



U. S. FOREST SERVICE: URBAN AND COMMUNITY FORESTRY NATIONAL CHALLENGE COST-SHARE GRANT PROGRAM

In collaboration with the

**National Urban and Community Forestry Advisory Council,
(NUCFAC)**

2009 Special Focus Grant: Storm Event Protocol Grant Funding Opportunity

Request for Proposals

Proposals are due by 11:59 PM Eastern Time, June 5, 2009

INTRODUCTION:

The National Urban and Community Forestry Advisory Council (Council) serves to advise the Secretary of Agriculture on the status of the nation's urban and community forests. The Council seeks to establish sustainable urban and community forests, by encouraging communities of all sizes to manage and protect their natural resources. Well managed urban forests provide critical environmental services that can improve the public's health, and well being; economic viability and restore functioning environmental systems for people today and future generations.

Through the U.S. Forest Service's Urban and Community Forestry competitive Challenge Cost-Share Grant Program, the Council only supports urban and community forestry projects that have national or multi-state, significance in their impact or application. A listing of the previously funded projects can be viewed at

<http://www.treelink.org/nucfac/> OR www.fs.fed.us/ucf/nucfac

Definition of Urban and Community Forestry: The art, science, and technology of managing trees, forests, and natural systems in and around cities, suburbs, and towns for the health and well-being of all people.

GRANT PROGRAM OVERVIEW

Storm Event Protocol Category: This special focus grant of up to **\$50,000** is for the development of a new storm event protocol that blends urban forest programs with emergency management operations. The purpose is to reduce the impact of storms on urban forests, lessen personal injuries and property damage, and decrease emergency management costs.

Funding Authority: The U.S. Forest Service derives their authority for the National Urban and Community Forestry Challenge Cost Share Grant Program from the Cooperative Forestry Assistance Act, (Section 9). Funds are to support urban and community forestry projects that have a national or widespread impact and application. All awards are based on the availability of funding, which may be subject to change.

Eligible Applicants: Any non-Federal organization, operating within the United States or its territories, may apply for the Challenge Cost-Share grant. Collaboration with Federal agencies is encouraged; however, a Federal agency may not receive funding through this grant program. (Conflict of interest issues will be addressed appropriately.) Individuals are not eligible.

Note: Projects that have only a local impact and applicability will not be considered for funding. Urban and community forestry projects with a local scope of work should contact their State Urban and Community Forestry Coordinator for assistance in identifying funding alternatives at the local level. The list of State Coordinators may be found at the following website: http://www.fs.fed.us/ucf/Related_Links/UCF_State_coordinators.htm.

Matching Requirements: All grant funds must be matched at least equally (dollar for dollar) with non-Federal source funds. This match may include in-kind donations, volunteer assistance, and private and public (non-Federal) monetary contributions. All matching funds must be specifically related to the proposed project. The source of matching funds must be identified and grantees must comply with all applicable Federal regulations.

Administration: Upon Forest Service review of the Council's recommendations for funding, the selected projects will be awarded as Federal Financial Assistance grants by the USDA Forest Service Urban and Community Forestry Program and as such will be subject to the appropriate federal rules, regulations, and reporting requirements.

Application Deadlines: Proposals must be **posted to www.grants.gov or FedEx hard copies and CD** received by 11:59 PM Eastern Time, **June 5, 2009**. The U.S. Forest Service will award the successful projects as Federal Financial Assistance grants no later than **September 30, 2009**. **NOTE:** Successful applicants will receive formal notice of their grant award from the USDA Forest Service late in the Federal fiscal year (June 3 - September 30, 2009). Consequently, grantees **may not** begin their projects prior to official grant award notification.

Grant Period: Grantees will be given up to three years to complete their projects, but can be negotiated for longer periods as applicable. The grant period begins when grant award letters are issued by the U.S. Forest Service.

Grant Writing Assistance: There are various internet sites that provide valuable grant writing tips and guidance for developing competitive grant proposals. Two in particular are the Catalog of Federal Domestic Assistance website at <http://www.cfda.gov>, select “Writing Grant Proposals”; and the TreeLink website at <http://www.treelink.org/grants/>.

Inquiries: All questions regarding the program should be directed to Nancy Stremple, Executive Staff to the Council, at (202) 205-1054 from 9:00 a.m. to 3:00 p.m. (Eastern Standard Time).

GRANT CATEGORY: STORM EVENT PROTOCOL

Goal: Create new protocol that blends urban forest programs with emergency management operations. Purpose is to reduce impact of storms on urban forests, lessen personal injuries and property damage, and decrease emergency management costs.

Priority: Storm events often cause great damage to America’s urban forests while straining emergency management operations and budgets. There is need to reduce the impact caused by storm damaged urban forests to our nation’s communities

Criteria: The project that is selected will create a practical urban forestry and emergency management protocol. Protocol must meet FEMA standards for mitigation, preparedness, response, and recovery and arboriculture industry performance standards. Detail should be given on how the protocol can be replicated. Proposal must designate the emergency management agency (i.e. county, state, federal) stakeholder and include a letter of support and commitment from that agency.

Eligible Applicant Examples Include But Are Not Limited To: local government representatives and other professionals that have an impact on urban and community forestry, emergency management professionals, utility companies, public health professionals, and public works professionals.

Time Period: Projects should seek to engage participants over a sustained period of time before, during and several years after the final product to follow up and document the impact of the protocol. Applicants selected will have up to three years after the date of the signed award to complete the project.

Results:

Projects are encouraged to detail how they plan to measure the increase in involvement, distribution and sustained usage of the Storm Event Protocol with communities and agencies.

THE PROCESS

Match: As 50 percent dollar- for-dollar match of the Federal dollars requested is required from all successful applicants. Match may be any non-federal: dollars, volunteer services, and / or materials. (For example: If the applicant requested \$50,000 in Federal funds, they would be required to match those funds with \$50,000 Non Federal dollars for a total project value of \$100,000.)

Proposal Review: Applicants will be invited to submit a single proposal. A Review Panel will each review all proposals, and submit comments and priority rankings to the NUCFAC Council. The Council will select finalist grantees and recommend them for approval to the Forest Service.

Award and Reporting:

Within one year of the award, selected grantees will be required to submit a written report on outcomes, including activities undertaken to disseminate/extend their work to others.

APPLICATION PROCEDURE:

All application information is available on www.grants.gov (CFDA 10.675) and on the [Forest Service National Urban Forestry Website www.fs.fed.us/ucf/nucfac](http://www.fs.fed.us/ucf/nucfac).

All applications are to be submitted to grants.gov. If the applicant does not have the capacity or availability of a computer and needs to submit a hardcopy application, please contact Nancy Stremple, nstremple@fs.fed.us, 202-205-7829, and she will mail a hardcopy to them.

To Apply: (HARD COPY OR ELECTRONICALLY)

Electronic submission is preferred to www.grants.gov. Please do not wait until the last day to submit an application, due to high volume activity on grants.gov can slow or lock up the system during work hours. If one has problems with the grant.gov system, please call their help desk, Open Monday - Friday, to help you with issues regarding Grants.gov. From 7:00 a.m. to 9:00 p.m., Eastern Time email support@grants.gov or call 1-800-518-4726.

HARD COPY SUBMISSIONS

Hard Copy: For those that do not have computer access, hardcopy applicants will be required to FedEx their application to Nancy Stremple.

Hardcopy applications should be submitted on white 8.5" x 11" paper, plus CD. **Please do not enclose proposals in folders or binders** (staple in the top, left hand corner of each copy) and do not include unsolicited material as it will be removed and destroyed.

Proposal descriptions are restricted to a proposal cover sheet (*on grants.gov the cover sheet is a separate document located under supplemental information*), that includes: Contact information, project title, project category selected, amount requested and funding match, a project abstract summary not to exceed 200 words and the narratives. *Proposals are limited to five pages. All narratives are to be single spaced, Times New Roman font, 12-point type, 1" margins. Plus the completed 424 and 424 (a) example of a filled 424 (a) is provided below.*

**To apply hardcopy,
Federal Express**

Ten (10) copies and CD to:

Nancy Stremple, Executive Staff to NUCFAC
USDA Forest Service
Sidney Yates Building (1- Central)
201 14th Street S.W., MS-1151
Washington, DC 20250-1151

**Note: To ensure delivery, include both the mail stop (MS) number and the street address when addressing your package for shipment.*

DUE DATE:

Applications must be received, **(NOT POSTMARKED) BY 11:59 P.M. EASTERN TIME ON June 5, 2009.** **Proposals received after the due date, will be returned without consideration. No facsimiles submissions will be accepted.**

TO APPLY ELECTRONICALLY TO www.grants.gov:

To view on www.grants.gov: Users do not need to be registered in the Grants.gov system to **view** grant opportunities. To search available opportunities go to www.Grants.gov and click Find Grant Opportunities from the navigation bar on the left side of the screen. Once the Search Opportunities page opens you can conduct a basic search, browse by category, browse by agency, or conduct an advanced search

To Pre-register on www.grants.gov: applicant organizations need to complete a one-time only registration process for Grants.gov that includes obtaining a Data Universal Numbering System (DUNS) number, registering in Central Contractor Registry (CCR) and registering in Grants.gov. Details for Grants.gov registration can be found at the Grants.gov Get started web page (http://www.grants.gov/applicants/get_registered.jsp). Please note that this is a one-time only registration for all Federal agencies using Grants.gov. If your organization has already completed the Grants.gov registration process to submit electronically for another Federal agency, a separate Grant.gov registration is **not** necessary for NUCFAC submissions. For more details please consult the Grants.gov Applicant User Guide: <http://www07.grants.gov/assets/ApplicantUserGuide.pdf>), which provides a step-by-step explanation, with screen shots, of searching for grant opportunities and getting registered in the Grants.gov system.

To Locate the Storms Protocol RFP on www.grants.gov

Go to www.grants.gov and on the left side of the home page Click on “**For Applicants**”, then “**Browse by Agency**” Click on the second to last item “**United States Department of Agriculture**” The agency is Forest Service and The title will be: **2009 Urban and Community Forestry Outreach Conference Scholarships Challenge Cost Share Grant, CFDA Number is: 10:675**

Applicants will need to use Adobe Acrobat 8 Reader to access the application, fill it out and save it. **Adobe Acrobat 8 Reader is available free on grants.gov** The software is located under 1. Download an application package.

The Application Cover Sheet and Narrative Form is located next to the “Synopsis” Tab under the “Full Announcement” Tab. Scroll down and down load and save the form to your files. When you are finished working on the cover sheet and narrative, upload it as an attachment to your application package.

***Grants.gov Help Contact Center**

Open Monday - Friday, to help you with issues regarding Grants.gov. From 7:00 a.m. to 9:00 p.m., Eastern Time email support@grants.gov or call 1-800-518-4726. *Please contact the help center immediately, if you experience any problems with grant.gov. The system may be slow during peak daytime hours due to high volume usage.

DUE DATE:

Applications must be received, (**NOT POSTMARKED**) **BY 11:59 P.M. EASTERN TIME ON June 5, 2009**. **Proposals received after the due date, will be returned without consideration.** *No facsimiles submissions will be accepted.*

SELECTION CRITERIA

Criteria: The project that is selected will create a practical urban forestry and emergency management protocol. Protocol must meet FEMA standards for mitigation, preparedness, response, and recovery and arboriculture industry performance standards. Detail should be given on how the protocol can be replicated. Proposal must designate the emergency management agency (i.e. county, state, federal) stakeholder and include a letter of support and commitment from that agency.

Proposals will be evaluated on how well they address each of the following criteria and the priority of the category. Arrange your narrative to correspond with the numbered items listed below. Note: Proposals that do not include all of the requested information will not score well in the evaluation process.

1. Scope and Applicability/Justification

Describe how your project addresses the intent of the category. Identify the project's objective(s). Identify your national target audience.

Note: Identify what specific types of other national organizations may benefit from your project (level of government, private business, non-profits, the green industry, and/or educational institutions) that can utilize your findings/product.

2. Organization/Methodology

Describe the steps that will be performed to reach the desired goal(s). This includes, but is not limited to, the clarity of the proposal and effectiveness and efficiency of the project's methodology.

3. Product

Provide a detailed description of the deliverable product(s) and identify the recipients. How will they be disseminated? How many will be produced? Will there be a fee to receive a copy of the final product(s)? If so, what will the fee be? If not, how many will be provided free?

4. Collaboration

Applicants are to specifically address how the project will be delivered in collaboration with other entities. Applicants are to team up with an emergency management agency and note any other partner **organizations, agencies or institutions**, to have the greatest impact on the issue, or with key target audiences.

5 National Distribution/Technology Transfer of Your Findings

Every successful grant project should have a comprehensive plan to distribute the results to those who will benefit most from the findings. Ask yourself; "Does the distribution plan of your findings reach the target audience. Include a brief list of key words that can describe your project for future electronic searches.

Be prepared to develop a comprehensive marketing package of your end results. Be sure to include marketing objectives that are specific and measurable; marketing measurement guidelines that are quantitative, and qualitative, and list and define the venues of which you will disseminate your findings to your target audience.

7 Project Evaluation

Describe how your project will increase the public's knowledge of the importance of urban and community forestry. What criteria will you use to judge the success of your project in regard to heightening the public's awareness of the importance of urban and community forestry?

What metrics will you use to measure your success? Measures should be short-term, specific, measurable, and track able over the period of the grant

8. Experience/Personnel/Adequacy of Resources

Describe the experience and training in the fields relating to the project and any other qualifications that pertain to the quality of the product. Provide past experience with similar projects. Are adequate resources (e.g., personnel, facilities, equipment, supplies, and time) available to carry out the project? **Collaborating partnerships must provide a letter of support and contact information as par to the application for Innovation Grants.**

9. Budget and Funding

Please use the downloadable SF 424 and 424 (a) forms provided on www.grants.gov. Be sure that costs are reasonable in relationship to the project's objective and scope. See the Budget Sample (below) to create your budget sheet.

***NOTE:** The Federal dollars requested may not be used to purchase trees, plant materials, food, and equipment, with a cost of \$5,000 or greater or capital improvements to property of any ownership.*

Include a copy of the negotiated Indirect Cost Rate Agreement, if indirect costs are included in the budget or a copy of the submitted application to the primary funding federal agency budget or a copy of the submitted application to the primary funding federal agency.

NOTE: Regarding Indirect Costs

Although indirect costs are allowable in Federal Financial Assistance Grants, the Council prefers that indirect costs are shared or covered by matching funds.

Budget Forms: SF 424 and SF 424 (a)

Please download the writable SF 424 and 424 (a). Fields highlighted in yellow are mandatory. An example of the SF424 (a) detailed sheet is filled out below

BUDGET INFORMATION - Non-Construction Programs

OMB Approval No. 4040-0006
Expiration Date 07/30/2010

SECTION A - BUDGET SUMMARY

Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1. U.S. Forest Service Urban and Community Forestry Assistance	10.675	\$	\$	\$ 75,000.00	\$ 75,000.00	\$ 150,000.00
2.						
3.						
4.						
5. Totals		\$	\$	\$ 75,000.00	\$ 75,000.00	\$ 150,000.00

Standard Form 424A (Rev. 7-97)
Prescribed by OMB (Circular A-102) Page 1

Please download the writable SF 424 and 424 (a). Fields highlighted in yellow are mandatory. An example of the SF424 (a) detailed sheet is filled out below

SECTION B - BUDGET CATEGORIES

6. Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY				Total (5)
	(1)	(2)	(3)	(4)	
	U.S Forest Service Urban and Community Forestry Assistance				
a. Personnel	\$ 35,000.00	\$ 68,000.00	\$	\$	\$ 103,000.00
b. Fringe Benefits					
c. Travel	8,400.00				8,400.00
d. Equipment					
e. Supplies	100.00	500.00			600.00
f. Contractual	12,000.00				12,000.00
g. Construction					
h. Other	18,000.00	4,000.00			22,000.00
i. Total Direct Charges (sum of 6a-6h)	73,500.00	72,500.00			\$ 146,000.00
j. Indirect Charges	1,500.00	2,500.00			\$ 4,000.00
k. TOTALS (sum of 6i and 6j)	\$ 75,000.00	\$ 75,000.00	\$	\$	\$ 150,000.00
7. Program Income	\$	\$	\$	\$	\$

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Standard Form 424A (Rev. 7-97)
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SECTION C - NON-FEDERAL RESOURCES					
(a) Grant Program	(b) Applicant	(c) State	(d) Other Sources	(e) TOTALS	
8. U.S Forest Service	\$ 71,000.00	\$	\$ 4,000.00	\$ 75,000.00	
9.					
10.					
11.					
12. TOTAL (sum of lines 8-11)	\$ 71,000.00	\$	\$ 4,000.00	\$ 75,000.00	
SECTION D - FORECASTED CASH NEEDS					
	Total for 1st Year	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
13. Federal	\$ 75,000.00	\$ 20,500.00	\$ 52,000.00	\$ 0.00	\$ 2,500.00
14. Non-Federal	\$ 75,000.00	\$ 21,000.00	\$ 48,000.00	\$ 3,500.00	\$ 2,500.00
15. TOTAL (sum of lines 13 and 14)	\$ 150,000.00	\$ 41,500.00	\$ 100,000.00	\$ 3,500.00	\$ 5,000.00
SECTION E - BUDGET ESTIMATES OF FEDERAL FUNDS NEEDED FOR BALANCE OF THE PROJECT					
(a) Grant Program	FUTURE FUNDING PERIODS (YEARS)				
	(b) First	(c) Second	(d) Third	(e) Fourth	
16. U.S Forest Service	\$	\$	\$	\$ 0.00	
17.					
18.					
19.					
20. TOTAL (sum of lines 16 - 19)	\$	\$	\$	\$	
SECTION F - OTHER BUDGET INFORMATION					
21. Direct Charges: 73,500.00	22. Indirect Charges: 1,500.00				
23. Remarks: 00% indirect costs. See attachments for negotiated rates with cognizant agency					

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Standard Form 424A (Rev. 7-97)
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Make sure a break down of hours is noted: Example
 Personnel: Primary 300 hours @ \$14 per hour = \$4,200
 Intern: 100 hours @ \$10 per hour = \$1,000

Printing: 20,000 copies, 8-pages each, 4 colors, and/ or associated costs of internets maintenance.

Distribution: copies will be sent to federal, APA, ASLA, Conference of Mayors, universities and state urban forestry coordinators. Additional copies will be available on request to all callers for at least two years from date of completion.

NUCFAC use only.

Control Number:

U. S. FOREST SERVICE: URBAN AND COMMUNITY FORESTRY

In collaboration with the

National Urban and Community Forestry Advisory Council

2009 Special Focus Challenge Cost-Share Program:

Storm Event Protocol Grant

Proposals are due by 11:59 PM Eastern Time, **June 5, 2009**

(Amount available: \$50,000)

Note: This Cover Sheet is to be included as an attachment when submitting to
www.grants.gov

PROJECT CONTACT INFORMATION- (Name, Name of Organization, full address, phone number, Fax number and email address)

Is this project being developed to reach a minority or underserved population? ___Yes
___No

Is this pre-proposal being submitted by a minority or underserved population
(owned/operated/directed) business, organization or college/university? ___Yes
___No

PROJECT TITLE: _____

FUNDING REQUEST: Must be a dollar for dollar match of funds requested.

(I.e. Requested \$40,000 + Matching: \$ 40,000 = Total Project: \$ \$80,000)

REQUESTED: \$ _____ + MATCHING: \$ _____ = TOTAL PROJECT: \$ _____

PARTNERS:

NAME LETTER OF SUPPORT INCLUDED: YES NO
NAME OF ORGANIZATION:

MAILING ADDRESS 1:

MAILING ADDRESS 2:

CITY: STATE: ZIP CODE:

PHONE NO. CELL PHONE (OPTIONAL)

FAX NO.

E-MAIL

NAME LETTER OF SUPPORT INCLUDED: YES NO
NAME OF ORGANIZATION:

MAILING ADDRESS 1:

MAILING ADDRESS 2:

CITY: STATE: ZIP CODE:

PHONE NO. CELL PHONE (OPTIONAL)

FAX NO.

E-MAIL

NAME LETTER OF SUPPORT INCLUDED: YES NO
NAME OF ORGANIZATION:

MAILING ADDRESS 1:

MAILING ADDRESS 2:

CITY: STATE: ZIP CODE:

PHONE NO. CELL PHONE (OPTIONAL)

FAX NO.

E-MAIL

PROPOSAL NARRATIVE:

Proposal narrative will be submitted with a SF 424 and 424a.

REMINDER: If hard copy, submit A CD and ten copies of your proposal via Federal Express

ABSTRACT: Summarize the proposed project in 200 words or less.

PROPOSAL OUTLINE: (The proposal is not to be more than 5 single spaced pages.) Please make sure each page is numbered and has the project title.

Selection Criteria

Proposals will be evaluated on how well they address each of the criteria noted in the instructions and the priority of each category. Arrange your narrative to correspond with the numbered items listed below. Proposals that do not include all of the requested information will not score well in the evaluation process.

1. Amount of Request
2. Scope and Applicability/Justification
3. Type of Program
4. Type of Storm Event Protocol
5. Awarding the Scholarships
6. **Ongoing engagement/Follow-up/Impact**
7. Budget and funding

Attachments:

SF 424 and SF 424 (a). (Make sure DUNS number is on SF424 form)

Copy of indirect cost rate or negotiated rate with cognizant or primary funding Federal agency

List of Literature reviewed and cited

Letters of Support from Partners