

**MONTANA DEPARTMENT OF NATURAL RESOURCES & CONSERVATION (DNRC)  
AND MONTANA URBAN AND COMMUNITY FORESTRY ASSOCIATION (MUCFA)**

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# ***2014 URBAN FORESTRY TREE CITY OF THE YEAR***



## ***OVERVIEW & APPLICATION***



*The Montana Urban Forestry Program is made possible through state funds and a grant from the USDA Forest Service.*



## 2014 TREE CITY OF THE YEAR AWARD - OVERVIEW

<b>PROGRAM OVERSIGHT</b>	Montana Department of Natural Resources & Conservation in cooperation with the Montana Urban and Community Forestry Association.
<b>FUNDING</b>	<p><b>\$20,000</b> total available. Amount of award is based on community population:</p> <ul style="list-style-type: none"> <li>• <b>\$2,500</b> to places of 1-1,499 residents</li> <li>• <b>\$7,500</b> to places of 1,500-9,999 residents</li> <li>• <b>\$10,000</b> to places of 10,000 + residents</li> </ul> <p>One award will be made in each population category. Grant funds are distributed on a reimbursement basis. A portion of awarded funds are intended for holding an Arbor Day celebration.</p>
<b>GRANT REQUIREMENTS &amp; STIPULATIONS</b>	<ul style="list-style-type: none"> <li>• Community must be a current Tree City USA designated community or achieve the designation within one year of the award</li> <li>• The Community certifies that it will adhere to any Additional Requirements to proposal as part of the Grant Agreement</li> <li>• A Community representative will review the grant award specifications with DNRC grant personnel</li> </ul>
<b>ELIGIBLE APPLICANTS</b>	Montana Tree City USA communities interested in conducting innovative projects in urban forestry and hosting the Governor (or his designee) for the Montana State Arbor Day Celebration for 2014.
<b>APPLICATION LIMITATION</b>	One grant application per community per grant cycle.
<b>APPLICATION DEADLINE</b>	Applications must be submitted/postmarked by <b>September 30, 2013</b> . Emailed applications can be sent to Lorie Palm, <a href="mailto:LPALM@MT.GOV">LPALM@MT.GOV</a> . NO FAXED APPLICATIONS.
<b>NOTIFICATION DATE</b>	Grant awards will be announced during the Montana League of Cities and Towns Conference in Helena, MT on October 10, 2013. (For conference details visit <a href="http://www.mlct.org">www.mlct.org</a> .) The Governor's office will select the host community for the 2014 State Arbor Day Celebration by December 31, 2013.
<b>PROJECT COMPLETION</b>	Grantees should have significant completion of projects by April 25 <sup>th</sup> – Arbor Day 2014.
<b>FOR ADDITIONAL INFORMATION CONTACT</b>	<p>Jamie Kirby, Urban Forestry Coordinator, Montana DNRC          2705 Spurgin Road          Missoula, Montana 59804-3199          Telephone: 542-4288 Fax: 542-4217          Email: <a href="mailto:JAMIEKIRBY@MT.GOV">JAMIEKIRBY@MT.GOV</a></p>
<b>WEBSITE</b>	Grant information and application available online at <a href="http://dnrc.mt.gov/forestry/grants.asp">http://dnrc.mt.gov/forestry/grants.asp</a> .

## PROGRAM PURPOSE

The goals of the Tree City of the Year Award include:

- 1) Recognize Montana's top communities that demonstrate excellence in urban forestry
- 2) Improve condition and function of urban landscapes and green infrastructure in Montana Cities and Towns
- 3) Promote innovative and significant projects that raise awareness through urban forestry
- 4) One community will be selected to hold the statewide Arbor Day celebration

Applicant should also consider overall program goals & priorities identified by the Forest Service and DNRC, which include:

- ↑ Protect and improve air and water quality
- ↑ Mitigate climate change
- ↑ Conserve energy
- ↑ Improve human health and well-being

***Prior to submitting an application, contact with your regional urban forester is highly encouraged. They will help you through the project design and planning process. Regional contacts are listed on page 4.***

## ELIGIBLE PROJECTS

Projects must relate to urban forestry, and include plans to hold a public Arbor Day Celebration.

Examples include but are not limited to:

- ↑ Entryway or corridor beautification
- ↑ A high profile tree planting or pruning project on public lands
- ↑ Perform green infrastructure analysis or assessment
- ↑ Develop an urban forestry management plan
- ↑ Conduct public workshops on urban forestry
- ↑ Urban forestry public education campaign

## PROJECT BUDGET INFORMATION

### **REIMBURSABLE EXPENSES MAY INCLUDE:**

**Personnel Expenses** - Cost of hiring Seasonal employees or special staff to carry out the project.

**Operating Expenditures** - Cost of purchasing appropriate supplies and materials to complete the project. Examples include costs for tree planting supplies and materials, equipment rental, media outreach (public service announcements), printing, purchase of relevant publications, or costs associated with attending or providing educational opportunities related to urban forestry, such as speaker costs or facility rental.

**Contracted Professional Services** - Requires prior permission from DNRC. Costs related to hiring a consultant or contractor (arboriculture, forestry, landscape design, planning) and/or other professional for this project.

### **NON-REIMBURSABLE EXPENSES:**

**Federal funds** - May not be used for applicant cash, donated, or in-kind matching contributions.

**Capital outlay** - Having a cost greater than \$500 unless approved as part of grant. Examples of capital outlay are Large equipment, (bucket truck), some types of hardscaping, etc.

**Full irrigation** - No more than 25% of the total grant amount awarded may be used for irrigation. (I.e. maximum reimbursement for the irrigation portion of a \$10,000 grant would be \$2,500.)

### **IMPORTANT NOTES**

Grant applicants must agree to **review** grant administration and implementation requirements with a DNRC employee upon notification of awards.

**Tree Plantings** must follow specifications set forth by DNRC, which will be included in grant agreement. Specifications are downloadable online at <http://dnrc.mt.gov/Forestry/Assistance/Urban/Grants.asp>. Upon project completion, an inspection may be performed prior to reimbursing funds.

If awarded grant funds, you will be required to obtain a minimum of **3 bids** for any purchases/contracted services over \$1,000 related to the project. If you are unable to obtain 3 bids, a statement of justification must be submitted to your Regional Urban Forester.

This grant does not have a match requirement. However, one of the measures of success for the UCF program is the **leveraging of local support** (cash and donated services). The proposal must indicate all anticipated project expenses (use of grant funds, cash, donated services and in-kind contributions) to successfully complete the project as described in their project application budget.

**Population Determination:** The July 1, 2012 population as found in the U.S. Bureau of the Census 2012 Annual Estimates of Population for Cities and Towns will be used to determine the population category for award purposes. The population figures can be found under the Montana link here: [U.S. Census data](#)



*"Sweater Trees" - photo by Suzanne Tidwell*

## SELECTION PROCESS

Applications will be reviewed and ranked by a committee composed of DNRC Urban Forestry Staff and members of the Montana Urban and Community Forestry Association. Applicants will be notified of their award status by October 10, 2013.

**Successful proposals will demonstrate creative ways to promote urban forestry and raise awareness for the benefits of trees.**

## REVIEW AND COMPLIANCE

Project grant funds will be distributed on a reimbursement basis. Reimbursement will not be made until expenditures have actually been paid and proof of payment and all required documentation is received by DNRC.

Reimbursable project expenses must occur between the date of signed grant agreement and the expiration date.

Reimbursement requests must be submitted within 30 days of project completion. A narrative report summarizing the status/outcome of the project must be included with each request for reimbursement. A checklist of required materials to submit for reimbursement is available on DNRC's website titled "UCF Project Report Form": <http://www.dnrc.mt.gov/forestry/Assistance/Urban/grants.asp>.

Following the awarding of grants, Montana DNRC may conduct periodic project inspections and a final project audit to assure compliance with project Grant Agreement.

**Please provide project photos when available.**



*Price tags on community trees in Billings*

## REGIONAL URBAN FORESTERS

### Northwestern Region

Dave Jones

Kalispell, MT

Telephone: 406-751-2267

Email: [djones@mt.gov](mailto:djones@mt.gov)

Counties include: Chouteau, Glacier, Hill, Liberty, Lincoln, Flathead, Lake, Sanders, Pondera, Teton, and Toole

### Southwestern Region

Jamie Kirby

Missoula, MT

Telephone: 406-542-4288

Email: [jamiikirby@mt.gov](mailto:jamiikirby@mt.gov)

Counties include: Beaverhead, Broadwater, Cascade, Deer Lodge, Gallatin, Granite, Jefferson, Judith Basin, Lewis and Clark, Madison, Meagher, Mineral, Missoula, Park, Powell, Ravalli, and Silver Bow.

### Urban Forestry - Eastern Region

Brad Shoemaker

Billings, MT

Telephone (406) 247-4403

Email: [ShoemakerB@mt.gov](mailto:ShoemakerB@mt.gov)

Counties include: Blaine, Big Horn, Carbon, Carter, Custer, Daniels, Dawson, Fallon, Fergus, Garfield, Golden Valley, McCone, Musselshell, Petroleum, Phillips, Powder River, Prairie, Richland, Roosevelt, Rosebud, Sheridan, Stillwater, Sweet Grass, Treasure, Valley, Wheatland, Wibaux, and Yellowstone.

## APPLICATION CHECKLIST

<input type="checkbox"/> Regional Urban Forester Approval
<input type="checkbox"/> Application Cover Page (page 5)
<input type="checkbox"/> Project Narrative (outlined on page 5)
<input type="checkbox"/> Budget Calculation Form (page 6)
<input type="checkbox"/> <b>Signed</b> original application to be sent to DNRC

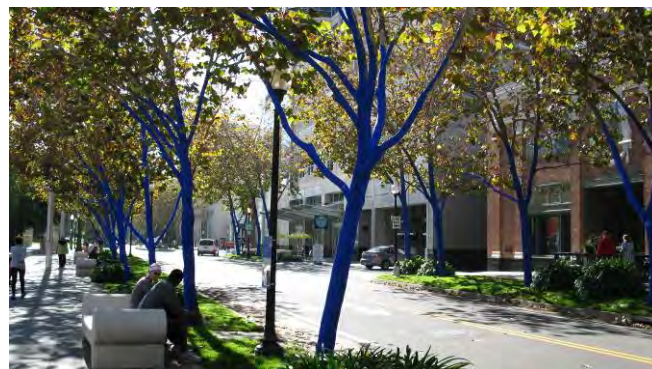
Failure to submit a complete application will likely result in disqualification.

**Please submit the original completed application by September 30<sup>th</sup> to the following address:**

### Montana DNRC - Urban Forestry Program

2705 Spurgin Road

Missoula, Montana 59804-3199



*The "Blue Trees" project in Sacramento, CA*

**Montana Department of Natural Resources and Conservation (DNRC)**  
**2014 Tree City of the Year Application**

<i>COMMUNITY</i>	<i>DUNS NUMBER</i>	<i>FEDERAL TAX ID NUMBER</i>	
<i>COMMUNITY ADDRESS</i>	<i>CITY/TOWN</i>	<i>STATE</i>	<i>ZIP</i>
<i>PRINCIPAL REPRESENTATIVE (person DNRC will utilize as primary contact)</i>	<i>TITLE</i>		
<i>PRINCIPAL REP ADDRESS (if same as above, leave blank)</i>	<i>CITY/TOWN</i>	<i>STATE</i>	<i>ZIP</i>
<i>PHONE (DAYTIME)</i>	<i>FAX</i>	<i>EMAIL</i>	
<i>OTHER IMPORTANT CONTACTS: List by name, title, and contact information (phone, email)</i>			
<i>COMMUNITY POPULATION (determines award amount)</i>	<i>TREE CITY USA in 2012? (Y/N) – If no, must become designated for next year after receiving grant award</i>		

Use this page as the cover sheet and include separate paper for the Project Narrative. Please use the Budget Calculation sheets provided. This document must be signed and dated by an individual that is legally authorized to act on the community's behalf. Please answer clearly and concisely, and be sure to include all required attachments. Failure to do so may result in disqualification.

**PROJECT NARRATIVE OUTLINE**

1. **PROJECT DESCRIPTION:** Summarize your proposed project and planned activities. How will this project meet the goals intended for this grant?
2. **ARBOR DAY CELEBRATION:** What type of celebration will you plan? Why do you feel your community should be selected to host the statewide celebration?
3. **PROJECT PERSONNEL:** Indicate key personnel that will be involved in the implementation and administration of the project(s).
4. **PROJECT TIMELINE:** Provide a work plan/schedule for completing each activity with start and finish dates. **Arbor Day is April 25, 2014.**
5. **ACCOMPLISHMENTS:** What sort of impact will this project have on your community? How will you measure this project's success?

***I certify that the community/organization listed above has the approval of the local government to conduct this project.***

PRINCIPAL REPRESENTATIVE: *Name, Signature* \_\_\_\_\_

AUTHORIZED COMMUNITY OFFICIAL: *Name, Title, Signature* \_\_\_\_\_

## BUDGET CALCULATION FORM

*Matching funds for this grant are not required but will support your application*

PROJECT EXPENSES	QUANTITY/HOURLY RATE OR PIECE RATE	GRANT FUNDS REQUESTED (A)*	APPLICANT CASH MATCH (B)	\$ VALUE OF DONATED AND IN-KIND (C)	TOTAL A + B + C
<b>PERSONNEL EXPENSES (SALARIES/WAGES/BENEFITS)</b>					
<i>*Requested grant funds cannot be used for regular personnel costs of city/town employees. However, forestry student interns or summer forestry apprentice costs can be included as grant funds.</i>					
<b>TOTAL PERSONNEL EXPENSES</b>					
<b>OPERATING EXPENDITURES (TRAVEL, SUPPLIES, RENTALS, ETC.)</b>					
<b>TOTAL OPERATING EXPENSES</b>					
<b>CONTRACTED PROFESSIONAL SERVICES (NEEDS PRIOR APPROVAL)</b>					
<b>TOTAL CONTRACTED SERVICES</b>					
<b>TOTAL PROJECT EXPENDITURES</b>					

**IMPORTANT NOTE:**

*UPON REQUESTING REIMBURSEMENT, ALL EXPENDITURES, INCLUDING MATCH, (CASH, DONATIONS AND IN-KIND CONTRIBUTIONS) MUST BE SUBSTANTIATED WITH PROOF OF PAYMENT. FEDERAL FUNDS MAY NOT BE USED FOR APPLICANT CASH, DONATED AND/OR IN-KIND CONTRIBUTIONS.*

## SAMPLE BUDGET CALCULATION FORM

PROJECT EXPENSES	QUANTITY/HOURLY RATE	GRANT FUNDS REQUESTED* (A)	APPLICANT CASH MATCH (B)	\$ VALUE OF DONATED AND IN-KIND (C)	TOTAL A+B+C
<b>PERSONNEL EXPENSES (SALARIES/WAGES/BENEFITS)</b>					
<i>*Requested grant funds <u>cannot</u> be used for regular personnel costs of city/town employees. However, forestry student interns or seasonal employee costs can be included as grant funds.</i>					
Part-Time hire to implement grant project	150 hours @ 15.00 per hour	\$2,250.00	-	-	\$2,250.00
Park Superintendent	32 hours @ 20.00 per hour	-	\$640.00	-	\$640.00
Volunteer Project Crew	5 people for 20 hours @ 15.00 per hour (list of names provided)	-	-	\$1,500.00	\$1,500.00
<b>TOTAL PERSONNEL EXPENSES</b>		<b>\$2,250.00</b>	<b>\$640.00</b>	<b>\$1,500.00</b>	<b>\$4,390.00</b>
<b>OPERATING EXPENDITURES (TRAVEL, SUPPLIES, RENTALS, ETC.)</b>					
Purchase of project supplies (banners, string, duct tape, etc.)	Various	\$500.00	-	-	\$500.00
Rental of Community Center	\$150/day	\$300.00	-	-	\$300.00
Tent Rental	\$500/weekend	\$300.00	\$200.00	-	\$500.00
Newspaper Ads	2 newspapers @ varied rates	\$200.00	\$50.00	-	\$250.00
Radio Spots	25 spots @ \$10 each	\$250.00	-	-	\$250.00
Purchase of trees from Smith Nursery	6 trees @ \$100 each	\$600.00	-	-	\$600.00
Mulch	10 cubic yards @ \$8.00 per yard	\$80.00	-	-	\$80.00
P.A. system rental	\$50/day	\$50.00	-	-	\$50.00
Door Prize Donations (Gift certificates, services, products, etc.)	Various	-	-	\$1,000.00	\$1,000.00
Johnson Excavating (backhoe work donated to dig holes)	4 hours @ \$40 per hour	-	-	\$160.00	\$160.00
<b>TOTAL OPERATING EXPENSES</b>		<b>\$2,280.00</b>	<b>\$250.00</b>	<b>\$1,160.00</b>	<b>\$3,690.00</b>
<b>CONTRACTED PROFESSIONAL SERVICES (NEEDS PRIOR APPROVAL)</b>					
Contractor Fee – 3 public tree care workshops	Fixed amount (travel, equipment, hourly wage, etc.)	\$970.00	-	-	\$970.00
Arborist Company – Tree pruning and bucket work	10 trees @ \$200/tree	\$2,000.00	-	-	\$2,000.00
<b>TOTAL CONTRACTED SERVICES</b>		<b>\$2,970.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$2,970.00</b>
<b>TOTAL PROJECT EXPENDITURES</b>		<b>\$7,500.00</b>	<b>\$890.00</b>	<b>\$2,660.00</b>	<b>\$11,050.00</b>