacted for clarification purposes or additional information by Forest Service Staff. The review panel will forward their comments and scores to the Forest Service. The Forest Service staff will notify applicants if they have been selected. Selected proposals will be required to include the following for final award:

- Provide any additional information requested by the Forest Service staff.
- Proposals selected for award will require the following forms to be included in their package:
 - **AD-1047** - Certification Regarding Debarment, Suspension [Certification Regarding Debarment, Suspension Form](#)
 - **AD-1048** – Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transactions [Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transactions 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)

EXAMPLES:

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

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Standard Form 424A (Rev. 7-97)

Prescribed by OMB Circular A-102

SECTION C - NON-FEDERAL RESOURCES					
(a) Grant Program	(b) Applicant	(c) State	(d) Other Sources	(e) TOTALS	
8. Forest Service Urban and Community Forestry Program	\$137,000	\$	\$12,500	\$150,000	
9.					
10.					
11.					
12. TOTAL (sum of lines 8-11)	\$ 137,000	\$	\$ 12,500	\$150,00	
SECTION D - FORECASTED CASH NEEDS					
	Total for 1st Year	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
13. Federal	\$ 75,000	\$ 25,000	\$ 25,000	\$ 20,000	\$ 5,000
14. Non-Federal	150,000	75,000	50,000	20,000	5,000
15. TOTAL (sum of lines 13 and 14)	\$	\$	\$	\$	\$
SECTION E - BUDGET ESTIMATES OF FEDERAL FUNDS NEEDED FOR BALANCE OF THE PROJECT					
(a) Grant Program	FUTURE FUNDING PERIODS (Years)				
	(b) First	(c) Second	(d) Third	(e) Fourth	
16.	\$	\$	\$	\$	

17.				
18.				
19.				
20. TOTAL (sum of lines 16-19)	\$	\$	\$	\$
SECTION F - OTHER BUDGET INFORMATION				
21. Direct Charges: 75,000.		22. Indirect Charges: 0		
23. Remarks: See appendix for negotiated indirect cost rate. Equipment provided by Partners Society of Municipal Arborists. Other Covers Website design, postings, printing costs and				

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Example 2: Budget Narrative Table

NOTE: The Federal dollars requested **may not** be used to purchase trees, plant materials, food, (equipment, with a cost of \$5,000 or greater) or capital improvements to property of any ownership. If one is unsure if the item, they are proposing is eligible, please contact the executive staff, Nancy Stremple.

This Narrative Budget Table should be cited in the narrative when the applicant is discussing the work to be performed and the cost to execute the specific work activity.

Applicant: ABC University

Project: Develop and distribute tree care information in Spanish

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

*Personnel:

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

**Printing: 20,000 copies, 8-pages each, 4 colors.

***Distribution: copies will be sent to federal and state urban forestry coordinators and will be available on request to all callers for at least one year from date of completion.

^ Travel for 2 people to present at two conferences.

Make sure a break-down of hours is listed

PROPOSAL TEMPLATE

Forest Service use only.

Control Number: _____

COVER SHEET

2020 U.S. Forest Service

National Urban and Community Forestry Challenge Cost-Share Grant Program

Proposals are due by ~~April 17, 2020~~, **April 30, 2020** 11:59 PM Eastern

INNOVATION GRANT CATEGORY:

(An estimated total amount of \$900,000, may be available, the amount varies.)

Creating and Enhancing Resilient Urban and Community Forests:

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 High Potential Communities organization.

Is this project being developed to reach a minority or High Potential Community population?
___Yes ___No

Is this proposal being submitted by a minority or High Potential Community population (owned/operated/directed) business, organization or college/university? ___Yes ___No

Applicants should also address how the issue impacts High Potential 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 12 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 maximum 12 -page narrative)

- Federal Financial Application Forms: (SF424,424A,424B)
- Budget Narrative
- Partner and Support letters
- Literature Review
- Experience/Personnel/Adequacy of Resources support documents
- A copy of applicant's negotiated indirect cost rate (NICR)

CHECK-OFF LIST FOR ELECTRONIC AND HARD COPY APPLICATION PROCEDURES

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) except for 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,
- Twelve-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:

- Are the narrative package documents uploaded into [2020 National UCF Grant Application Website](#) ?
- Is the electronic form able to be open and the title, abstract and narrative can be read in full?
- It is strongly encouraged that applicants review the [2020 National UCF Grant Application Website](#) on-line application process and submit their grant proposals early before the due date. There may also be delays due to the volume of applicants submitting and may slow or shut-down the system.

If, hard copy:

- Is the proposal stapled in the top, left-hand corner?
- **Do not enclose the proposal in any bindings or folders.**
- Is 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 **April 30, 2020**
- **Please make sure the proposal template is followed when writing your proposal.**