

**MONTANA DEPARTMENT OF NATURAL RESOURCES & CONSERVATION
AND MONTANA URBAN AND COMMUNITY FORESTRY ASSOCIATION**



Montana DNRC
urban forestry

*FY 2016 Urban Forestry
Program Development Grant
Overview & Application*



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



**Montana Department of Natural Resources and Conservation (DNRC)
2016 Urban Forestry Grant Program**

PROGRAM OVERVIEW

PROGRAM ADMINISTRATOR	<i>Montana Department of Natural Resources & Conservation in cooperation with the Montana Urban and Community Forestry Association.</i>
FUNDS AVAILABLE	<i>\$80,000 total available. Minimum request is \$2,000, maximum is \$15,000. Grant funds distributed on a reimbursement basis.</i>
GRANT REQUIREMENTS	<i>50:50 (100%) match from applicant The Community certifies that it will adhere to any Additional Requirements to Proposal as part of the Grant Agreement</i>
STIPULATIONS	<i>The Community certifies that the main contact for this grant and other community officials as deemed necessary will view the Program Development Grant Agreement presentation before a grant agreement will be issued.</i>
ELIGIBLE APPLICANTS	<i>Montana cities, towns, counties, and tribal governments interested in conducting innovative projects in urban forestry. These may include tree inventories, development of an urban forest management plan, or urban forestry public awareness projects.</i>
APPLICATION LIMITATION	<i>One grant application per community per grant cycle.</i>
APPLICATION DEADLINE	<i>Applications must be submitted/postmarked by November 6, 2015. Emailed applications can be sent to Lorie Palm, LPALM@MT.GOV. NO FAXED APPLICATIONS.</i>
NOTIFICATION DATE	<i>Recipients will be notified by December, 2015.</i>
PROJECT COMPLETION	<i>Grantees will be given 6 months to 1 year to complete the project from time of activation.</i>
FOR ADDITIONAL INFORMATION CONTACT	<i>Jamie Kirby, Urban Forestry Coordinator Montana DNRC 2705 Spurgin Road Missoula, Montana 59804-3199 Telephone: 542-4288 Fax: 542-4217 Email: JAMIEKIRBY@MT.GOV</i>
WEBSITE	<i>Grant information and application available online at http://dnrc.mt.gov/divisions/forestry/forestry-assistance/urban-and-community-forestry/urban-and-community-forestry-grants.</i>

PROGRAM PURPOSE

Program Development grants aim to enhance and improve upon a community's urban forestry program. These grants are intended for supporting goals & priorities identified by the Forest Service and DNRC, which include:

- Improve community livability by focusing on urban forest human health connections
- Pursue mutually beneficial partnerships to connect people and urban areas to natural resource conservation
- Reduce the impacts of fragmentation and urbanization on forest landscapes
- Build urban forest resilience – ease the impacts of invasive pests and catastrophic events
- Protect and improve air and water quality
- Mitigate and adapt to climate variability
- Conserve energy
- Foster sustainable communities

ELIGIBLE PROJECTS

Projects must relate to urban forestry, which for the purposes of this grant are considered to be tree management, planning, operations, and education.

Examples include but are not limited to:

- Develop an urban forestry management plan
- Perform or update a tree inventory
- Design and develop a green infrastructure analysis
- Develop a storm, risk or pest response plan
- Develop or conduct urban forestry staff training
- Develop urban forestry public awareness campaign
- Strategic tree planting, pruning, hazardous tree removals on public lands



PROJECT BUDGET INFORMATION

For more information, refer to the [DNRC Subaward Manual](#).

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 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 - 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 assets - Examples of capital outlay are large equipment (bucket truck), some types of hardscaping, etc.

Irrigation - No more than 30% 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 \$3,000.)

MATCHING EXPENSES:

Personnel - Regular personnel cost for city employees and equipment for work on the project.

Cash – Actual cash outlay directly contributed to the project.

Donated/in-kind - Value of donated materials or services directly related to the project, value of volunteer time used to complete the project.

IMPORTANT NOTES

Grant applicants must agree to **receive training** on grant administration and implementation requirements through a webinar or with a DNRC employee upon notification of awards.

Tree Plantings must follow specifications set forth by DNRC, which will be included in grant agreement. Upon project completion, an inspection may be performed prior to reimbursing funds.

If awarded grant funds, a minimum of **3 bids** is required 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.

It is important that the applicant indicate all **anticipated project expenses** (grant funds requested, cash, donated services and in-kind contributions) required to successfully complete the program development project as described in their project application budget.

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 early December, 2015.

Grants scoring: Scoring is based on Federal and State program goals for 2016 (see Program Purpose), as well as the Forest Service's [tree benefits assessment research](#). 2016 grant proposals will be weighed towards creating sustainable urban forestry programs. Pictures, maps, and other related materials are encouraged to better illustrate your project.

Successful proposals will target stronger, sustainable urban forestry programs while using best available science, methods, research, and technology.

REVIEW AND COMPLIANCE

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

Reimbursable project expenses must occur between the date of signed grant agreement and the expiration date, or within 30 days prior to date of signed grant agreement with DNRC approval.

Reimbursement requests must be submitted within 30 days of project completion. A checklist of required materials to submit for reimbursement is available on DNRC's website titled *UCF Project Report Form*, in the right column: <http://dnrc.mt.gov/divisions/forestry/forestry-assistance/urban-and-community-forestry/urban-and-community-forestry-grants>.

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 submit photos before-during-after your project!



For specific project questions, please contact the Regional Urban Forester in your area:

Northwestern Region

Dave Jones, Kalispell, MT
Telephone: 406-751-2267
Email: dkjones@mt.gov

Counties include: Glacier, Lincoln, Flathead, Lake, Sanders, Pondera, Teton, Toole

Southwestern Region

Jamie Kirby, Missoula, MT
Telephone: 406-542-4288
Email: jamielkirby@mt.gov

Counties include: Beaverhead, Broadwater, Deer Lodge, Gallatin, Granite, Jefferson, Lewis and Clark, Madison, Mineral, Missoula, Powell, Ravalli, Silver Bow

Northeastern Region

Josh Stoychoff, Lewistown, MT
Telephone: 406-535-1903
Email: jstoychoff@mt.gov

Counties include: Blaine, Cascade, Chouteau, Daniels, Fergus, Garfield, Golden Valley, Hill, Judith Basin, Liberty, McCone, Meagher, Petroleum, Phillips, Roosevelt, Sheridan, Valley, Wheatland

Southern Region

Brad Shoemaker, Billings, MT
Telephone (406) 247-4403
Email: ShoemakerB@mt.gov

Counties include: Big Horn, Carbon, Carter, Custer, Dawson, Fallon, Musselshell, Park, Powder River, Prairie, Richland, Rosebud, Stillwater, Sweet Grass, Treasure, Wibaux, Yellowstone

 Prior to submitting an application, contact with your regional urban forester is necessary. They will help you through the project design and planning process. Regional contacts are listed above. 

APPLICATION CHECKLIST

Regional Urban Forester Approval
Applicant Cover Sheet (page 5)
Project Narrative (outlined on page 5)
Budget Calculation Form (page 6)
3-Year Maintenance Plan if project involves tree planting, maintenance, and/or removals.
Signed original application to be sent to DNRC

Please submit the original completed application by *November 6th* to the following address:

Montana DNRC - Urban Forestry Program
2705 Spurgin Road
Missoula, Montana 59804-3199
Attn: Lorie Palm

Please answer each question in the order given. Failure to submit a completed application will likely result in disqualification.

**Montana Department of Natural Resources and Conservation (DNRC)
2016 Urban Forestry Grant Application**

COMMUNITY		DUNS NUMBER	FEDERAL TAX ID NUMBER
COMMUNITY ADDRESS		CITY/TOWN	STATE ZIP
PRINCIPAL REPRESENTATIVE (person DNRC will utilize as primary contact)		TITLE	
PRINCIPAL REP ADDRESS (if same as above, leave blank)		CITY/TOWN	STATE ZIP
PHONE (DAYTIME)	FAX	EMAIL	
OTHER IMPORTANT CONTACTS: List by name, title, and contact information (phone, email)			
TOTAL REQUEST AMOUNT (maximum request \$15,000)		ARE YOU A CURRENT TREE CITY USA? (Y/N)	

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 will result in disqualification.

PROJECT NARRATIVE

All of the following elements must be addressed in application. Try to limit responses to 500 words per section.

- PROJECT ABSTRACT:** Describe the type of project and clearly outline its purpose and goals. Are they in line with federal and state program goals? Does the project address a strategic urban forestry objective? Describe how this project fits into the 'Big Picture' of urban forestry in your community.
- PROGRAM DEVELOPMENT:** How will this project help your community *develop or improve* a sustainable urban forestry program? Is the project drawn from utilizing existing resources (i.e. inventory, management plan)? Refer to any existing & current annual work plan, strategy, list of 3-5 year goals, or items in a long-term management plan.
- PROJECT PERSONNEL:** The personnel should possess the necessary qualifications or expertise to carry out project & program goals. Please include name, title/qualification, project role, and level of involvement. *A community representative will also be required to view a presentation on grants administration led by DNRC. Please identify this person in this section.*
- LEVERAGING LOCAL SUPPORT & OUTREACH:** Please include any planned activities with partners, volunteers and/or public education related to this project. Identify any other agencies, groups, etc. that will be involved.
- PROJECT WORK PLAN AND SCHEDULE:** Provide a work plan/schedule for completing each activity and timetable for completion with start and finish dates. Assume that tree planting & maintenance projects have until June 15th, 2016; other projects have until September 30th, 2016.
- PROJECT MONITORING & EFFECTIVENESS:** How will you measure this project's success and accomplishments? Note that tree planting and maintenance projects require a 3-year establishment plan (example at <http://dnrc.mt.gov/Forestry/Assistance/Urban/Grants.asp>).

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

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
PERSONNEL EXPENSES (SALARIES/WAGES/BENEFITS)					
<i>*Requested grant funds <u>cannot</u> 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>					
TOTAL PERSONNEL EXPENSES					
OPERATING EXPENDITURES (TRAVEL, SUPPLIES, RENTALS, ETC.)					
TOTAL OPERATING EXPENSES					
CONTRACTED PROFESSIONAL SERVICES					
TOTAL CONTRACTED SERVICES					
TOTAL PROJECT EXPENDITURES					

IMPORTANT NOTE:

UPON REQUESTING REIMBURSEMENT, ALL EXPENDITURES (INCLUDING CASH, DONATIONS AND IN-KIND CONTRIBUTIONS TO BE APPLIED TO 100% MATCH) 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
PERSONNEL EXPENSES (SALARIES/WAGES/BENEFITS)					
***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.					
Student Forester/Seasonal Intern	320 hours @ 10.00 per hour	\$1,600.00	\$1,600.00	-	\$3,200.00
Park Superintendent	32 hours @ 20.00 per hour	-	\$640.00	-	\$640.00
Tree Committee	6 meetings @ \$120 per meeting	-	-	\$720.00	\$720.00
Volunteer Project Crew	5 people for 20 hours @ 19.00 per hour (list of names provided)	-	-	\$1,900.00	\$1,900.00
TOTAL PERSONNEL EXPENSES		\$1,600.00	\$2,240.00	\$2,620.00	\$6,460.00
OPERATING EXPENDITURES (TRAVEL, SUPPLIES, RENTALS, ETC.)					
Mileage – city pick up truck	1000 miles @ .27 per mile	-	\$270.00	-	\$270.00
Purchase of diameter tape		-	\$38.00	-	\$38.00
Purchase of inventory software		\$5,000.00	-	-	\$5,000.00
Purchase of data collection device		\$499.00	-	-	\$499.00
Irrigation system parts		-	\$452.00	-	\$452.00
Mulch	10 cubic yards @ \$8.10 per yard	\$81.00	-	-	\$81.00
Attendance at pruning workshop	3 employees at \$50 each (registration info provided)	-	\$150.00	-	\$150.00
Purchase of trees from Smith Nursery	6 trees @ \$100 each	\$600.00	-	-	\$600.00
ABC Construction (backhoe rental to dig holes)	4 hours @ \$25 per hour	-	-	\$100.00	\$100.00
Trees from American Legion	6 trees @ \$125 each	-	-	\$750.00	\$750.00
Johnson Excavating (backhoe rental to dig holes)	4 hours @ \$40 per hour	-	-	\$160.00	\$160.00
TOTAL OPERATING EXPENSES		\$6,180.00	\$840.00	\$1,010.00	\$8,100.00
CONTRACTED PROFESSIONAL SERVICES					
Consultant fees – for inventory software training and setup	Fixed amount (travel + hourly wage)	\$0.00	\$2,500.00	-	\$2,500.00
TOTAL CONTRACTED SERVICES		\$0.00	\$2,500.00	\$0	\$2,500.00
TOTAL PROJECT EXPENDITURES		\$7,780.00	\$5,516.00	\$3,230.00	\$17,060.00

IMPORTANT NOTE:

ALL EXPENDITURES (INCLUDING CASH, DONATIONS AND IN-KIND CONTRIBUTIONS) MUST BE SUBSTANTIATED WITH RECEIPTS TO BE APPLIED TO 100% MATCH.

FEDERAL FUNDS MAY NOT BE USED FOR APPLICANT CASH, DONATED AND/OR IN-KIND CONTRIBUTIONS.