

Urban and Community Forestry

Grants



Urban Forest
Resource Management

GENERAL INFORMATION

Introduction

The Urban and Community Forestry Grants are provided to Tennessee by the USDA Forest Service, as appropriated by the United States Congress, and administered by the Tennessee Department of Agriculture, Forestry Division's Urban & Community program.

Goals and Objectives

The goal of the Urban and Community Forestry Grant Assistance Program is to establish and build local urban and community forestry programs to a managing level. Communities that have the following 4 elements are considered to be strong, sustainable programs.

- A tree advisory or advocacy group in the community.
- A forester or certified arborist on staff or on retainer by the community.
- A tree ordinance in place.
- A plan to manage trees that is based on a tree inventory and assessment.

Therefore, the primary emphasis of the urban forestry grants is to assist communities in achieving those elements that they have not yet achieved.

Eligible Grantees

Grants may be awarded to:

- cities and towns
- other local units of government
- approved non-profit organizations such as neighborhood associations, civic groups, and community volunteer tree groups
- educational institutions

Available Funds

The recommended maximum amount an individual grantee may apply for is \$20,000, but exceptional projects may be considered for additional funding.

These grant funds are for programs, projects, or activities NOT CURRENTLY BEING FUNDED, and are not intended to substitute for existing funds.

Clarification on use of Grant Funds for Salaries

Hiring of consultants is allowed. In the budget, this would be a professional fee expense. Summer interns are allowed. This would be a salaries and benefits expense. Using grant funds to pay salaries of existing staff is strongly discouraged, and would be allowed only for outstanding, exceptional, innovative projects.

Cost Sharing Requirements (Match)

The urban and community forestry grants require a match equal to the grant (50-50 match). This means the cost of the project are paid 50% by the grant from the Federal Government (through the State) and 50% by the grantee. A grantee's share of such support may be in the form of cash, services, or in-

kind contributions. Grantees shall not use other federal funds to match an urban forestry grant, nor use local funds or in-kind contributions to match more than one federal grant.

- Do **NOT** over match on your application. You may overmatch if you are a successful applicant, but for the application, make the match equal the grant.
- No meals or refreshments may be charged to the grant or used to match the grant. Meals associated with overnight travel are per diem and are allowed.

Applicants are encouraged to review Office of Management & Budget, OMB Circulars A102 and A110: Uniform Administrative Requirements for Grants for rules on match for grants.

Review

Proposals will be reviewed by Urban Forestry Staff and by a committee from the TN Urban Forestry Council. Proposals will be rated on the:

1. Positive impact the project will have on the local/regional/state urban forests. Proposals that strive to meet the objectives on page 3 will be reviewed favorably.
2. Application procedure and general project merit.

Technical Assistance

Potential recipients are encouraged to seek assistance in developing their grant proposals. Sources of assistance include Division of Forestry personnel, arborists, nurserymen, horticulturists, consulting urban foresters, landscape architects and other specialists in related fields.

NOTE: If the project is going to involve a specialist, please include a letter from him/her to prove they are aware of their commitment.

Reporting Requirements

Recipients will be responsible for maintaining adequate records that document allowable costs used to match the federal funds. **Periodic progress reports are required, and a final project report will be required upon completion of the project.** Recipients are subject to periodic and post- completion inspections, reviews, and audits by the Tennessee Department of Agriculture, Division of Forestry, the Tennessee Comptroller's Office, and the USDA Forest Service.

Reimbursement

Funds are reimbursed after completion of the project, not at the time a contract is signed and authorization to proceed is given. An interim payment may be made if the grantee can demonstrate a dire need for a partial reimbursement.

TIMETABLE

The timetable for implementing the urban and community forestry grants varies from year to year, in part due to the notification process by the USDA Forest Service of the availability of grant funds. Please consult the annual Information and Application Packet for the specific grant timetable.

PROJECT APPLICATION DETAILS

(Project Application Details may change from year to year. Please consult the annual Information and Application Packet for the specific the specific project application details that apply in any given year.)

These grants are for urban and community forestry projects. The grants are to be used to help build a capacity to sustain a local program that can in turn support local tree planting, tree care and maintenance, and local educational efforts. It cannot be used for actual planting, trimming or other maintenance, or removal of trees.

Projects from cities and towns that aim to meet one or more of the 4 elements of an urban and community forestry program will be accepted and receive priority for funding. These four elements are:

1. have active urban & community tree and **forest management plans** developed from professionally-based resource assessments/inventories
2. employ or retain through written agreement the services of **professional forestry staff** (Due to limited funding, a position cannot be funded).
3. adopt a local **ordinance or policies** that focus on planting, protecting, and maintaining their urban and community trees and forests
4. have a local **advocacy/advisory organization**, such as, active tree boards, commissions, or non-profit organizations that are formalized or chartered to advise and/or advocate for the planting, protection, and maintenance of urban and community trees and forests.

Projects should outline specific objectives, describe steps to be taken, individuals involved, and other relevant pertinent information. If the project is to begin an inventory and develop a management plan, the proposal should describe the goal of the inventory/management plan and how the community would use the information. If the project is to pass a tree ordinance, the proposal should include the type of ordinance and the purpose for adopting the ordinance. If the proposal is to establish a tree advisory group, the proposal should describe how it will fit into the city's structure and what type of citizens would be tapped to serve on such board.

Inventories and management plans for Greenways' forest resources that would enhance the natural resource management of these lands will be accepted. These public areas are a significant component of the urban forest, but little is known about the nature and extent of the trees in greenways.

Developing plans that would integrate the management of woods forests components with urban forests will be considered for funding.

Education and training projects are intended to increase knowledge of trees and the importance of tree programs to the community, and to provide a basis for support for building the local urban or community forestry program.

Education and training may be directed at the local general public or at specific target audiences such as municipal departments, employees or volunteers such as tree board members. Videos, brochures, posters, displays, are examples of education and training projects that will be funded. The applicant should give an estimate of the number of people who will receive training or be reached with handouts, brochures or mailings, and the number of copies of brochures and bulletins to be printed.

Construction projects will **NOT** be funded.

All proposals should provide a description or overview of trees in the community and include what is

known or what is not known about the local community forest.

All projects must provide an acknowledgment of the USDA Forest Service and the Tennessee Department of Agriculture, Division of Forestry as project partners providing funding for the project. (Ed. Note: Every year people forget this. If you do we will dock your reimbursement.)

Acknowledgement may be accomplished by erecting a sign, preparing a news release regarding a hiring, or statements in program brochures, literature, etc. announcing the source of the project funding, or other appropriate method.

All projects must provide a letter from any person who is expected to assist in completing the project. This letter acknowledges that the individual has been contacted and is aware of his/her anticipated participation in the project. Staff does not want to see that an applicant has promised the use of a forestry employee, extension agent, landscape architect, etc. and then find out the person did not know they had been committed to assist.

ADDITIONAL INFORMATION

Format for Proposals

Proposal Formats may change from year to year. Applicant should review these requirements listed in the current year grant information and application package.

Acknowledgement

All Grantees are required to acknowledge the USDA Forest Service and the Tennessee Department of Agriculture Forestry Division as project partners in providing funds for the grantee's projects.

Certifications & Assurances

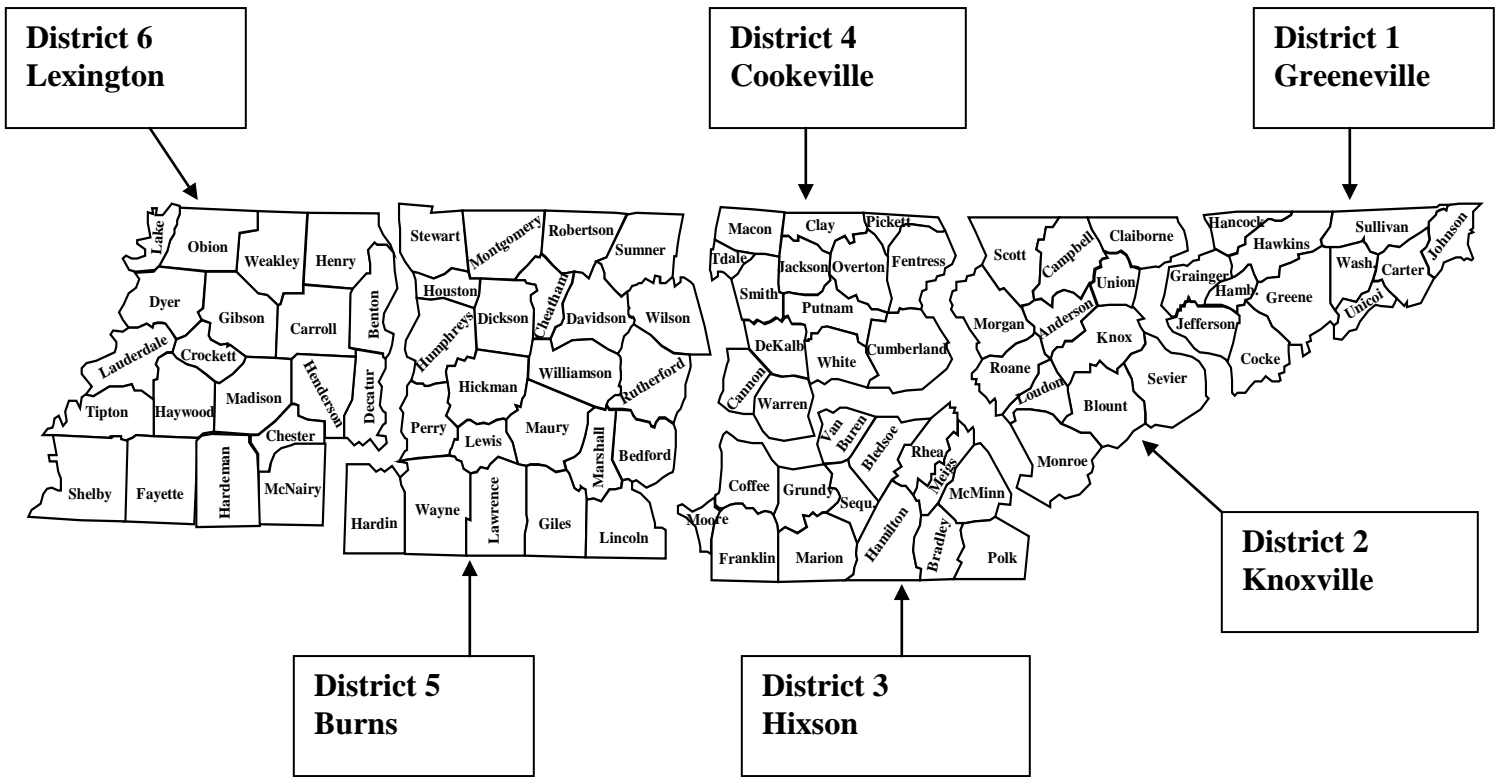
The USDA Forest Service requires grant sub-recipients to fill out a set of Certifications and Assurances. These forms are due with the grant application and are provided along with the grant information and application packet.

OTAINING A GRANT INFORMATION and APPLICATION PACKET

Information and application packets are available from the following urban forestry staff of the TN Department of Agriculture, Forestry Division.

- Bruce Webster, 615-837-5436 Bruce.Webster@tn.gov
- Brian Rucker 615-837-5439 Brian.Rucker@tn.gov
- Tom Simpson, 865-908-4434 Tom.Simpson@tn.gov
- Shawn Posey 901-754-5185 Shawn.Posey@tn.gov

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