

**USDA FOREST SERVICE, REGION 8
&
SOUTHERN GROUP OF STATE FORESTERS**

URBAN AND COMMUNITY FORESTRY PROGRAM



FUNDING APPLICATION

REGIONALLY SIGNIFICANT PROJECT

DUE DATE: April 30, 2004

INFORMATION & INSTRUCTIONS

Fundable Projects

Projects will be selected that will satisfy identified priorities in the Southern Region Urban and Community Forestry Program Emphasis Areas Guide. These projects must be regional in scope and produce products that may duplicated and/or utilized in other states or, appropriate and relevant to technology transfer. Research projects will be considered but emphasis will be placed on practical or field-test research.

Funding priorities for fiscal year 2004 are as follows:

1. **Applying new and emerging technology and research to all levels of urban forestry.** Projects must provide technical recommendations for communities to implement specific urban forestry practices that are both environmentally beneficial and economically efficient. Recommended practices should be feasible to use in communities of varied population, location, and socio-economic status.
Specific actions related to this priority include but are not limited to:
 - a. *Continuing Education on new technology for urban forestry personnel.*
 - b. *Find more ways to get the emerging science on urban forestry's benefits to public officials as well as those involved in urban forest management.*

2. **Emphasize urban forest management.** Projects must develop models, products, groups, or tools to increase management expertise at the local level. Outcomes of the project should include increased participation from underserved groups and/or increased self-sufficiency for community programs.
Specific actions related to this priority include but are not limited to:
 - a. *Stimulate interest in the number of local governments that establish organized tree programs under supervision of a "Tree Board" or "City Forester."*
 - b. *Develop model ordinances regarding tree protection and management.*
 - c. *Develop models for the implementation of urban and community forestry practices on private properties: residential, industrial, and commercial.*
 - d. *Emphasize the use of urban and community forestry programs to help solve practical problems such as air quality, water quality, storm water management, and economic development.*

Application forms and project information is available on the website at www.urbanforestrysouth.org or from each southern region State Urban & Community Forestry Coordinator.

Note: Projects that do not specifically include trees or do not endorse good quality urban forest management will not be considered eligible.

Eligible Grantees

Grants may be awarded to: 1. non-profit organizations 2. local units of government, and 3. educational institutions of higher learning.

General Timetable

- Availability announcement will be made in spring 2004.
- Proposals are due to one's respective State U&CF Coordinator by April 30, 2004.
- Proposals will be reviewed in May with a final decision made in June, 2004
- The representing U&CF coordinator will develop the appropriate state document (contract, grant agreement, memorandum of understanding, etc.) by summer 2004 and authorize the grantee to proceed by September 2004.
- Projects will conclude on September 30, 2005. Grant extensions will be approved by the individual state on a case-by-case basis.

Available Funds and Cost Sharing Requirements (Match)

The recommended maximum amount an individual grantee may apply for is \$100,000. Exceptional projects that exceed \$100,000 may also be considered.

Grant proposals are required to show a match equal to the federal dollars requested (50-50 match). A grantee's match may be in the form of cash, services, or in-kind contributions. Grantees shall not use other federal funds to match an urban forestry grant, nor use local funds or in-kind contributions to match more than one federal grant. Federal funds will be disbursed on a reimbursable basis only. Federal funds cannot be used to pay for meals or refreshments except in association with overnight travel.

Review

Proposals will be reviewed by a committee of urban and community foresters in the Southeast region. Recommendations for funding will be submitted to the Southern Group of State Foresters and the USDA Forest Service Region 8 for final approval.

Reporting Requirements and Reimbursement

Grantees will be required to follow the policies and procedure regarding reporting and reimbursement of the sponsoring state. These may include records that document allowable costs for grant and match, periodic progress reports, a final project report with bills invoices and cancelled checks. Recipients may be subject to periodic and post-completion inspections, reviews, and audits by the State Forestry Office, State Auditing Agency, and/or the USDA Forest Service.

Grantees will be required to follow the policies and procedure regarding reimbursement of the sponsoring state agency. Reimbursements are typically made after completion of the project

Proposal Checklist

Proposals should include the following items in the order shown below.

1. Application
2. Narrative (maximum 3 pages)
3. Budget
4. Submit 1 original and 5 copies (State keeps original, 5 copies forwarded to committee)
5. Optional supplemental materials (maximum 3 items)

In addition to the above items, applicants must comply with grant requirements as outlined in the information and application package of the sponsoring state.

Application Submittal

Applications must be submitted to the appropriate State Urban and Community Forestry Coordinator or his/her designee. See attached listing of the State U&CF Coordinators located in the southern region.

Grant Narrative Format

Submit the following in the order listed below.

- 1) **Application form**
- 2) **Narrative** - May be up to three typed double-spaced pages in length using at least a 10pt. font and containing the following sections:
 - a. Background – Briefly describe your community, educational institution or organization.
 - b. Objectives – Clearly describe the intent and purpose of the project. What do you hope to accomplish? Describe how the project objectives are measurable and realistic?
 - c. Strategy – Describe in detail the procedures, major activities, time-frame for completion of various tasks and overall completion dates.
 - d. Project team / Cooperators / Partners – Identify the role and responsibilities of each team member, cooperator or partnership involved. List or describe the level of local or regional support.
 - e. Regional application / Emphasis Areas – Describe the regional impact of the project and how it relates to the Southern Region U&CF Emphasis Areas.
 - f. Outcome / deliverables – Provide a description of the outcome and impact of the project or list the ‘deliverables’ as a result of project completion.
 - g. Target audience – List and describe the target audience(s) that will benefit most from the completion of this project. How will the deliverables or technology transfer be implemented?
- 3) **Budget form** – List the major expense categories estimated for the grant project. Show the federal and non-federal amounts (match). Indicate the source of match and whether or not the match is cash or in-kind.

Urban & Community Forestry Regionally Significant Projects
2004 APPLICATION

***** ***** ***** ***** *****

EMPHASIS AREA THIS PROJECT MEETS _____

PROJECT TITLE _____

LOCATION (CITY, STATE) _____

FEDERAL FUNDS REQUESTED (Do NOT include match) \$ _____

NAME OF APPLICANT _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

FEDERAL IDENTIFICATION NUMBER _____

CONTACT PERSON _____ PHONE .(____) _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

FAX (____) _____ E-MAIL ADDRESS _____

As the duly authorized representative of the applicant name above, I hereby certify that all parts of the grant application have been read and understood and that all information submitted herein is true and correct. If awarded a grant under this program, said applicant agrees to comply with all Federal and State Guidelines for completion of the grant project.

Name of Authorized Representative

Title of Authorized Representative

Signature of Authorized Representative

Date

Urban & Community Forestry Regionally Significant Projects

PROJECT BUDGET

Line Items	Federal Funding	Grantee Match*	Total Project
A. _____	\$ _____	\$ _____ (C or IK)	\$ _____
B. _____	\$ _____	\$ _____ (C or IK)	\$ _____
C. _____	\$ _____	\$ _____ (C or IK)	\$ _____
D. _____	\$ _____	\$ _____ (C or IK)	\$ _____
E. _____	\$ _____	\$ _____ (C or IK)	\$ _____
F. _____	\$ _____	\$ _____ (C or IK)	\$ _____
G. _____	\$ _____	\$ _____ (C or IK)	\$ _____
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Totals	\$ _____	\$ _____	\$ _____

*Indicate C if match is cash, or IK if match is in-kind.

Southern Region Urban & Community Forestry Program Coordinators Contact Information

ALABAMA

Neil Letson, U&CF Program Coordinator, AL Cooperative Extension Service
P.O. Box 302550, Montgomery AL 36130 / 334-240-9360 / letsonn@forestry.state.al.us

ARKANSAS

Patti Erwin, U&CF Program Coordinator, AR Forestry Commission
2780 North Garland, Fayetteville AR 72704 / 479-442-8627 / perwin@arkansasusa.com

FLORIDA

Mike Humphrey, U&CF Program Coordinator, FL Division of Forestry
3125 Conner Blvd., Tallahassee FL 32399 / 850-414-8602 / humphrm@doacs.state.fl.us

GEORGIA

Susan Reisch, U&CF Program Coordinator, GA Forestry Commission
6835 James B. Rivers/Memorial Drive, Stone Mountain, GA 30083 / 678-476-6227 /
sreisch@gfc.state.ga.us

KENTUCKY

Sarah Gracey, U&CF Program Coordinator, KY Division of Forestry
627 Comanche Trail, Frankfort KY 40601 / 502-564-4496 / sarah.gracey@mail.state.ky.us

LOUISIANA

Bonnie Stine, U&CF Program Coordinator, LA Dept. of Agriculture & Forestry
P.O. Box 1628, Baton Rouge LA 70806 / 225-925-4500 / bonnie_s@ldaf.state.la.us

MISSISSIPPI

Rick Olson, U&CF Program Coordinator, MS Forestry Commission
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NORTH CAROLINA

Virginia Russell, U&CF Program Coordinator, NC Division of Forest Resources
1616 Mail Service Center, Raleigh NC 27699 / 919-733-2162 / Virginia.russell@ncmail.net

OKLAHOMA

Mark Bays, U&CF Program Coordinator, OK Forestry Services
P.O. Box 528804, Oklahoma City OK 73152 / 405-522-6150 / mark@oda.state.ok.us

SOUTH CAROLINA

Liz Gilland, U&CF Program Coordinator, SC Forestry Commission
P.O. Box 21707, Columbia SC 29221 / 803-896-8864 / lgilland@forestry.state.sc.us

TENNESSEE

Bruce Webster, U&CF Program Coordinator, TN Forestry Division
P.O. Box 40627 Melrose Station, Nashville TN 37204 / 615-837-5436 /
bruce.webster@state.tn.us

Southern Region Urban & Community Forestry Program Coordinators Contact Information

TEXAS

John Geidraitis, U&CF Program Coordinator, TX Forest Service
301 Tarrow Drive, Ste. 364, College Station TX 77840 / 409-458-6650 / jpg@tfs.tamu.edu

VIRGINIA

Paul Revell, U&CF Program Coordinator, VA Dept. of Forestry
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SOUTHERN REGION

Ed Macie, U&CF Program Manager, US Forest Service
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