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Governor

Scott Hunt
State Forester

Arizona State Forestry Division

Office of the State Forester
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Phoenix, AZ 85007
(602) 771-1400



August 2013

We are happy to announce the next grant cycle for the Urban and Community Forestry – Community Challenge Grant Program. Notifications of awards are anticipated by **December 2013**. Please read all application materials thoroughly as there are changes from previous years. If your community or organization is interested in applying for a 2013 grant, please download the application materials from the Arizona Forestry Division website: www.azsf.az.gov (mouse over 'Grants' on left-hand side menu, then mouse over 'Programs', and click on 'CCG-Community Challenge Grants'). If you are unable to download the application materials from the website, please contact me for an application packet to be mailed to you.

The minimum 2013 grant award is \$5,000 and the maximum is \$20,000. An applicant may submit only one grant application in a single grant-funding year. Grant funding will be available for use beginning in January 2014; project work should occur between January 2014 and December 2014; and final grant reports will be due within 30 days of the grant end date (no later than 31 January 2015). The proportion of the project's cost funded by Arizona Forestry Division shall not be greater than 50%. Matching contributions required as a condition of the awarded Community Challenge Grants may be made in the form of material, services, equipment use, volunteer time, or cash funds. Grant program details are provided in the application materials including: eligibility, how to apply, cost-matching parameters, and examples of previously funded projects.

All grant applications should demonstrate partnerships and must meet one of the State's strategic goals for urban and community forestry. **This year, priority will be given to applications that will build community capacity for urban forestry management through MAINTENANCE.** To ensure long-term viability of our urban forests and canopies, all facets of urban forest management require maintenance including: trees (newly planted and established), management plans, ordinances, inventories, and volunteer cadres. The intent of these grants is to help communities of all sizes to strengthen their urban forest management and outreach efforts; projects must be community friendly and should include some minimum level of training or educational component.

We are also accepting proposals for urban forestry research intended to improve understanding of a) tree physiology, morphology, and species adaptations; and b) the role of urban trees in conserving energy and mitigating the urban heat island. We

also strongly encourage communities with Tree City USA designation or those working toward Tree City USA designation (www.arboday.org) to apply. Applicants with this designation do receive additional points in the grant scoring process.

Please read the application materials carefully and submit one (1) original copy. Do not include a cover letter. Specific instructions are included in the application. Applications should be submitted via email, snail mail, or in person. **Deadline for submissions is 5:00 P.M. on Monday, 30 September 2013.**

Community Challenge Grants are awarded through the Arizona State Forestry Division – Urban and Community Forestry in cooperation with the USDA Forest Service. This program focuses on the stewardship of urban natural resources, and is intended to encourage and promote citizen involvement in creating and supporting long-term and sustainable urban and community forestry programs at the local level.

Submit your application to:

EMAIL: grants@azsf.gov

SNAIL MAIL: Community Challenge Grant Program
Arizona State Forestry Division
Urban and Community Forestry
1110 W. Washington Street, Ste 100
Phoenix, AZ 85007-2935

Please contact me with any questions you may have (602.771.1427; AlixRogstad@azsf.gov). If you would like to add a contact or be removed from this notification list, please send me an email with your preference.

Sincerely,

Alix Rogstad, M.S.
Program Manager
Urban & Community Forestry

**ARIZONA STATE FORESTRY DIVISION
URBAN AND COMMUNITY FORESTRY**

**2013
Community Challenge Grant Program
Proposal Guidelines**

Application Deadline

5:00 P.M., Monday, 30 September 2013

Urban and Community Forestry
Community Challenge Grant Program
Grant Guidelines

Project Timeframe: 1 January 2014 – 31 December 2014
Projects Closed:
(Final Reports and Reimbursement
Requests Due) 31 January 2015

Estimated Total Program Funding: \$130,000.00
Award Ceiling: \$20,000.00
Award Floor: \$5,000.00
Typical Granting Range: \$5,000.00 – \$10,000.00
Cost Sharing or Matching Requirement: 50% match from non-federal source

Submit Applications to: grants@azsf.gov

Community Challenge Grant Program
Arizona State Forestry Division
Urban and Community Forestry
1110 W Washington, Ste 100
Phoenix, AZ 85007-2935

Application Deadline: 5:00 PM
Monday, 30 September 2013

Award Notification: After Monday, 28 October 2013

Questions: Alix Rogstad, Program Manager –
Urban and Community Forestry
AlixRogstad@azsf.gov
602.771.1427

The ASFD reserves the right not to accept the following:

- Hand-written applications
- Applications that do not meet the grant criteria

INTRODUCTION

The Arizona State Forestry Division (ASFD) – Urban and Community Forestry in cooperation with the USDA Forest Service State and Private Forestry is pleased to offer for the 22nd consecutive year, the Community Challenge Grant program.

Urban and Community Forestry is a cooperative program that focuses on the stewardship of urban natural resources, and the grant program is designed to encourage projects that promote tree planting, the care of trees, the protection and enhancement of urban and community forest ecosystems, and education on tree issues in cities, towns and communities across the nation. Community Challenge Grants are awarded through this program to encourage and promote citizen involvement in creating and supporting long-term and sustainable urban and community forestry programs at the local level.

PROGRAM OBJECTIVES

The Community Challenge Grants are to be used to promote and enhance the quality of Arizona's urban and community forests. The program is primarily directed toward projects that might not otherwise be funded through existing budgets. Research project funding is provided as seed-dollars. Projects should be directed at improving the long-term health and care of the urban forest, or at initiating new urban forestry projects in Arizona communities. In evaluating grant proposals, consideration will be given to projects that:

- Improve understanding of the benefits of protecting, maintaining, and preserving tree cover.
- Promote volunteerism, multi-cultural awareness and involvement of non-profit organizations, agencies, and the private sector in implementing urban and community forestry programs.
- Increase the number of communities assisted through technology transfer, training, and education in tree care or urban natural resource management.
- Increase the number of partnerships and cooperators in urban and community forestry activities through technical, financial, and in-kind support.
- Increase the number of communities given technical, financial, or other forms of urban and community forestry assistance (i.e. tree inventories, tree board establishment, ordinance development, management plans, or infrastructure).

- Enhance the technical skills of individuals involved in the planning, development and maintenance of urban and community forestry programs.
- Expand existing research intended to improve understanding of (a) tree growth and maintenance, tree physiology and morphology, and species adaptations; and (b) the role of urban trees in conserving energy and mitigating the urban heat island.

ELIGIBILITY

Grants may be awarded to units of local governments (counties, municipalities, cities, towns, and townships), tribal governments, non-profit organizations, and public educational institutions. Community tree volunteer groups, neighborhood associations, or civic groups may apply if they work through or in conjunction with one of the above groups. Non-governmental organizations must be a designated 501(c)3 non-profit by the Internal Revenue Service, or submit their application in partnership with another eligible entity.

Organizations that have previously received any grant from ASFD must be current on their quarterly reporting requirements per their signed grant agreement(s) prior to receiving a new award.

The Urban and Community Challenge Grant program does not discriminate against any person or organization because of race, color, religion, disability, sex, age or national origin.

GRANTEE SHOWCASE

Each grant recipient will be required to participate in the annual Grantee Showcase during the year their grant is active. The Grantee Showcase typically occurs in Phoenix in the fall (October/November). Travel costs associated with attendance and participation in the Grantee Showcase are an eligible budget item (either reimbursable or used as a match toward the grant).

FUNDABLE PROJECTS

Proposals should fall under one or more of the following six (6) project categories. Proposals that do not fall into one of the categories may still be considered, as long as the project is considered an urban and forestry community forestry activity. Efforts will be made to evenly distribute the total amount of dollars available in this year's grant cycle among project categories.

Project Examples

Examples of the types of projects that have been previously funded are provided below. This is a non-exhaustive list and should not be construed as a guarantee of project funding for any year or under any category.

Category 1 – Information and Education

- Arbor Day programs
- Workshops/conference/seminars
- Adopt-A-Tree program development
- Urban forestry reference library development or enhancement
- Arborist and tree worker training classes
- Urban forestry youth programs or education

Category 2 – Planning

- Planning or management document development, (e.g., Street-tree Master Plan, Urban Forest Strategic Management Plan)
- Tree ordinance development or revision
- Efforts toward becoming an approved Tree City USA community
- Community forest management or master plans
- Urban forestry board or commission development

Category 3 – Community and Natural Resources Management

- Tree inventories (including protocol development)
- Canopy inventories (including protocol development)

Category 4 – Maintenance

- Hazard tree evaluation, removal, and replacement
- Contract pruning using International Society of Arboriculture standards
- Tree and sidewalk conflict resolution with an emphasis on tree-preservation
- Risk Management programs

Category 5 – Demonstration Projects

- Technology transfer
- Tree habitat restoration projects
- Market-driven Forest Fire Hazard Reduction in urban-rural interface areas

Category 6 – Research

- Research projects

GRANT LIMITATIONS

1. Generally, the grant funds are not to be used for tree planting. No more than 20% of the total project dollars may be used for buying and planting trees. Funds used to purchase or plant trees as part of the project may not be used to substitute for existing tree planting and care expenditures. Any project involving tree planting must include a five-year (5-year) maintenance plan. This maintenance must be funded separately by the applicant. All trees purchased must meet the American Standard for Nursery Stock and Arizona Nursery Association Standards.
2. All projects must be completed by 31 December 2014 unless otherwise authorized by the grant administrator, or specified in the grant agreement. No reimbursements will be made after 31 January 2015.
3. This is a reimbursable grant program. At least 50% of the total cost of the project must be contributed by the applicant from sources other than the federal government. This amount may be in the form of cash, services, volunteer time,

equipment usage, and/or in-kind contributions. Grant funds will be distributed on a 50% reimbursement basis, and at no time can they be used to cover more than 50% of the project cost. No grant funds will be distributed until project expenditures and local match have both incurred. Ten percent (10%) of the funds may be withheld from the final payment until the project is completed and approved by the Urban and Community Forestry representative.

4. The funding source for these grants is the USDA Forest Service and payments are contingent upon the availability of funds and reimbursement by them.
5. Funds may be used for specific projects only, and may not be used to meet ordinary operational expenses or to purchase food or beverages.
6. Grant funds can not be used to purchase capital equipment (i.e., costing >\$5,000). However, they may be used to rent equipment.

*Note: Organizations that receive a grant related to planting must have a Certified Arborist or Certified Landscape Professional (CLP) on-hand at the time the plants are delivered and when planting occurs. If the applicant already has either on staff, they may perform this function and credit their time as a match toward their awarded grant.

FEDERAL AND STATE REGULATIONS

Grantees must comply with all regulations pertaining to Federal Grants. Grantees are referred to The Code of Federal Regulations, specifically 7 CFR, Sections 3015, 3016, 3017, 3018, and 3019, and to cost principles outlined in Office of Management and Budget (OMB) circulars A-21, A-87, and A-122. OMB Circulars A-102, and A-110 provide guidelines for administrative requirements, and OMB Circular A-133 provides audit requirements for all grantees. All documents are available online at: www.fs.fed.us/r6/coop/programs/regs/regulations.htm.

Project approval by an authorized representative of the local governing body, organization, or institution applying for the grant is required for a complete application.

SINGLE AUDIT ACT AND AUDITABLE RECORDS

Successful applicants must comply with the requirements of the Federal Government Single Audit Act and all relevant Office of Management and Budget (OMB) circulars. Records will be maintained according to all Federal regulations.

Records shall comply with generally accepted accounting principles with all expenditures, match, and in-kind contributions documented. They will be supported by source documentation, such as canceled checks, paid bills, payrolls, time and attendance records, contracts, etc. Grant-related invoices must be marked paid and be referenced as to how payment was made (i.e., check number). All records for awarded grants must be maintained for five (5) years following final payment.

BUDGET INFORMATION

Matching Funds Requirements

Funds are awarded on a cost-matching basis. Any funds awarded must be matched at least dollar for dollar by the grantee; the match share may be in the form of cash and/or

in-kind contributions. The matching share can not be from another Federal source and must not be used as a match for any other Federal cost-share projects.

Cash purchases are direct, out-of-pocket expenditures for eligible project activities that are supported by paid invoices, cancelled checks, signed receipts, or official payroll records.

In-kind contributions include on-hand supplies, third party donations of supplies or equipment, the value of time, professional services at the professional rate, or time spent by employees or volunteers on eligible project activities. Volunteer time may be valued at the local market rate for equivalent work (children at minimum wage). Hourly rates exceeding \$20.00 per hour will require specific support documentation for justification and approval.

Eligible and Ineligible Costs

Eligible costs are charges necessary and reasonable to accomplish the objectives of the project during the grant period as proposed on the budget worksheet, and consistent with relevant OMB circulars.

Ineligible costs include overhead greater than 10% of the project, stipends or any kind of directors' fees, construction activities or capital outlays including purchase of land, capital equipment, or items disapproved from the budget worksheet.

RECOGNIZING FUNDING SOURCES

All printed materials, signs, and other products resulting from this grant will recognize the source of funding as follows:

Funds for this project were provided by the Urban and Community Forestry Financial Assistance Program administered in cooperation between the Arizona State Forestry Division – Urban & Community Forestry and the USDA Forest Service.

USDA Forest Service support shall be acknowledged in any publications or audiovisuals in accordance with 7 CRF 3015, Subpart 4, 3015.200.

PAYMENT PROCESS

Reimbursement will be processed after requirements have been met and verified, which includes receipt in the ASFD office of applicable receipts and forms. Instructions will be provided for the reimbursement process once grants are awarded.

Ten percent (10%) of the requested funds may be withheld from the final payment until the project has been completed, all reports received, and the project has been accepted by the ASFD – Urban and Community Forestry. The final report is required before final reimbursement will be awarded.

Reimbursement payments may take up to ninety (90) days.

INTERIM AND FINAL REPORTS

Quarterly reports are required of the grantee. They are to be submitted by 30 April, 31 July, and 31 October 2014, and 31 January 2015. If these reports are not filed, the grant may be canceled.

Upon completion of the project, a final report will document accomplishments, total expenditures, and other information pertinent to the project, and be submitted no later than 31 January 2015.

PROPOSAL INSTRUCTIONS

Applicants must submit proposals according to the following instructions. Failure to do so will render your application ineligible.

A complete application contains four pieces: (1) a completed Application Form, (2) a completed Budget Proposal Form, (3) a typed proposal narrative, and (4) a budget narrative. Additional supporting materials may be attached as necessary, but should not exceed an additional five (5) pages. If selected for an award, a detailed project workplan will be required prior to initiating the proposed project.

All proposals should be typed (single-spacing) in 12-point font with 1" margins. Project proposals should clearly and concisely address an urban and community forestry need. The application form, proposal narrative, and budget form will be included by reference in the awarded contract. Our application form should be the top and first page of your application.

Applications may be submitted via email, snail mail, or in person by the deadline.

BUDGET GUIDELINES

Grant funds may be used for a variety of expenditures related to the grant projects. Budget proposals should reflect realistic estimates of costs associated with producing the product or fulfilling the objectives of the grant. The Budget Proposal Form must summarize budget expenditures, but additional budget information may be included in an attached budget narrative.

Volunteer labor is an appropriate matching item. Volunteer time may be valued at the local market rate for equivalent work (children at minimum wage). Hourly rates exceeding \$20.00 per hour must be justified in a budget narrative.

GRANT AMOUNTS AND MATCHING FUNDS

The minimum grant request is \$5,000 and the maximum is \$20,000. An applicant may submit no more than one proposal in a given granting year to the Community Challenge Grants – Urban and Community Forestry Program. ASFD reserves the right to limit the total amount of each grant depending upon the total number of grant requests in order to achieve an allocation which best meets the needs of urban forestry in the State.

Grant amounts must be matched or exceeded by the community or organization receiving a grant, and this funding must be verified by ASFD. The applicant's matching funds may come from several sources including, but not limited to, local tax revenues and donations of money, trees, labor, or equipment. Matching funds may not be supplied from other funding programs administered by the Federal government.

Successful applicants will sign an agreement with the ASFD stating their intention to complete the project as proposed within a specified time limit. If approved, the application becomes a part of the grant agreement. Grants will be dispersed on a

reimbursable basis unless otherwise authorized. Successful applicants must comply with the requirement of the Federal Government Single Audit Act and all relevant Office of Management and Budget (OMB) circulars.

All payments are contingent upon the availability of funds and reimbursement by the United States Department of Agriculture, Forest Service.

APPLICATION EVALUATION

In order to be evaluated, applications must meet the following minimum requirements:

1. The application must be typed or computer generated; no handwritten applications will be considered.
2. The applications must be received in our office by the deadline; email submittal is preferred.
3. The application must be signed by the authorized individual.
4. The proposal must be consistent with all stated grant limitations.

Applications meeting the minimum requirements will be evaluated and ranked based on how the proposed project meets the following categories:

- Fitting to this year's Priority: Maintenance
- Commitment to urban and community forestry
- Project planning and coordination
- Public support and awareness
- Community impact/benefits
- Financial commitment

Frequently Asked Questions

Can applications be overnight mailed? Will applications be accepted past the deadline?

You may overnight applications in order to meet the deadline, but you must call the office (602.771.1400) to let us know it is coming. If the delivery is not made or is delayed, we will accept it late. If you do not advise us and the delivery is late, it will not be accepted. Other applications that arrive by regular mail will not be accepted after the deadline has passed.

Can applications be emailed?

Yes. You may email your completed and signed application to grants@azsf.gov. If your emailed application arrives prior to the due date, your application will be considered.

Do I need letters of support from my Board of Directors or contributors that are providing a cash and/or in-kind match with my application?

Letters of intent and signatures from volunteers that will be providing cash or in-kind match are not required. However, letters of support from sponsors, partnering organizations, and community leaders may help your application.

Does the application have to be typed?

Yes, it can be computer generated or completed on a typewriter. Handwritten applications will not be accepted.

What is the allowable Overhead/ Administration rate?

It is intended that the majority of grant funding is required for specific project implementation and not general organizational support or administrative costs. Expectation is that less than 10% of grant funding will be utilized for general overhead expenses such as administrative labor, accounting, office expenses, etc. These expenses need to be allocable to the project and documented as any other direct project expenses. If "Indirect Costs" are proposed, an indirect cost rate plan must already be established by the organization and approved by Arizona State Forestry prior to allowance of these expenses. Reimbursement of Indirect Costs greater than 10% will not be allowed.

Can I get funding for a project that has already been funded or started? Can money spent on another previous component be used as a match?

No, previously funded projects and on-going projects are not eligible. If the proposed project is a second phase or component to a previously funded project, you may apply for Community Challenge Grant funds. Matching funds for another grant project can not be used.

Will the grant funds be given out at the beginning of the grant cycle?

No, funds are only given out as the project is worked on and monies spent (reimbursement-based grant). No money will be given out without a fully documented report and supporting paperwork. Match greater than or equal to the costs incurred must be shown before a reimbursement is made.

What is the value of volunteer labor? Volunteer time may be valued at the local market rate for equivalent work (children at minimum wage). Hourly rates exceeding \$20.00/hour will require specific support documentation for justification and approval. If you use consultants,

forestry professionals, planners, etc., who donate their professional services, appropriate hourly rates may be documented in a letter from the individual or their organization.

When will I know if my grant was accepted? What is the next step? Applicants will receive a confirmation email indicating whether their application made the deadline and is being considered. After grant proposals are reviewed, applicants will be notified if their grant requests have been funded after 28 October 2013. The contract and a W-9 form will be emailed/snail mailed to the grant recipients for approval/execution. Billable, funded work on your grant can not begin until you receive a copy of the final executed grant agreement.

GRANT APPLICATION PACKAGE

Arizona Community Challenge Grant Program

Please attach all required information in the order provided below.

- Completed Grant Application Form – 1 page
- Completed Budget Proposal Form – 1 page
- Project Narrative – up to three (3) typewritten pages
- Budget Narrative – not to exceed two (2) pages
- Additional supporting material – not to exceed two (2) pages
- Letters of support – no more than three (3)

Do not attach a cover letter to the application materials. The top sheet of your completed application should be the “Grant Application Form”. Please do not bind the application materials; a staple in upper left hand corner is sufficient.

One (1) original copy of the completed proposal must be submitted (via email, postal service snail mail, or in person) to the following address no later than 5:00 P.M., Monday, 30 September 2013. **This means in the office by 30 September, not postmarked by 30 September.**

grants@azsf.gov

Arizona State Forestry Division
Urban & Community Forestry
1110 W. Washington, Ste100
Phoenix, AZ 85007-2935

Application deadline is Monday, 30 September 2013 at 5:00 P.M.



Project Number: _____

For U&CF Use Only

BUDGET PROPOSAL FORM

Arizona Community Challenge Grant Program

Applicant Name: _____

Project Title: _____

Item	Grant Share Direct Expenses or Cash Purchases	MATCH			Total
		Applicant Direct Expenses or Cash Purchases	Applicant In-kind Personnel Services: Volunteer and Staff Hours	Applicant In-kind Donated: Services, Supplies, or Equipment use	
Administration (Project-related Labor, both staff time and volunteer and Fringe Benefits)					
Contractual Services (consultants, landscape architects, arborists, engineers, etc.)					
Supplies (itemize as necessary – plant materials, printing costs, educational materials, postage, etc.)					
Other (anything that doesn't fit into one of the categories above)					
Other					
TOTAL:					

This form is for the summary of your budget information. A detailed list of expenditures and a budget narrative should be provided on additional pages if necessary.



APPLICATION INFORMATION

Arizona Community Challenge Grant Program

When drafting your proposal, please include the following information:

1. Completed Application Form
2. Completed Budget Proposal Form
3. Proposal Narrative
 - Applicant Information – A basic overview/description of applicant, including their purpose or mission statement.
 - Project Need
 - Project Objectives and/or Goals
 - Anticipated Project Benefits – Benefits to the local urban and community forest program, public relations, education, and the potential for project sustainability should be included.
 - Project Methods – A narrative detailing how the project will be accomplished should include the following elements:
 - i. Activities (include scope of work)
 - ii. Participants (project personnel, volunteers, corporate sponsor, etc.)
 - iii. Administration
 - iv. Facilities and equipment
 - v. Timetable (include project start and end dates)
 - vi. Outcome/Results
4. Budget Narrative – Discuss how each of the identified financial needs will be met.
5. Optional Materials
 - Supporting documents – Letters of community support (limit three (3)).
 - Proposed projects that include planting require the following additional documents:
 - i. A detailed five (5) year maintenance plan specifying the entity responsible for maintenance and how it will be accomplished.
 - ii. A stated intention of on-site inspection by an International Society of Arboriculture (ISA) certified arborist or Certified Landscape Professional (CLP). Forms will be provided if grant is awarded. (A completed inspection form will be required for reimbursement.)
 - iii. If trees will be planted within the Arizona Department of Transportation's right-of-way, Grantee must provide proof of permission prior to planting.