



*Montana Urban & Community Forestry*  
*COOLING OUR COMMUNITIES*  
&  
*URBAN FOREST ENHANCEMENT*  
*Overview & Application*



*MADE AVAILABLE BY FUNDS FROM THE  
AMERICAN RECOVERY AND REINVESTMENT  
ACT THROUGH THE US FOREST SERVICE*



Montana Department of Natural Resources and Conservation (DNRC)

## PROGRAM OVERVIEW

<b>PROGRAM ADMINISTRATOR</b>	Montana Department of Natural Resources & Conservation
<b>FUNDS AVAILABLE</b>	Approximately <b>\$325,000</b> available. Each applicant may request from <b>\$20,000</b> to <b>\$150,000</b> . Grant funds will be distributed on a reimbursement basis.
<b>GRANT REQUIREMENTS</b>	Although no match is required for these funds, it is a criterion in scoring and ranking applications.
<b>ELIGIBLE APPLICANTS</b>	Montana cities, towns, and tribal governments <b><u>within Flathead or Lincoln County</u></b> interested in conducting innovative urban and community forestry projects to increase green infrastructure and support energy conservation.
<b>PROPOSAL LIMITATION</b>	Two proposal applications per community. (At least one for Flathead County to be based on Energy Conservation)
<b>APPLICATION DEADLINE</b>	Applications are available online at: <a href="http://dnrc.mt.gov/forestry/">http://dnrc.mt.gov/forestry/</a> ; Click on the Grant Programs Tab; Grant Programs; Urban & Community Forestry Grants. Applications must be submitted or postmarked by <b>September 10, 2009</b> . Applications received after this date will not be accepted. <b>NO FAXED APPLICATIONS.</b>
<b>NOTIFICATION DATE</b>	July 14, 2009.
<b>PROJECT COMPLETION</b>	December 10, 2010.
<b>FOR ADDITIONAL INFORMATION CONTACT</b>	Jamie Kirby, Urban Forestry Coordinator Montana DNRC 2705 Spurgin Road Missoula, Montana 59804-3199 Telephone: 542-4284 Fax: 542-4203 Email: JAMIEKIRBY@MT.GOV

## PROGRAM PURPOSE

This funding is available through the American Recovery and Reinvestment Act, or ARRA, through the Forest Service State & Private Forestry program. The intent of the ARRA funding is primarily focused on creating and sustaining jobs. Selection of projects will be prioritized by this criterion.

## ELIGIBLE PROJECTS

Projects must relate to urban forestry, which for the purpose of this grant are considered to be tree planting for energy conservation in cities and towns, or planting, pruning and hazard tree removal of park, street and boulevard trees.

### Key project components:

- Promote employment and economic assistance to local nursery/landscape businesses and arborists
- Urban renewal through hazard tree removal, site preparation, tree pruning, and tree planting in communities
- Energy conservation; planting trees to provide shade and cut cooling costs

Examples include but are not limited to:

- Planting trees to reduce the amount of urban heat islands around public areas, such as parking lots, blacktops, etc.
- Planting trees near or around public buildings to increase shade (energy conservation)
- Planting trees near or around other identified public structures for energy conservation
- Increase green infrastructure through planting trees in boulevards, public lands, etc.
- Hazard tree removal, tree pruning, stump grinding and maintenance of existing boulevard, park, and street trees
- Landscape beautification projects through use of trees

Projects may be an aggregate of any of the activities mentioned above.

## PROJECT COSTS: APPROVED EXPENSES

**Professional Services:** Cost related to hiring a consultant or contractor (arboriculture, forestry, landscape design, planning) and/or other professional for this project. *Note:* DNRC can supply technical assistance for most activities including project setup, field support, etc. Costs cannot be reimbursed for salaried county or city employees.

## SELECTION PROCESS

Applications will be reviewed and ranked by a committee composed of State Urban Forestry Staff. Proposals that directly apply to the key project components (stated above under Eligible Projects) will be given higher ranking. Applicants should be notified of their award status by October, 2009. It is important that the applicant indicate all anticipated project expenses (grant funds requested, contracted/hired services, etc.) required to successfully complete the project as described in their project application budget.

*Please review the application checklist on page 5. Failure to submit a completed application will result in disqualification.*

## 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 is provided.

While there is no direct grant match requirement, match funds will be used in ranking projects. Project expenses for which you will seek reimbursement must be incurred between the award date and December 10, 2010.

Reimbursement requests should be submitted at the completion of the project. A checklist of required materials to submit for reimbursement is available on DNRC's website under <http://www.dnrc.mt.gov/forestry/Assistance/Urban/grants.asp>.

Reimbursement will not be made until the entire project is completed, all required materials received, and contract completion documentation is granted by Montana DNRC.

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

## PROJECT PLANNING

The following factors should be considered when drafting and developing your project proposals. These stipulations will be included in the award agreement.

### Guidelines/Stipulations:

1. Contractors/Nurseries – any company used must be local and pre-approved or justified if outside county. International Society of Arboriculture Certified Arborists is required for tree removals or pruning.
2. In project bids, contractors must submit: references; resume/company profile and experience; method of providing services.
3. Nursery stock follows American Standards for Nursery Stock (ASNS).
4. Tree pruning and maintenance follows safety requirements (ANSI A300)
5. Tree planting follows planting specifications given by DNRC
6. Signs indicating ARRA funds utilization and provided by DNRC shall be placed at locations with project activity.

### Reporting Requirements:

1. Monthly progress reports
2. Before, during, and after statistics, photos
3. Long-term maintenance plan after project completion
4. Inventory upkeep i.e. updating inventories to reflect changes in tree numbers or condition

Please submit the original completed application and **two** copies by September 10, to the following address:

**Jamie Kirby - Urban Forestry Coordinator**  
**Montana DNRC, 2705 Spurgin Road**  
**Missoula, Montana 59804-3199**

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

<i>COMMUNITY</i>	<i>FEDERAL TAX ID NUMBER</i>		
<i>COMMUNITY ADDRESS</i>	<i>CITY/TOWN</i>	<i>STATE</i>	<i>ZIP</i>
<i>CONTACT (person to whom documents will be sent)</i>	<i>TITLE</i>		
<i>ADDRESS (if same as above, please leave blank)</i>	<i>CITY/TOWN</i>	<i>STATE</i>	<i>ZIP</i>
<i>PHONE (DAYTIME)</i>	<i>FAX</i>	<i>EMAIL</i>	
<i>TOTAL REQUEST AMOUNT (maximum request \$150,000)</i>	<i>TREE CITY USA in 2008?</i>		

Below are the Project Narrative questions. Please use this document as the cover sheet and include separate paper for the answers. You may use the Budget Calculation sheets as provided. This document must be signed and dated. Your answers must be thorough and clear. Please 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)**

1. PROJECT DESCRIPTION: Describe your project and clearly outline its purpose and goals.
2. JOBS CREATED OR SUSTAINED: List all direct jobs, (include both field and office jobs), that will be created or sustained by the project. Show both the job title and the length of time each job will last.
3. PROJECT JUSTIFICATION: Provide the rationale for the type of project(s) chosen, (for example: public buildings with little shade, declining tree health, open planting spaces, etc.). How will this project provide a positive impact on the community? What community needs will be met?
4. PROJECT LAYOUT/CONTRACTING: Provide details on the solicitation process towards selecting a nursery or contracting company. How will this project be administered and carried out?
5. WORK PLAN AND TIMELINE: Describe your plan of work and schedule for completing each activity including the project activity and timetable for completion with start and finish dates. All work must be completed by December 10, 2010. Outline of work plan and project timeline provided on page 6.
6. DOES YOUR COMMUNITY CURRENTLY HAVE A TREE BOARD/COMMITTEE? If so, please provide information including member names, title/qualification (i.e., community official, private citizen, natural resource professional).
7. DOES YOUR COMMUNITY CURRENTLY HAVE A TREE OR VEGETATION ORDINANCE? If so, please provide your most recent copy with this document.
8. DOES YOUR COMMUNITY CURRENTLY HAVE A TREE INVENTORY? If so, please provide information on the type of inventory (computer program, software, spreadsheet, etc.), year created or last updated, and what trees were inventoried (park trees, boulevard trees, etc.)

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

CONTACT (SIGNATURE): \_\_\_\_\_

CITY/TOWN/COUNTY OFFICIAL (NAME AND TITLE): \_\_\_\_\_

CITY/TOWN/COUNTY OFFICIAL (SIGNATURE): \_\_\_\_\_

### ***SAMPLE BUDGET CALCULATION FORM***

PROJECT ACTIVITY	PRODUCT UNITS (I.E. # Trees)	EXPENSE	POTENTIAL LEVERAGE (MATCHING FUNDS)	ESTIMATED JOBS CREATED/ SUSTAINED
Contract Consultant for project layout (identifies open planting spaces and buildings, develop detailed project landscape plan, assessment, etc.)	Project plan document or landscape plan, statistics	\$5,500		+2
Order and purchase trees from nursery	168 trees (1" caliper)	\$15,200		+7
Contract for tree planting and installation	Tree planting service and equipment	\$11,000		+6
Contract for tree care, maintenance, and/or removal	Tree care service and equipment	\$14,200		+5
Hire intern or seasonal employee to update city inventory	Updated inventory	\$3,500		+1
Misc. tree care/landscaping, materials – supplied by city funds	Extra mulch, stakes, soil		\$2,600	+1
<b>Total</b>		<b>\$49,400</b>	<b>\$2,600</b>	<b>22</b>

***IMPORTANT NOTE:***

***ALL EXPENDITURES MUST BE SUBSTANTIATED WITH RECEIPTS, INVOICES, ETC. TO BE APPLIED TOWARDS REIMBURSEMENT***

### **APPLICATION CHECKLIST**

All of the following items must be included in the application package. Late or incomplete applications will be disqualified.

<input type="checkbox"/> Community Summary Form (page 4)
<input type="checkbox"/> Project Narrative (outlined on page 4)
<input type="checkbox"/> Budget Calculation Form (sample on page 5)
<input type="checkbox"/> Work Plan and Project Timeline (page 6)

Any 'before' photos, statistics, etc. are not required but may help supplement your application proposal.

**Signed** original application & 2 copies to be sent to DNRC.

### *SAMPLE WORK PLAN OF ACTIVITIES*

Activities	Key Action Steps	Anticipated Outcomes	Target End Date	Person(s) Responsible	Cost and/or Resources Needed to Accomplish Task
(1). Plant 50 shade trees near public buildings (2). Plant 60 street and boulevard trees	Advertise for bids on planting trees Select and contract out tree planting work	110 Trees planted within community	By the end of the planting period (early summer – June, 2010)	City Rep, (clerk, mayor, manager, public works dir., etc.) DNRC field rep, Tree Board member	(1). Advertise an RFP (request for proposals) in newspapers, mailings, etc. (2). Species list of all trees on order (3). Contract specifications laid out for planting (4). Plan for location of trees

### *SAMPLE PROJECT TIMELINE*

**City of Treeville**  
**Urban Enhancement Project**  
**Project Timeline**

