NEW YORK STATE OF OPPORTUNITY | **Department of Environmental Conservation**

GUIDELINES AND APPLICATION INSTRUCTIONS

DIVISION OF LANDS AND FORESTS
URBAN FORESTRY PROGRAM
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2018 URBAN AND COMMUNITY FORESTRY GRANTS PROGRAM
(Round 14)

NYS Grants Gateway Opportunity IDs

Tree Inventory & Community Forest Management Plan: UCF1-2018
Tree Planting & Tree Maintenance: UCF2-2018
Education Programming: UCF3-2018

Application Due Date: 2:00pm, Thursday, July 12, 2018

1. **Introduction**

Welcome to Round 14 of the Urban & Community Forestry Grants Program!

The New York State Department of Environmental Conservation (DEC) is pleased to announce available Environmental Protection Fund (EPF) funding for qualifying governmental entities or non-for-profit (NFP) organizations. Grant projects must implement successful tree inventory, community forest management planning, tree planting, tree maintenance, or educational programming projects in New York State.

DEC is committed to implementing a successful Urban and Community Forestry (UCF) Program and dedicated to providing support and assistance to communities in the development and implementation of comprehensive tree planting, management, maintenance and education to create healthy urban and community forests while enhancing the quality of life for urban residents. This is a reimbursement grant program for communities, based on partnerships, volunteers, groups and professionals.

Good luck!

2. **Timetable of Key Events**

Event	Date
Grants Gateway Training Webinar and Program Informational Session (see details below)	Thursday, May 10, 2018
Application Period Begins	Friday, April 27, 2018
Question & Answer Period Ends	Thursday, June 21, 2018
Applications Due	Thursday, July 12, 2018; 2:00 PM
Award(s) Announced by (anticipated)	October 2018

3.   Inquiries & Designated Contact Information

For general information on completing this application and for clarification of application requirements, contractual terms and procedures, contact:

Mary Kramarchyk, Program Director, Urban Forestry, DEC Albany
Contact Information: mary.kramarchyk@dec.ny.gov

Include "Urban Community Forestry Grants Round 14" in the subject line of the email.

Questions regarding this grant opportunity will be accepted by the Department until C.O.B. Thursday, June 21, 2018. All questions, and answers, will be uploaded in the Grants Gateway application for all applicants to view.

For information about pre-qualification, registration and additional assistance with Grants Gateway, contact:

Grants Reform Team: Phone: (518) 474-5595, Email: GrantsReform@its.ny.gov

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Eligibility and Grants Gateway

    1. **Applicant Eligibility**

For the purposes of this grant program, the following entities are considered eligible applicants:

New York State governmental entities, municipalities, and quasi-governmental entities including, but not limited to, counties, cities, towns, villages, or Indian nation or tribe recognized by the State or the United States with a reservation wholly or partly within the boundaries of New York State, or any combination thereof, public benefit corporations, public authorities, municipal corporations, soil and water conservation districts, school districts, and community colleges, and 501(c)(3) not-for-profit corporations whose projects are located within the eligible geographic boundaries defined in this Request For Applications (RFA).

Individuals and unincorporated groups may not apply, but an eligible not-for-profit organization, known as a fiscal sponsor, may apply on behalf of an individual or unincorporated group.

Not-For-Profit Eligibility:
An eligible applicant must be a not-for-profit corporation (NFP) community-based organization, or a community-based organization may partner with a NFP that will serve as their fiscal sponsor.

For the purposes of this grant opportunity, a community based organization is an organization that:
- Serves the residents of an area equal to or smaller than a town or city outside of New York City, or an area equal to or smaller than one of the five boroughs within New York City; and
- Cannot have its charter revoked or otherwise be dissolved through the action of another organization; and
- Is able to enter into legal agreements independent of any affiliated not-for-profit organization, government body, university or other entity that would be ineligible to apply for this grant; and
- Has more than 50 percent of its members residing in the affected community, or more than 50 percent of the people served by the applicant community group residing in the affected community.

For this grant opportunity, a NFP is subject to New York State's Not-For-Profit Corporation Law, is qualified for tax-exempt status under Section 501(c)(3) of the Federal Internal Revenue Code, has an IRS 501(c)(3) determination letter to be incorporated in New York State and is current in their charities reporting requirements with the Office of the Attorney General.

Applicants must possess the knowledge, skills, and /or track record to successfully implement the project.

A fiscal sponsor is a New York State not-for-profit organization that applies to DEC on behalf of individuals or unincorporated organizations or groups. The fiscal sponsor accepts responsibility to serve as a fiscal conduit for a DEC-funded project, receiving and disbursing funds related to the grant, and administering the requirements throughout the DEC grant process, including final reporting of grant activity.

If a proposed project involves a cooperative agreement or unpaid partners, only one eligible, designated lead applicant can submit the application for grant funding. The lead applicant must assume the responsibility for the project application, performance of work consistent with this RFA, and the State of New York Master Contract for Grants. Letters substantiating the collaboration from each unpaid partner are required. These letters are to be

uploaded to the Grants Gateway in a single PDF under the appropriate Program Question for the application.

2.   Applicant Registration – All Applicants

Register for the Grants Gateway

- On the Grants Reform website (https://grantsreform.ny.gov/Grantees), under Quick Links, download a copy of the Registration Form for Administrator. A signed, notarized original form must be sent to the NYS Grants Reform Team at the address provided in the instructions. You will be provided with a Username and Password allowing you to access the Grants Gateway.

- If you have previously registered and do not know your Username please email grantsreform@its.ny.gov. If you do not know your Password, please click the Forgot Password link from the main log in page and follow the prompts.

3.   Applicant Prequalification - Non-For-Profit Organizations Only

Pursuant to the New York State Division of Budget Bulletin H-1032, dated June 7, 2013, New York State has instituted key reform initiatives to the grant contract process which require not-for-profits to register in the Grants Gateway and complete the Vendor Prequalification process in order for applications to be evaluated. Information on these initiatives can be found on the Grants Reform Website.

All applicants must be Prequalified in the Grants Gateway at the time and date that the application is due. Applications received from not-for-profit Applicants that have not registered and are not Prequalified in the Grants Gateway by the application due date and time listed at the beginning of this document cannot be evaluated. If you are not Prequalified at that time and date, your application will not be considered. **Such applications will be disqualified from further consideration.**

Below is a summary of the steps that must be completed to meet registration and Prequalification requirements. The Vendor Prequalification Manual on the Grants Reform Website details the requirements and an online tutorial is available to further explain the process.

PLEASE NOTE: Applicants should visit the Grants Reform website (http://www.grantsreform.ny.gov/Grantees) or contact the Grants Reform Team (grantsreform@its.ny.gov) for more information about Grants Gateway and Prequalification. The Grants Reform help desk/hotline can be reached at (518) 474-5595.

Complete your Prequalification Application

- Log in to the Grants Gateway. **If this is your first time logging in,** you will be prompted to change your password at the bottom of your Profile page. Enter a new password and click SAVE.

- Click the *Organization(s)* link at the top of the page and complete the required fields including selecting the State agency you have the most grants with. This page should be completed in its entirety before you SAVE. A *Document Vault* link will become available near the top of the page. Click this link to access the main Document Vault page.

- Answer the questions in the *Required Forms* and upload *Required Documents.* This constitutes your Prequalification application. Optional Documents are not required unless specified in this document.

- Specific questions about the Prequalification process should be referred to your agency representative or to the Grants Reform Team at grantsreform@its.ny.gov. The Grants Reform help desk/hotline can be reached at (518) 474-5595.

Submit Your Prequalification Application

- After completing your Prequalification application, click the **Submit Document Vault** link located below the Required Documents Section to submit your Prequalification application for State agency review. Once submitted the status of the Document Vault will change to *In Review*.

- If your Prequalification reviewer has questions or requests changes you will receive email notification from the Gateway system.

- Once your Prequalification application has been approved, you will receive a Gateway notification that you are now Prequalified to do business with New York State.

Once you are Prequalified, please check the status of your document vault on a regular basis to ensure that none of your documents expire prior to the application due date. Refer to Grants Reform Guide entitled Monitoring and Updating Your Organization's Prequalification Status. **Expired documents will lead to the loss of Prequalification status.**

Applicants are strongly encouraged to begin the prequalification process as soon as possible in order to participate in this grant opportunity.

Please do not delay in beginning and completing the prequalification process. The State reserves 5 days to review submitted Prequalification applications. Prequalification applications submitted to the State for review less than 5 days prior to the application deadline may not be considered. Applicants should not assume that their Prequalification information will be reviewed if they do not adhere to this timeframe.

4. **Registration and Prequalification Resources**

If you are not yet registered with Grants Gateway, there are many resources available to help you understand how to register and become prequalified:

- The NYS Grants Reform Website
- Video: Grants Gateway Registration
- New York State Prequalification System for Grants Contract Vendors: A Resource Manual and Users Guide for Not-for-Profit Vendors
- Biweekly Document Vault webinars. All information can be found on the Grants Reform website -

[Training Calendar](http://grantsreform.ny.gov/training-calendar)

The Grants Reform Team offers regular live webinars for anyone who is interested in additional information about Grants Gateway, the Prequalification process, or submitting online applications. Learn more including times and dates for these webinars: http://grantsreform.ny.gov/training-calendar. Any additional technical training related to this application will also be posted to the training calendar.

Contact the Grants Reform Team for additional assistance:

> **Phone: (518) 474-5595**
> **Email: GrantsReform@its.ny.gov**

Urban & Community Forestry Grants Program (Round 14)

I.   Grant Opportunity General Information and Conditions

The New York State Department of Environmental Conservation (DEC) is pleased to announce available Environmental Protection Fund (EPF) funding for qualifying governmental entities or not-for-profit (NFP) organizations. Grant projects must implement successful tree inventory, community forest management planning, tree planting, tree maintenance, or education programing projects in New York State to create healthy urban and community forests, while enhancing the quality of life for urban residents. Projects must be implemented on non-state-owned properties in a location where they provide a public benefit. Planting projects on private property (beyond the right of way)[1] are contingent upon existing local authority.

1.   Funding

Up to $2,300,000 is available for Urban and Community Forestry Grants Program (Round 14). Funding for this grant opportunity is provided from New York State Environmental Protection Fund.

2.   Proposed Project Timeframes

All projects must have defined objectives, tasks, and deliverables accounted for in performance measures that can be completed and invoiced within a two-year contract term.

Applicants should not begin their projects or incur costs until a Master Contract for Grants (MCG) has been fully approved by DEC, and if applicable approved by the Attorney General and the State Comptroller.

The possibility of a one year, no cost time extension (NCTE) beyond the MCG contract term end date will be determined by the Department based upon written justification from the Grantee.   Applicants should not submit an application if they do not anticipate their project can be completed within the specified contract term. Awardees may submit quarterly reports and seek partial reimbursement for work already completed.

The activity for the request must fall within the contract term. Project work prior to MCG start date and after the MCG end date is not eligible for reimbursement or match. In other words, expenses must be incurred or obligated within the contract term. However, expenditures such as payments to contractors or employees is allowed to occur up to sixty (60) calendar days after the contract end date.

3.   Minimum and Maximum Award Amounts

"Large Community Grants": Applicants may request a minimum grant amount of $11,000, up to a maximum amount of $75,000.

"Small Community Grants": Applicants may request a minimum grant amount of $11,000, up to a maximum amount of $50,000.

Check Appendix 1 to see if the project will be completed in a Large Community.

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[1] 1 Beyond the public right of way refers to privately-owned lands that are adjacent to public lands. Work may occur on property beyond the right-of-way to benefit the general public even though private parties would receive an incidental benefit. The local municipality must enact a local law authorizing work beyond the right-of-way. Such laws typically identify specific types of work that can be conducted beyond the right-of-way and establish ground rules to govern such work.

4. **Application Limit / Award Limit**

Applicants may submit up to two applications. Multiple applications may not be for the same project or project location.

5. **Project Locations**

Projects are not permitted on state owned land. Projects must be implemented on non-state-owned properties (public property, i.e. street and park trees) or alongside a state-owned roadway in a city, town or village in a location where they provide a public benefit. Planting project locations on private property must be no more than ten feet beyond the municipal right-of-way. State law authorizes the use of public resources on private property if a public benefit is primarily served by that expenditure. Applicants are required to upload a map of the project area in Grants Gateway. No hand-drawn maps will be accepted.

6. **Match Requirement and Expenditures**

Match is the portion of project expenditures not paid for with grant funds.

Applicants must match twenty-five percent (25%) of the requested amount of grant funding. For example, a $50,000 grant would require $12,500 in match for a total of $62,500; $50,000 funded by grant. Eligible sources of match funds cannot come from other NYS or federal funding sources.

Match in excess of 25% may be added for the applicant's own budget planning but it does not need to be accounted for or reported on for reimbursement. Applicants will be required to provide the sources of all matching funds using the Match Worksheet in the Grants Gateway.

Match funds are not required for Tree Inventory and Community Forestry Management Plan projects.

7. **Department of Environmental Conservation Oversight**

The Department of Environmental Conservation reserves the right to:
- Award additional and available funding for scored and ranked projects consistent with these grant opportunities.
- Make an award, in whole or in part, in accordance with the method of award, or withdraw the RFA at any time at the DEC's sole discretion.
- Award a portion of a grant request based on the proposed work plan included in the application and ineligible project-related costs.
- Award the next highest scoring application in the event a grantee fails to negotiate a grant contract with the DEC within 60 - 90 days of a grant award.
- Monitor the progress of all grant awards and withdraw grant funding if the grantee fails to make significant and timely progress on the project or fails to receive the necessary permissions and permits for the project.
- Disqualify any applicant whose conduct and/or proposal fails to conform to the requirements of the RFA.
- Seek clarification from an applicant to effectively evaluate a project proposal.
- Reject any or all applications in response to the RFA at the Agency's sole discretion.

II.   GRANT APPLICATION REQUIREMENTS AND CONDITIONS

1.   Expenditure Based Budget

Applicants <u>must</u> complete an itemized budget in the NYS Grants Gateway that provides details of the proposed project-related expenses. Budget detail must clearly distinguish between expenses to be claimed under the State grant share and expenses comprising the match. The itemized budget should also include appropriate level of information for the breakdown of costs for each budget item (depending on the budget category, this information is provided in the budget detail and/or budget narrative). Eligible and ineligible costs are identified in this RFA. A project's cost effectiveness, reasonableness and eligibility of costs is at least 20% of the evaluation factor in the scoring of the application; therefore, attention to budget accuracy will increase your project score.

Informal estimates are required as part of the application process. When soliciting estimates from certified arborists and tree companies, the scope of work should be in line with program guidelines. If suggested variables or extras are not in the Costs Eligible for Reimbursement, they are not applicable for this grant. <u>Applicants are encouraged to combine the Tree Inventory and Community Forest Management Plan (CFMP).</u>

2.   Work Plan

Applicants <u>must</u> complete an overview Work Plan in the NYS Grants Gateway that provides a clear description of the project. Applications must include proposed project objectives, tasks associated with meeting each objective, and the performance measures associated with each task (performance measures can include desired project outcomes or deliverables). The Work Plan may include anticipated time frames in meeting project objectives, tasks and deliverables. The Work Plan (tasks, objectives and performance measures) becomes the basis for the contract, awardee reporting and project reimbursement (see Appendix 4).

Applicants are encouraged to first 'map out' their projects on the **Work Plan Worksheet** in conjunction with the project questions . The intent of the Worksheet is to assist applicants in developing their application work plan in the Grants Gateway. The Work Plan Worksheet is in the Grants Gateway (in Forms Menu, under Pre-Submission Uploads). The Worksheet can be downloaded and used as a tool to help applicants organize their proposed project objectives, tasks and performance measures. A completed Worksheet should NOT be uploaded back into the Grants Gateway but can be used as a simple template for cut-and-paste to the application questions.

3.   Quality Control

<u>Tree Inventory, Community Forestry Management Plan, Tree Maintenance, Tree Planting, Education Programming</u>
Before applying for a grant, applicants must obtain at least two cost estimates to ensure your application is eligible to be evaluated and that cost effectiveness points will be awarded. Include the estimates in the application, and check several sources for contracted services.

<u>Tree Inventory</u> – Combining the Tree Inventory and the Community Forestry Management Plan is encouraged. The guideline for potential contractors' accuracy rate is 95% upon inspection prior to reimbursement. Discuss expectations with your local DEC Forester as they will be inspecting the inventory prior to final reimbursement.

<u>Tree Planting -</u> Applications for tree planting need to have a goal of 90% survival rate upon inspection prior to reimbursement. A 2-year warranty with contractors is recommended. If volunteers are participating in tree planting, volunteers must be provided training.

Education Programming - Upload a description of a previously administered program describing past successes. Curriculum, workshops, and end results should be developed to be used as future program models. A minimum attendance of 12 participants and at least 35 hours of class/field work plus preparation time is required. Cost effectiveness points will be assessed on detail focused budgets and budget explanations reflecting necessary expenses only.

Contractors
Applicants should hire contractors who have a proven track record or use a certified arborist, when applicable, to earn top scores and ensure reimbursable results. Most contractors will read the RFA but applicants should make sure they have a copy prior to quoting. Contractors are not required to deliver the Outreach and Education component. However, most contractors will meet with the municipality or non-profit entity to make a presentation to the governing body or board throughout the project or at the conclusion of the project. Costs for additional training or presentations are allowed and must be included in the application, work plan, budget and budget narrative. Be prepared to supply the contractor with local identification maps and documents as needed. Contractors should supply applicants with references and project examples from similar projects to assist in obtaining the best possible results.

4. **Letters of Permission/Municipal Endorsement**

The applicant must own the property, or obtain an applicable access agreement for the proposed project site. To avoid disqualification, applicants must provide proof of property ownership and/or landowner permissions at the time of application. Applicants will be required to provide, in a single PDF file, one of the following:

a. If the property is owned by the applicant

- proof of ownership, such as the County tax map parcel ID# (this is the number referenced on property tax bills and publicly available in online County tax maps)

b. If the property is not owned by the applicant and the property owner is a municipality:

- a municipal resolution supporting the project; or

- a signed municipal endorsement providing authorization for applicant to conduct the proposed project on municipal property (A sample municipal endorsement is included in Appendix 2 of this RFA and can be downloaded and viewed in the Pre-Submission Uploads section in the Grants Gateway); or

- a letter on municipal letterhead from the municipal chief operating officer providing authorization for the applicant to conduct the proposed project on municipal property

c. If the property is not owned by the applicant and the property owner is not a municipality:

- a formal written agreement between the landowner and the applicant which allows the applicant to access the property and represent the landowner to accomplish the proposed project

5. **Multi-Partner and Inter-Municipal Projects**

Partnership projects are encouraged. Proposed projects that build partnerships and/or encourage volunteerism will receive points in the evaluation of an application. For the purpose of this grant, partners do not include paid

contractors or other paid entities.

If a proposed project involves a cooperative agreement or partnership, only one eligible, designated lead applicant can submit the project application for grant funding. The designated lead applicant must assume the responsibility for the project application, the performance of work consistent with the application, and the execution of a Master Contract for Grants in the NYS Grants Gateway, i.e. Any Town is the lead applicant; Any Town Shade Tree Committee is the partner.

Points will be awarded if letters from each partnering organization substantiating the designation of the lead applicant are uploaded at the time of application. Partnership letters must be addressed to the lead applicant and uploaded in a single .pdf file in the Grants Gateway.

Sub-contractors and not-for-profits are entitled to receive prompt payment from applicants for work, projects and services rendered as detailed in the Work Plan. Applicants should then submit voucher claims and supporting documentation in a timely manner for reimbursement each quarter.

III.   ELIGIBLE PROJECT TYPES AND INFORMATION

1.   Grant Objectives

The DEC is committed to implementing a successful Urban and Community Forestry (UCF) Program and dedicated to providing support and assistance to communities in the development and implementation of comprehensive tree planting, management, maintenance and education to create healthy urban and community forests while enhancing the quality of life for urban residents. This is a grant for communities, based on partnerships, volunteers, groups and professionals.

2.   Project Types

UCF projects must be one of the following five project types detailed below. Each project type has different program objectives and requirements. We encourage combining Tree Inventory and Community Forestry Management Plan projects. Applicants should carefully review the project type information below, and the pass/fail eligibility and evaluation criteria contained in this RFA to avoid application disqualification and to score and rank high enough to be awarded grant funding. Applicants should address how their project will promote the quality of the forest in parks and/or open spaces; habitat creation; air and water quality; increased property values; economic revitalization; public health; and/or improved quality of life for residents.

Additional information and requirements for each of the following eligible projects types are outlined below:

Tree Inventory
(Use Grants Gateway Opportunity ID No. DEC01-UCF1-2018 to apply for Tree Inventory Projects)

DEC recommends an applicant conduct an inventory of existing trees and potential planting spaces prior to developing a management plan or implementing a planting or maintenance project. Inventory projects are encouraged in order to get a picture of the age, species, health, and geographic distribution of the urban forest. A complete inventory (on public property, i.e. street and park trees) provides specific information for individualized tree care, including risk tree identification. Risk tree identification is recommended, but not required. Discuss the levels of risk tree assessment with the certified arborist/contractor. Level II is included in most tree inventories unless the priority is high volume; Level III may be ascertained during the basic inventory

as trees needing further inspection.

Applications for inventories are encouraged to address environmental issues (including storm water capture, water quality, air quality, urban heat island effects, structural heating/cooling, or brown fields) that are presently impacted by existing trees, or could be impacted with planting on strategic sites.

Applications should also address the presumed effects on social and economic conditions by the presence of trees where they currently exist and in the selection of future planting sites.

Communities are required to collect data in a computerized software program that will allow for an **environmental benefits analysis**, i.e. the quantification of the benefits of trees (carbon sequestration and other air quality); storm water capture; energy savings; particulate matter capture; and property value. USDA Forest Service i-Tree software is recommended, but not required. Check local listings for certified arborist tree companies in your area for quotes.

Upon completion of the project, a digital copy of the final tree inventory must be submitted in a format compatible with Microsoft Office Excel or Access either through Grants Gateway or on a CD or thumb drive, and should be listed as one of the tasks and related performance measures in the application work plan.

Completed tree inventories must include the following information:
- Column headings and description of column content or codes
- Measurement of tree DBH (diameter at breast height) in inches
- Tree species – genus AND species common names accepted
- Street address location
- GPS coordinates
- Arborist re-inspect management recommendations (for volunteer or non-professional inventories)
- Location of empty and/or potential tree planting sites
- Crown condition and/or percentage of crown dieback
- Summary report of environmental benefits (see above)

Optional:

- Level II risk tree assessment – identification of risk trees 6" dbh or larger (certified arborist required on crew)
- Level III risk tree assessment* – evaluation / further inspection of risk trees 6" dbh or larger

    * To be eligible for a Level III risk assessment, the community must also apply for Level II risk assessment OR must have completed a tree inventory within the past five years that included Level I or II risk assessment. Also, for Level III risk assessment, a Tree Risk Assessment Qualified (TRAQ) certified arborist must be contracted and on the crew. For more information on tree risk assessment levels, go to: http://www.isa-arbor.com/myaccount/myeducation/resources/2012-april-ceuarb.pdf

    Two estimates must be uploaded to be eligible for this project.

Community Forest Management Plan
(Use Grants Gateway Opportunity ID No. DEC01-UCF1-2018 to apply for Community Forest Management Plan Projects)

While the maximum grant amount is $50,000 for Small Communities and $75,000 for Large Communities, the **average standard CFMP is $8,000-$15,000.** *The CFMP may be applied for in conjunction with the Tree Inventory.*

The Community Forestry Management Plan (CFMP), will be based on tree inventory data to address environmental issues. The CFMP documents the steps necessary to elevate the community forest to a sustainable level that will expand its benefits and assure they are available to all residents over a period of time. This CFMP will provide a record and understanding of what currently exists while managing the future goals of the community. Communities are eligible to apply for a first time CFMP, or if an existing CFMP is 8 years old or longer. Communities with a CFMP of less than 8 years will be asked to upload a copy in the eligibility area.

Upon completion of the project, a digital copy of the completed management plan must be submitted through Grants Gateway, and should be listed as one of the tasks and related performance measures in the application work plan.

Completed Management Plans must include the following information:
A vision for the long-term community forest and a strategy for how to care for the community trees:

- The development of budgets and work plans, including timelines and tasks, to meet that vision.
- The use of the tree inventory which identifies management needs i.e. pruning rotations, removal implementation, and prioritization of work load.
- Storm preparedness and response planning.
- Invasive species preparedness and response.
- Planting plan to address the unique characteristics of the project location, such as: species diversity, understory plantings, erosion control, and brownfields that could be impacted with planting and would address local needs.
- Urban forest environmental benefit analysis of environmental issues such as: water quality, air quality, reduce urban heat island effect, energy efficiencies, storm water management, and health.
- Recommend creation and/or use of a community tree board and designate their activities.

  Two estimates must be uploaded to be eligible for this project.

3. **Tree Inventory and Community Forest Management Plan Costs Eligible for Reimbursement:**

Personal Services – Salary: Staff and paid labor costs (excludes overhead) devoted to the project must be itemized according to job title or job assignment. This also includes grant administration costs associated with preparing the project agreement (contract), quarterly reporting, and reimbursement payment request documentation once the grant is awarded. Grant recipients will be required to document the time worked, tasks, pay ratio and payment. **Not applicable for community forestry management plans**.

Personal Services – Fringe: Fringe must be capped at 30% of the total salary. Fringe benefits may include social security, workers' compensation, unemployment, health and disability insurance, or any insurance programs provided by the grantee organization to staff and paid labor for work devoted to the project. Fringe benefits should be budgeted in line with your organization's standard fringe benefit policy and/or negotiated bargaining agreements. Applicants should briefly explain the percentage and composition of the fringe benefit structure and whether the budgeted fringe benefits represent an exception to standard policy**. Not applicable for community forestry management plans.**

Contractual: Costs for services rendered to the project under a written agreement with the grantee.

Travel: Costs for staff travel from normal work location to project site.

Equipment: Includes purchase and/or rental costs and delivery of equipment directly required to implement the project. Equipment purchased with grant funding and having a useful life of more than one year and an acquisition cost of $1,000 or more per unit, shall become the property of DEC and shall be transferred to DEC following contract closeout, unless otherwise approved by DEC. Please refer to page 17 of 25 of the "State of New York Master Contract for Grants" for additional detail on "Property".

Other Expenses: Includes supplies and materials directly required to implement the project, the cost of publicizing the project in newspapers, appropriate construction publications, or informational brochures about the project. Educational resources, such as training, that enables Tree Board members and volunteers to do their work and/or to enhance the spread of knowledge of community trees and the benefits they provide are allowed. Inventory software is only eligible if local/County software and equipment for updating, or GIS capabilities are not available.

4. Tree Inventory and Community Forest Management Plan Costs NOT Eligible for Reimbursement:

Donated labor, equipment usage, and/or other items: Costs that are not paid by the grantee. Volunteer work is not eligible for reimbursement.

Indirect/Overhead: Costs including accounting fees, insurance, interest, legal fees, rent, repairs, telephone bills, space/property, and utilities; contingencies.

Travel: Staff and/or contractor travel between the home location and the project site.

Application preparation: Costs associated with preparing the grant application.

Outside contract term: Costs incurred prior to an award or prior to a contract start date or after the contract end date. A contract term start and end date will be determined by DEC at the time of an official award. Anticipate a contract start date to be approximately 60 – 90 days from the date of an official award.

Other state or federal funding: Costs paid from other state or federal funding sources are not eligible for reimbursement.

Tree Planting
(Use Grants Gateway Opportunity ID No: DEC01-UCF2-2018 to apply for Tree Planting Projects)

Tree planting applications should address how the project will promote the quality of the urban forest in parks and/or open spaces; habitat creation; air and water quality; energy savings; increased property values; revitalization; public health; and/or improved quality of life for residents. Tree planting projects may not be located on state-owned property except for designated state-owned roadways within cities, villages and towns.

Applications from communities with a Community Forestry Management Plan will receive more points in the evaluation of an application. Applicants must use only non-invasive species (see invasive species list at http://www.dec.ny.gov/docs/lands_forests_pdf/islist.pdf) and should give appropriate consideration to Environmental Justice or under-served urban neighborhoods (all potential neighborhoods whose demographic,

geographic, or economic characteristics impede or prevent their access to adequate canopy cover and other benefits of trees). Points are available in the evaluation of an application if the project is located in an under-served neighborhood, and when a DEC forester or experienced urban forest natural resource professional's approval of the tree list is provided.

Tree planting project applications <u>must</u> include the following information:
- Project location
- Number of trees to be planted
- An approved list of tree species
    - o You may use the following links when building your tree list:
    - o http://www.dec.ny.gov/docs/lands_forests_pdf/factnatives.pdf (with pictures)
        http://www.hort.cornell.edu/uhi/outreach/recurbtree/index.html
        https://www.arborday.org/shopping/trees/treewizard/intro.cfm
- Photos of potential tree planting sites

Applications that do not include the required information listed above will be disqualified from further review or funding. Applications for tree planting need to have a goal of 90% survival rate for project final inspection. A 2-year warranty for the trees/plantings is recommended.
See Appendix 2 for the Recommended Minimum Standards for NYS DEC Tree Planting Projects.
Any questions regarding tree planting standards or appropriate professionals for tree list approval should be directed to the Forester in your DEC Regional Office. For regional contact information, see DEC's Lands and Forests Offices webpage (http://www.dec.ny.gov/about/558.html
Applicants are strongly advised to seek advice from a professional arborist prior to submitting applications.

> <u>Two estimates must be uploaded to be eligible for this project.</u>

Tree Maintenance
(Use Grants Gateway Opportunity ID No. DEC01-UCF2-2018 to apply for Tree Maintenance Projects)

For a tree maintenance grant application to be considered, your complete tree inventory or the portion of your inventory where the project is located is required to be uploaded with your application, except in cases of storm-damaged tree remediation where a state of emergency was declared. Inventories must be actively managed or less than 8 years old. Tree maintenance projects should include documentation of intent to use professional arborist services, or staff trained in best management practices for tree maintenance.

Examples of maintenance projects:
- Tree removal or pruning, including stump removal, and forest thinning
- Pest control management practices, including removing and chipping
- Young tree care, including pruning, staking, watering, adding tree guards, etc.

Tree maintenance project applications <u>must</u> include the following information:
- A copy of your complete tree inventory or the portion of your inventory where the project is located
- Project location (park or street names and map)
- Documentation of professional arborist consultation or equivalent
- Photos of potential project location demonstrating need

Applications that do not include the required information listed above will be disqualified from further review or funding.

> Two estimates must be uploaded to be eligible for this project.

5. **Tree Planting and Tree Maintenance Costs Eligible for Reimbursement:**

Personal Services – Salary: Staff and paid labor costs (excludes overhead) devoted to the project must be itemized according to job title or job assignment. This also includes grant administration costs associated with preparing the project agreement (contract), quarterly reporting, and reimbursement payment request documentation once the grant is awarded. Grant recipients will be required to document the time worked, tasks, pay ratio and costs. **Salary must not exceed 30% of the total funded grant amount.**

Personal Services – Fringe: Fringe benefits may include social security, workers' compensation, unemployment insurance, health and disability insurance, and any insurance programs provided by the grantee organization to staff and paid labor for work devoted to the project. Fringe benefits should be budgeted in line with your organization's standard fringe benefit policy and/or negotiated bargaining agreements. Applicants should briefly explain the percentage and composition of the fringe benefit structure and whether the budgeted fringe benefits represent an exception to standard policy. **Fringe amounts must not exceed 30% of salary.**

Contractual: Costs for services rendered to the project under a written agreement with the grantee.

Travel: Costs for staff travel between normal work location and project sites.

Equipment: Includes purchase and/or rental costs and delivery of equipment directly required to implement the project. Equipment purchased with grant funding and having a useful life of more than one year and an acquisition cost of $1,000 or more per unit shall become the property of DEC and shall be transferred to DEC following contract closeout, unless otherwise approved by DEC. (Please refer to page 17 of 25 of the "State of New York Master Contract for Grants" for additional detail on "Property"). If purchasing any equipment with a single unit value of $20,000 or more, such as stump grinder, chippers or tub grinders (for the purpose of the disposal of urban wood waste), an existing or new municipal agreement or letter of agreement from a partner community must be in place and uploaded showing shared services potential. For the purposes of this grant round, drones will not be funded.

Other Expenses: Supplies and materials, including delivery costs for items including trees, stakes, soil, fertilizer, tree watering bags, mulch, tree guards, hand tools, planting space engineering materials, educational resources and training courses that enable Tree Board members and volunteers to do their work and/or to enhance the spread of knowledge of community trees and the benefits they provide.

6. **Tree Planting and Tree Maintenance Costs Eligible to be Used as Match, but NOT Eligible for Reimbursement:**

(Match of at least twenty-five percent (25%) of the requested amount of grant funding is required for Tree Planting and Tree Maintenance projects.)

Warehoused Supplies and Materials: The value of the trees and planting items, and maintenance items warehoused (pre-purchased and/or not yet installed) calculated at current market prices. These expenses

should be listed as match funds in the "Other Expenses" category of the budget.

Donated Labor: Skilled and professional labor must be computed at the job rate within the applicant county. Work performed by professional or skilled labor in an area outside of their expertise must be computed at minimum wage. These expenses should be listed as match funds in the "Personal Services - Salary" category of the budget.

Donated equipment usage: Compute the value according to its local DPW or DOT rate in the project location. These expenses should be listed as match funds in the "Equipment" category of the budget.

Predevelopment (tree planting only): Costs including design fees and other professional fees for the preparation of construction documents may be used for grant match only if incurred during the term of a MCG. These expenses should be listed as match funds in the "Contractual Services" category of the budget if the services are rendered under a written agreement. Otherwise, they should be listed as match funds in the "Other Expenses" category.

7. Tree Planting and Tree Maintenance Costs NOT Eligible for Reimbursement or Match:

Indirect/Overhead: Costs including accounting fees, insurance, interest, legal fees, rent, repairs, telephone bills, space/property, and utilities; contingencies.

Travel: Staff and/or contractor travel between the home location and the project site.

Application preparation: Costs associated with preparing the grant application.

Equipment: Use of drones.

Outside contract term: Costs incurred prior to the award (contract start date) of the grant or after the contract end date.

Other state or federal funding: Costs paid from other state or federal funding sources are not eligible for reimbursement.

Education Programming – Non-profit organizations and quasi-governmental entities only
(*Use Grants gateway opportunity UCF3-2018*)

Develop curriculum; produce and host workshops; align end result with proper partner group; multi-county/group programming partners is encouraged. A minimum attendance of 12 participants and at least 35 hours of class/field work, plus preparation time, is required. Cost effectiveness points will be assessed on detail focused budgets and budget explanations reflecting necessary expenses only, e.g. affordability of this offering to the public. (Any admission cost can be used as match.) One Large Community application and one Small Community application from this category will be awarded. (Check Appendix 1 to see if the project will be completed in a Large Community) Upon completion of the project the following will be required: list of attendees completing the program.

    A. **Stewardship** – comprehensive programming in which municipalities would benefit from individuals taking the training. A certificate would be offered for the following: learn to take and update inventory, plant trees, prune, tree id, basic risk tree assessment and when to call an ISA Risk Tree

Assessment Qualified (TRAQ) arborist, field appropriate hand-held equipment training, and municipal tree protective ordinance policy and writing. Municipal workers and others working for municipalities (such as tree committee volunteers) would be target audience.

B. **ISA Certification Training** – programming to assist attendees in passing the certified arborist exam (attendees must be eligible under ISA's requirements) and working for a municipality. All categories on current exam should be included, which can entail multi-day programming.

C. **Urban/Forest Health** – basic training in forest health assessment, urban forestry best management practices, and creation of attendee field manual. Stakeholders can be municipal staff, tree board members, train the trainers, and other non-profit tree work related groups, such as environmental board members.

8. **Education Program Costs Eligible for Reimbursement:**

Personal Services – Salary: Staff and paid labor costs devoted to the project must be itemized according to job title or job assignment on project. Overhead is capped at 10% and includes grant administration costs associated with preparing the project agreement (contract), quarterly reporting, and reimbursement payment request documentation once the grant is awarded. Grant recipients will be required to document the time worked, tasks, pay ratio and costs.

Personal Services – Fringe: Fringe benefits may include social security, workers' compensation, unemployment insurance, health insurance, disability insurance, and any insurance programs provided by the grantee organization to staff and paid labor for work devoted to the project. Fringe benefits should be budgeted in line with your organization's standard fringe benefit policy and/or negotiated bargaining agreements. Applicants should briefly explain the percentage and composition of the fringe benefit structure and whether the budgeted fringe benefits represent an exception to standard policy. **Fringe amounts must not exceed 30% of salary.**

Contractual: Costs for services rendered to the project under a written agreement with the grantee.

Travel: Costs for staff or presenters' travel between normal work location and presentation sites.

Equipment: Includes purchase and/or rental costs and delivery of equipment directly required to implement the project. Equipment purchased with grant funding and having a useful life of more than one year and an acquisition cost of $1,000 or more per unit shall become the property of DEC and shall be transferred to DEC following contract closeout, unless otherwise approved by DEC. (Please refer to page 17 of 25 of the "State of New York Master Contract for Grants" for additional detail on "Property").

Other Expenses: Supplies and materials, including training facility rental fee and refreshments, delivery costs for items including trees, stakes, soil, fertilizer, tree watering bags, mulch, tree guards, hand tools, planting space engineering materials, and educational resources that enable attendees to complete their course of study and/or certification to enhance the spread of knowledge of community trees and the benefits they provide.

9. **Education Programming Costs Eligible to be Used as Match, but NOT Eligible for Reimbursement:**

(Match of at least twenty-five percent (25%) of the requested amount of grant funding is required for Education Programming projects, i.e. admission costs.)

Warehoused Supplies and Materials: The value of the trees and planting items, and maintenance items

warehoused (pre-purchased and/or not yet installed) calculated at current market prices. These expenses should be listed as match funds in the "Other Expenses" category of the budget.

Donated Labor: Skilled and professional labor must be computed at the job rate within the applicant county. Work performed by professional or skilled labor in an area outside of their expertise must be computed at minimum wage. These expenses should be listed as match funds in the "Personal Services - Salary" category of the budget.

Donated equipment usage: Compute the value according to its local DPW or DOT rate in the project location. These expenses should be listed as match funds in the "Equipment" category of the budget.

10. **Education Programming Costs NOT Eligible for Reimbursement or Match:**

Indirect/Overhead: Costs including accounting fees, insurance, interest, legal fees, rent, repairs, telephone bills, space/property, and utilities; contingencies.

Travel: Staff and/or contractor travel between the locations other than normal work location and the project site.

Application preparation: Costs associated with preparing the grant application.

Outside contract term: Costs incurred prior to the award (contract start date) of the grant or after the contract end date.

Other state or federal funding: Costs paid from other state or federal funding sources are not eligible for reimbursement.

IV.   APPLICATION, EVALUATION, SCORING AND SELECTION

All applications will be reviewed and scored by a review team in accordance with the evaluation and scoring criteria contained in this RFA. Applicants are strongly encouraged to read and address the Application Review and Scoring Standards in the process of developing an application. Knowledge of the scoring criteria is valuable for designing and proposing a relevant and quality project. Scoring consists of:

Step 1 - Application and Project Eligibility Determination

Applications will be initially reviewed for applicant and project eligibility on a pass/fail basis. Applications that pass all the following eligibility criteria will be further evaluated and scored. Applications that fail one or more of the following eligibility criteria will be disqualified from further review or funding.

1. **Project Type:** Did the application address an eligible project type (Tree Planting, Tree Maintenance, Tree Inventory, Community Forest Management Plan or Education Programming)? *pass/fail*
2. **Project Summary:** Is the project summary of tasks and objectives appropriate based on the proposed project type? *pass/fail*
3. **Multiple Projects:** If the applicant is submitting more than one application for more than one project under this opportunity, each project type and general project location must be its own separate application, and the applicant must describe how the projects are different from one another. *pass/fail*

4. **Applicant Type:** Is the applicant an eligible governmental entity or not-for-profit (NFP) corporation as defined in the RFA, and if the applicant is an NFP, was the NFP prequalified in the Grants Gateway by the due date of the RFA? (Yes = P*ass, No = Fail)*
5. **Non-State-Owned Property:** Projects are not permitted on state owned land. Is the proposed project located on non-state-owned property, or alongside a state-owned roadway in a city, town or village? *pass/fail*
6. **Other Funding:** The proposed project is not already receiving funds from another New York State or federal assistance program for the same activities as those being proposed in this application. *pass/fail*
7. **Site Accessibility/Municipal Endorsement:** Did the applicant provide proof of landownership (such as the Federal EIN), or a formal written agreement from the landowner, or a municipal endorsement or resolution, allowing the applicant to conduct the project on the landowner's property? When uploading more than one document, please include in a single .pdf file. *pass/fail*
8. **Tree List – Tree Planting and Tree Maintenance projects only:**
   a. For Tree Planting projects, did the applicant include a tree list of the number of trees to be planted and a list of the tree species, approved by an appropriate professional such as a DEC forester, ISA arborist or Cornell Coop Extension Educator? When uploading more than one document, please include in a single .pdf file. *pass/fail*
   b. For Tree Maintenance projects, except in cases of storm-damaged tree remediation where a state of emergency was declared, did the applicant upload a tree inventory of the area where the project will be located, completed or actively managed within the last 8 years? When uploading more than one document, please include in a single .pdf file. *pass/fail*
9. **Project Location Description, Map and Photos (if required):** Did the applicant upload a map (and photos if required) clearly identifying the project area (no hand-drawn maps)? When uploading more than one document, please include in a single .pdf file. *pass/fail*
10. **Shared Services – Tree Planting and Tree Maintenance projects only:** If the applicant included an equipment item with a value over $20,000 in their budget, did they upload a shared services agreement? *pass/fail*
11. **Project Estimates:** Has the applicant uploaded two estimates for this project? When uploading more than one document, please include in a single .pdf file. *pass/fail*
12. **Project Completion Time Frame:** Will the project be completed within a two-year time frame? *pass/fail*

Step 2 - Project Technical Evaluation, Scoring and Selection

If your application meets all eligibility pass/fail criteria it will be further evaluated and scored by a review team in accordance with the Evaluation and Scoring Standards contained in this RFA. These include:

All eligible applications will be individually evaluated and scored by at least three technical review team members. (example: technical reviewer scores will be averaged and statewide priority points will be added to the averaged score to determine a final composite score.)

13. **Project Location**
What is the location of the project and overall condition of the site? If the project will take place over a large area, describe the boundaries of the extent of the area where all work will take place and the site conditions of each distinct location. Neighborhood or hamlet references will be accepted. **Applicants must also upload a map and photos** identifying the project site or sites in PDF format as done in the eligibility questions. The map should be clearly labeled and/or referenced in a way to make it easy for application reviewers to identify the project site(s) described in your response to this question. No hand-drawn maps will be accepted. Include details about the photos and how they relate to the project. When sending more than one document, please include in a

single.pdf file. *(SCORING VALUE = 5 points. See section V Application Review & Scoring for a detailed assignment of points)*

14. **Work Plan**

Applicants should provide an overview of the project illustrating full conceptual details, scope of work, the overall goal and desired outcomes. Include information such as location, target population, overall number of persons to be served and service delivery method. Include proposed project objectives, tasks associated with meeting each objective, and the performance measures associated with each task (performance measures can include desired project outcomes or deliverables). The Work Plan may include anticipated time frames in meeting project objectives, tasks and deliverables. **The Work Plan (tasks, objectives and performance measures) becomes the basis for the contract, awardee reporting and project reimbursement (see Appendix 4).** This section can be used later in the application as well. *(SCORING VALUE = 8 points. See section V Application Review & Scoring for a detailed assignment of points)*

15. **Education Programming Questions – only answer Question 16 if applying for DEC01-UCF3-2018**

A. **Target Audience**
Proposed Education Programming projects must address a target audience for Stewardship, ISA Certification Training and Urban/Forest Health that is appropriate for the success of the project chosen. Describe aspects of the project showing knowledge and understanding of the target audience. *(SCORING VALUE = 5 points. See section V Application Review & Scoring for a detailed assignment of points)*

B. **Regional Collaboration**
Proposed Education Programming projects will need to draw on communities and regional outreach to ensure successful attendance. Describe how a regional collaboration will be facilitated and how it will impact the project. *(SCORING VALUE = 5 points. See section V Application Review & Scoring for a detailed assignment of points)*

16. **Past Performance**

Applicants should describe the knowledge, skills, and/or track record that will enable them to successfully implement the project. Applicants will be asked to describe their history working or volunteering with the DEC Urban Forestry Program. Include any current Urban Forestry Grant projects and give contract number. *(SCORING VALUE = 5 points. See section V Application Review & Scoring for a detailed assignment of points)*

17. **Partnerships - Definition**

Urban Community Forestry looks to promote expanded collaboration and partnerships, the cornerstone of this grant opportunity. Proposed projects that will build and/or sustain partnerships and/or volunteerism, including contribution or participation by appropriate stakeholders and municipal government, such as partnering towns and villages, tree boards, community and volunteer groups will receive points in the evaluation of their application. Applications that include a letter (or letters) of support from each unpaid partnering organization which clearly states their role in the proposed project, will receive additional points. When uploading more than one document, please include in a single .pdf file. *(SCORING VALUE = 8 points. See section V Application Review & Scoring for a detailed assignment of points)*

18. **Local Needs - Identification**

Proposed projects that address best management practices, local environmental, social, and/or economic needs, including the quality of the forest in parks and/or open spaces, energy savings, habitat creation, air and water

quality, increased property values, revitalization, public health, and/or improved quality of life for residents, will receive points in the evaluation of their application. *(SCORING VALUE = 8 points. See section V Application Review & Scoring for a detailed assignment of points)*

19. Local Support
Proposed projects that receive and upload letters of support from local external stakeholders who will not serve as partners, such as community leaders, residents or other members of the public, will receive points in the evaluation of their application. When uploading more than one document, please include in a single .pdf file. *(SCORING VALUE = 5 points. See section V Application Review & Scoring for a detailed assignment of points)*

20. Environmental Justice
DEC demonstrates a commitment to Environmental Justice (EJ) and remedies for suburban and urban communities that may be burdened by negative environmental consequences. Environmental justice is defined by the DEC as the fair treatment and meaningful involvement of all people, regardless of race, color or income, with respect to the development, implementation and enforcement of environmental laws, regulations and policies. A proposed project that is located in an EJ or under-served community or will directly benefit an EJ community, or a project that gives appropriate consideration to under-served neighborhoods (all potential neighborhoods whose demographic, geographic, environmental or economic characteristics impede or prevent their access to adequate canopy cover and other benefits of trees) will receive points in the evaluation of an application. Maps of EJ areas in New York State are available at: http://www.dec.ny.gov/public/899.html.

To qualify for EJ or under-served suburban or urban community points, your application must include the following details:

a.) To demonstration location in an EJ area- the zip code where the project is to be implemented or where the benefit will be provided, or

b.) To demonstrate location in an under-served suburban or urban community- a brief (few sentences) description of how the project will benefit minority or low-income populations that experience disproportionate adverse environmental impacts such as pollution from multiple industrial facilities, sub-standard water quality, concentrated diesel emissions from bus depots, or other heavy vehicle traffic, adverse health effects related to environmental impacts (high asthma), lack of access to green benefits such as open space, environmental education or parks, or other such impacts.
(SCORING VALUE = 5 points. See section V Application Review & Scoring for a detailed assignment of points)

21. Outreach and Education
Proposed projects that include outreach and educational tech transfer in any form of urban forestry information that will raise community awareness of the project, such as a user- friendly tree map; canopy cover report; presentation at a town board meeting; description of the project results and benefits included in a newsletter or on social media; event to which the media is invited or a public information session, will receive points in the evaluation of their application. *(SCORING VALUE = 8 points. See section V Application Review & Scoring for a detailed assignment of points)*

22. Professional Guidance
Proposed projects that include an upload describing guidance on the proposed project from a certified arborist, DEC Forester, or an experienced Urban Forestry natural resource professional (including ISA number, certifications or degrees), will receive points in the evaluation of their application. *(SCORING VALUE = 3 points.*

See section V Application Review & Scoring for a detailed assignment of points)

23. Professional Service/Qualifications

Proposed projects that include intent to use professional services to prepare the inventory, management plan or education programming or use appropriate professional arborist services for planting or maintenance will receive points in the evaluation of their application. Describe qualifications of those performing the work. *(SCORING VALUE = 3 points. See section V Application Review & Scoring for a detailed assignment of points)*

24. Long-Term Support and Benefits

Proposed projects that include long-term support and promote future benefits will receive points in the evaluation of their application. Describe long-term plans to support the project once complete along with expected long-term benefits resulting from the project. Full points will be given when applicant affirms long-term commitment and stewardship to the project. *(SCORING VALUE = 8 points. See section V Application Review & Scoring for a detailed assignment of points)*

25. Tree City USA

Proposed projects that take place within a Tree City USA community will receive points in the evaluation of their application. To find out if your community is a Tree City USA community, go to the Tree City USA Community Lookup web page: https://www.arborday.org/programs/treecityusa/directory.cfm *(SCORING VALUE = 2 points. See section V Application Review & Scoring for a detailed assignment of points)*

26. Community Forestry Management Plan

Proposed tree planting or tree maintenance projects in communities that have a community forest management plan that was created or updated within the last 8 years, or applications for a community forest management planning project in a community that does not have one that was created or updated within the last 8 years, will receive points in the evaluation of their application. *(SCORING VALUE = 5 points. See section V Application Review & Scoring for a detailed assignment of points)*

28. Expenditure Based Budget – Salary, Contractual, Equipment etc.

Applicants must complete the itemized budget in the NYS Grants Gateway that provides details of the proposed project-related expenses. Budget detail must clearly distinguish between expenses to be claimed under the State grant share and expenses comprising the match (if applicable). A project's cost-effectiveness is at least 20 percent of the overall evaluation factor in the scoring; therefore, attention to budget accuracy will increase your project score. Applications that do not provide sufficient information to determine whether costs are eligible and reasonable will lose points in the application cost-effectiveness evaluation and may receive a reduced grant award if funded. Applicants should review the cost-effectiveness evaluation criteria included in the last section of this RFA. *(SCORING VALUE = 27 points. See section V Application Review & Scoring for a detailed assignment of points)*

29. Work Plan

NB: Question 14 Work Plan may be cut, paste and enlarged upon here.

Applicants must complete a Work Plan in the NYS Grants Gateway that provides a clear overview of the project. Work plans must include proposed project objectives, tasks associated with meeting each objective, and the desired project outcome or deliverables accounted for in performance measures.

The work plan should include anticipated time frames in meeting project objectives, tasks, and performance measures (i.e. spring or fall planting season) based on the project type. Note: A Work Plan 'worksheet' is available for applicants in the Grants Gateway (under Pre-Submission Uploads).

The 'worksheet' can be downloaded and used as a tool to help applicants organize their proposed project objectives, tasks and performance measures. A completed 'worksheet' should NOT be uploaded back into the Grants Gateway but can be used as a simple template for cut-and-paste to the application questions. The intent of the 'worksheet' is to assist applicants in developing their application work plan in the Grants Gateway.

Applicants are encouraged to 'map out' their projects on the **Work Plan Worksheet** in conjunction with the project questions first. The intent of the Worksheet is to assist applicants in developing their application work plan in the Grants Gateway. See Appendix 4 for an example.

V.   APPLICATION REVIEW AND SCORING
READ THIS SECTION CAREFULLY WHEN CHECKING THE APPLICATION PRIOR TO SUBMISSION.

Project Location	
Did applicant adequately describe the location of the project site(s)? When uploading more than one document, please include in a single .pdf file.	
(A) Applicant adequately described the project location, and the uploaded map(s) and photos were clearly labeled.	5 pts.
(B) Applicant adequately described the project location, but the uploaded map(s) and photos were not clearly labeled.	3 pts.
(C) Applicant did not adequately describe the project location but did include clearly labeled map or photos.	1 pt.
(D) Applicant did not adequately describe the project location or include map and photos.	0 pts.

Work Plan	
Did the applicant enter a thorough project description in the Work Plan Overview forms?	
(A) Applicant included comprehensive details and scope of work, project objectives, tasks and performance measures.	8 pts.
(B) Applicant included a good level of detail and scope of work but did not include project objectives, tasks and performance measures.	5 pts.
(C) Applicant included either details or scope of work but insufficient information overall (3 pts).	3 pts.

Past Performance	
Has the applicant demonstrated an interest and or have a positive history of working with DEC's Urban Forestry Program? Are previous contract numbers included, if applicable?	
(A) Applicant has demonstrated interest; works with DEC's Urban Forestry Program, and has included previous contract number, if applicable.	5 pts.
(B) Applicant has demonstrated an interest but has no known history of working with DEC's Urban Forestry Program.	3 pts.
(C) Applicant did not adequately describe their qualifications and/or has a poor history of working with DEC's Urban Forestry Program.	0 pts.

Partnerships

Would the proposed project build partnerships and/or encourage volunteerism? When uploading more than one document, please include in a single .pdf file.

(A) Applicant included an adequate description of how partners or volunteers will play a role in this project, and supporting letters have been uploaded. 8 pts.

(B) Applicant included an adequate description of how partners or volunteers will play a role in this project, but supporting letters have not been uploaded. 4 pts.

(C) Applicant did not adequately describe how partners or volunteers will play a role. 0 pts.

Local Needs

Does the application adequately address specific local environmental, social, and/or economic needs, such as the quality of the forest in parks and/or open spaces, habitat creation, air and water quality, increased property values, revitalization, public health, and/or improved quality of life for residents?

(A) The application addresses at least three environmental and/or economic needs. 8 pts.

(B) The application addresses one or two environmental and/or economic needs. 4 pts.

(C) The application does not adequately address any environmental and/or economic needs. 0 pts.

Local Support

Has the applicant uploaded any letters of support from local external stakeholders who will not serve as partners, such as community leaders or members of the public? When uploading more than one document, please include in a single .pdf file.

(A) The proposed project has the potential to significantly improve or enhance environmental, social, and/or economic needs of the community. 5 pts.

(B) The proposed project has the potential to improve or enhance environmental, social, and/or economic needs of the community. 3 pts.

(C) No letters of support were uploaded. 0 pts.

Environmental Justice

Would the proposed project provide specific social benefits in a Potential Environmental Justice Area (http://www.dec.ny.gov/public/899.html) or other under-served population area?

(A) The proposed project would benefit a Potential Environmental Justice Area. 5 pts.

(B) The proposed project would benefit another under-served population or area. 3 pts.

(C) The proposed project is not in an Environmental Justice or other under-served population area and/or the applicant did not adequately describe the location or benefits. 0 pts.

Outreach and Education

Does the proposed project include providing outreach and education to the public about tree management related to urban and community forestry?

(A) Two or more public outreach and/or education efforts described including at least one event to which the media is invited. 8 pts.

(B) One public outreach and/or education effort described which includes at least one event to which the media is invited. 5 pts.

(C) At least one public outreach and/or education effort described, but no media press events are included. 3 pts.

(D) No public outreach and/or education efforts described. 0 pts.

Professional Guidance

Has the applicant obtained and uploaded appropriate professional guidance on the proposed project?

(A) Professional guidance from a DEC forester, certified arborist or an experienced Urban Forestry natural resource professional who is a certified arborist was uploaded.	5 pts.
(B) Professional guidance from a DEC Forester or an experienced urban forestry natural resource professional who is not a certified arborist was uploaded.	3 pts.
(C) No appropriate professional guidance was uploaded.	0 pts.

Professional Service/Qualification

Has the applicant described their intent to use professional services for tree inventory, community forest management plan projects, and education programming, or use professional arborist services for planting or maintenance projects. Applicant must have included a description of their intent to use professional services:

(A) A description of intent to use professional services and list of qualifications of professional was included.	5 pts.
(B) An adequate description of intent to use professional services from an appropriate professional was not included.	0 pts.

Long-Term Support and Benefits

Will the proposed project receive long-term support and promote future benefits?

(A) Applicant has adequately described both the long-term benefits and how the project will be supported following its completion.	8 pts.
(B) Applicant has adequately described either the long-term benefits of the project or how the project will be supported following its completion.	4 pts.
(C) Applicant did not adequately describe either the long-term benefits or support for the project.	0 pts.

Tree City USA

Will the project take place within a Tree City USA community?

(A) Applicant answered "Yes" and the project takes place within a Tree City USA Community.	2 pts.
(B) Applicant answered "No" or the project does not take place within a Tree City USA Community.	0 pts.

Community Forest Management Plan

Does the project community have a community forest or tree management plan that was created or updated within the last 8 years?

(A) Applicant answered "Yes" and uploaded a copy of the community's community forest or tree management plan, which was created or updated within the last 8 years.	5 pts.
(B) Applicant answered "No" but is applying for a Community Forest Management Plan grant.	5 pts.
(C) Applicant answered "No" or did not upload a community forest or tree management plan, or the management plan was not created or updated within the last 8 years.	0 pts.

Cost Effectiveness 1 - Budget Level of Detail

Does the budget contain an adequate level of detail to assess the cost-effectiveness of the project?

(A) The budget contains an exceptional level of detail to assess cost-effectiveness.	8 pts.
(B) The budget contains sufficient detail to assess cost-effectiveness.	5 pts.
(C) An inadequate level of detail to assess cost-effectiveness was provided in the budget.	0 pts.

Cost Effectiveness 2 - Reasonableness of Expenses

Does the budget contain reasonable expenses for implementing the project? This includes proper tree selection for Planting projects.

(A) Only reasonable implementation expenses are included in the budget.	10 pts.
(B) Mostly reasonable implementation expenses are included in the budget.	5 pts.
(C) Many unreasonable expenses are included and/or applicant did not provide adequate explanation for budget expenses to determine reasonableness.	0 pts.

Cost Effectiveness 3 - Eligible Costs

(A) Budget includes only eligible costs.	7 pts.
(B) Budget includes one ineligible cost.	5 pts.
(C) Budget includes two or more ineligible costs or an inadequate level of detail was provided.	2 pts.

Work Plan Review

Has the applicant discussed the Work Plan and the Cost Effectiveness of the project with a DEC forester and is the name of the forester included in the answer?

(A) Applicant has discussed the Work Plan and Cost Effectiveness of the project with a DEC forester and the name of the DEC forester is included in the answer.	5 pts.
(B) Applicant has discussed the Work Plan and Cost Effectiveness of the project with a DEC forester but has not included the name of the forester.	2 pts.
(C) Applicant has not discussed the Work Plan and the Cost Effectiveness of the project with a DEC forester.	0 pts.

Application Evaluation and Method of Award

All eligible applications submitted by the due date will be reviewed and scored by members of a DEC review team in accordance with the Evaluation and Scoring Criteria contained in this RFA.

All Level 1 Technical reviewers' scores will be averaged for each application. The Level 2 reviewers will evaluate and score the following criteria: Tree City USA, Tree Management Plan and Cost-Effectiveness. The Level 2 score will be added to the Level 1 average score to determine an application's final score.

Applications for all five project types (tree inventory, community forest management planning, education programming, tree planting, and tree maintenance projects) will be grouped into two lists, "**Large Community Grants**" and "**Small Community Grants**" projects as defined in this RFA.

1. "**Large Community Grants**" applications will be selected for funding beginning with the highest down to the lowest ranked project until available funding for "Large Community Grants" projects is exhausted or no eligible "Large Community Grants" applications remain.

2. **"Small Community Grants"** applications will be selected for funding beginning with the highest scored application down to the lowest ranked project until all available funding for "Small Community Grants" is exhausted or no eligible "Small Community Grants" applications remain.

3. **Tie Breaker**: If there is a numerical tie between multiple applications within a funding category, the application that scores the highest in Cost-Effectiveness will determine placement on the ranked list. If a tie remains, the order applications were received will determine placement on the ranked list, with the earliest application placing highest.

VI.   Grant Program Payment and Reporting

Advance payments of up to 25% of the awarded grant amount may be available to not-for-profit grantees once a Master Contract for Grants (MCG) has been fully approved by all applicable State agencies. Municipalities are not eligible to receive advance payments under State Finance Law.

- Project costs eligible for reimbursement and project match must be incurred between the MCG term start and end dates. Costs incurred prior to the MCG term start date or after the MCG term end date will not be considered eligible for grant reimbursement or match. Copies of supporting cost documentation (paid invoices, receipts, cancelled checks, etc.) must be audited and approved by the DEC for costs to be eligible for grant reimbursement.

- Quarterly Narrative Reports must be submitted in narrative form, no later than 30 days from the end of the calendar quarter. The reports will summarize how the project progressed toward meeting project objectives and deliverables during the respective quarter. Quarterly reports shall be submitted in the NYS Grants Gateway.

- Quarterly Expenditure Reports, detailed by object of expense as defined in the MCG Attachment B-1 Expenditure Based Budget, must accompany the quarterly Narrative Reports, no later than 30 days from the end of the calendar quarter. These reports must correlate to subsequent vouchers submitted for payment. Approved project design, required permits and landowner permissions must be in place to submit a reimbursement request. Please email Expenditure Reports to UCF Program Manager.

- Final Report must be submitted and approved by the DEC prior to the release of the final contract payment to the Grantee. The Contractor must submit the Final Report no later than 60 days after the end of the contract period. The Final Report should report on all aspects of the program and detail how the use of grant funds was utilized in achieving the goals set forth in the approved MCG Attachment C Work Plan. Copies of appropriate documents (i.e. inventory and/or management plan) must be submitted and approved by the DEC.

- A DEC on-site inspection may be required to confirm all work was completed in accordance to the approved project work plan (including the installation of interpretive signage, if applicable, at the project site).

- Any project involving volunteer time will be required to report the number of volunteers and the number of volunteer hours in their project quarterly status reports. The total number of volunteers and volunteer hours for the entire project must be reported in the Final Report.

- Projects already receiving funds from another NYS or Federal assistance grant program are not eligible

to receive funding for the same project activities identified in this RFA.

VII.   What to Expect If You Receive an Award

1.   Notification of Award

Applicants selected to receive a grant award will be notified by email and in an official Department award letter.

IMPORTANT NOTE: By accepting an award, applicant agrees to abide by all Master Contract for Grants (MCG) terms and conditions. Any changes to the terms and conditions will not be accepted and may affect applicant's award.

2.   State of New York Master Contract for Grants (MCG)

Applicants selected to receive a grant award will be required to execute a MCG **within 60 - 90 days** from the time of their award notification. Failure to submit timely required MCG documents could cause a grantee to lose their grant award. Applicants should review and be prepared to comply with all MCG terms and conditions should grant funding be awarded. The MCG and attachments can be reviewed and/or downloaded in the Grants Gateway UCF application under the "Forms Menu" screen named 'Contract Document Properties'. The MCG and attachments include:

- MCG Grants Face Page
- Standard Terms and Conditions (NYS standard terms and conditions)
- Attachment A-1 Program Specific Terms and Conditions (*Agency and Program specific terms and conditions*)
- Attachment A-2 Federally Funded Grant Terms and Conditions (*optional)*
- Attachment B-1 Expenditure Based Budget (*project expense categories and detail)*
- Attachment C Work Plan (project objectives, tasks and performance measures)
- Attachment D Payment and Reporting Schedule (claims for reimbursement and grant reporting provisions)

IMPORTANT NOTE: Project related costs must be incurred within the term of the MCG to be considered eligible for reimbursement or match. Contract payments will not be approved or processed by the DEC until a MCG is fully approved by the DEC, and as applicable the Attorney General and the State Comptroller. All contracts must be approved by the contract start date of which will be determined at the time of an official award.

Applicants should be prepared to comply with the following Master Contract for Grants Requirements:

a.   Insurance Requirements

Contractor will be required to carry appropriate insurance as specified in the MCG or LOA, Attachment A-1 Program Specific Terms and Conditions, and agree that each project consultant, project contractor and project subcontractor secures and delivers to the contractor appropriate policies of insurance issued by an insurance company licensed to do business in the State of New York. Policies must name the contractor as an additional insured, with appropriate limits, covering contractor's public liability and property damage insurance, contractor's contingency liability insurance, "all-risk" insurance and workers' compensation/disability benefits coverage for the project.

b.   Permit Requirements (if applicable)

Contractors agree to obtain all required permits, including but not limited to, local, state and federal permits prior to the commencement of any project related work. The Contractor agrees that all work performed in relation to the project by the Contractor or its agents, representatives, or contractors will

comply with all relevant federal, state and local laws, rules, regulations and standards, zoning and building codes, ordinances, operating certificates for facilities, or licenses for an activity.

c. State Environmental Quality Review (SEQR) Documentation

With respect to the project, the Contractor certifies that it has complied, and shall continue to comply with all requirements of the State Environmental Quality Review Act (SEQRA). The Contractor agrees to provide all environmental documents as may be required by the DEC. The Contractor has notified, and shall continue to notify, the DEC of all actions proposed for complying with the environmental review requirements imposed by SEQRA.

d. Vendor Responsibility Questionnaire

Not-For-Profit contractors and/or subcontractors are subject to a vendor responsibility review by the State to ensure public dollars are being spent appropriately with responsible contractors. A vendor responsibility review may include a contractor and/or subcontractor to present evidence of its continuing legal authority to do business in NYS, integrity, experience, ability, prior performance, and organizational and financial capacity. To enroll in and use the NYS VendRep System, see the VendRep System instructions available at http://www.osc.state.ny.us/vendrep/enroll.htm, or go directly to the VendRep System at https://portal.osc.state.ny.us

e. Iran Divestment Act

As a result of the Iran Divestment Act of 2012 (Act), Chapter 1 of the 2012 Laws of New York, a new provision has been added to the State Finance Law (SFL), § 165-a, effective April 12, 2012. By entering into a Contract, the Contractor certifies that it is not on the "Entities Determined To Be Non-Responsive Bidders/Offerers Pursuant to The New York State Iran Divestment Act of 2012" list ("Prohibited Entities List") posted on the OGS website at: http://www.ogs.ny.gov/about/regs/docs/ListofEntities.pdf and further certifies that it will not utilize on such Contract any subcontractor that is identified on the Prohibited Entities List. Additional detail on the Iran Divestment Act can be found in the MCG, Attachment A-1 Program Specific Terms and Conditions.

f. Procurement of Contractors/Subcontractors
Municipalities must comply with General Municipal Law Sections 103 (competitive bidding) and 104-b (procurement policies and procedures). Not-for-profit corporations must follow procurement policies that ensure prudent and economical use of public money. Failure to comply with these requirements could jeopardize full reimbursement of your approved eligible project costs.

g. Americans with Disabilities Act
In the event the monies defined herein are to be used for the development of facilities, outdoor recreation areas, transportation or written or spoken communication with the public, the Contractor shall comply with all requirements for providing access for individuals with disabilities as established by Article 4A of the New York State Public Buildings Law, Americans with Disabilities Act, and relevant sections of the New York State Uniform Fire Prevention and Building Code. Standards for certain Recreation Facilities are found in the 2010 ADA Standards for Accessible Design while others are found in the Architectural Barriers Act Accessibility Guidelines for Outdoor Recreation Areas https://www.access-board.gov/guidelines-and-standards.

APPENDIX 1 - Large Community Grant List

Projects within the communities listed below, are eligible for grants up to $75,000 in Round 14. These communities have been identified as having populations greater than 65,000. *

<u>Cities</u>
Albany
Buffalo
Mount Vernon
New Rochelle
New York City
Rochester
Schenectady
Syracuse
Yonkers

<u>Towns</u>
Amherst
Babylon
Brookhaven
Cheektowaga
<u>Clarkstown</u>
Colonie
Greece
Greenburgh
Hempstead
Huntington
Islip
North Hempstead
Oyster Bay
Ramapo
Smithtown
Tonawanda

*All other communities with populations below 65,000 qualify for Community grants up to $50,000

APPENDIX 2 - Recommended Minimum Standards for NYS DEC Tree Planting Projects

The following are minimum standards that may be used for tree planting grant projects. Where local ordinances and guidelines require more stringent standards, use the more stringent standards. All tree planting work should be supervised by a qualified professional.

Planning:
A detailed tree planting and ten-year maintenance plan must be developed with input from local agencies to avoid conflicts. Where underground or above ground utilities are present, the local utility must be contacted.

Tree Species Selection:
1. Species will be selected to fit the planting site, taking into consideration soils, rooting space, overhead space, adjacent utilities and buildings, drainage, and other site conditions.
2. All species need to be appropriate for the hardiness zone in which they are located.
3. All trees used will be true to name. Size and grading standards will conform to the American Standard for Nursery Stock as established by AmericanHort (americanhort.org).

Site Selection:
1. No tree with a mature trunk diameter greater than 12 inches will be planted in a tree lawn less than 3 ft. wide; however, a planting space of at least 50 sq. ft. is recommended.
2. Trees will not be planted within 30 feet of an intersection or 15 feet of driveways and alleys.
3. Trees will not be planted within 10 ft. of utility poles or hydrants.
4. Trees should be spaced an appropriate distance apart. For street trees; Large trees (mature height greater than 60 ft.) minimum of 45 ft. apart. Medium trees (mature height between 30 ft. and 60 ft.) minimum of 35 ft. apart. Small trees (mature height less than 30 ft.) minimum of 25 feet apart.
5. Only trees with mature heights less than 30 feet should be planted under or near power lines.

Planting Standards:
1. Holes dug for planting of trees will be a minimum of 12 inches larger than the diameter of the root system or root ball. Preferably the hole should be two to three times the size of the root ball.
2. Trees will be planted no deeper than previously grown with allowance for settling. The root flair should be at or slightly above ground level.
3. Strings and twine will be removed from trunk of tree. Burlap and wire baskets will be removed or rolled down into hole.
4. Backfill with existing soil when suitable. Avoid using excessive amounts of organic matter.
5. When sensitive species are exposed to direct sun, wrap lower trunk with a tree wrap. Remove wrap after first growing season.
6. Bark mulch will be applied around the tree, up to 3 inches deep, in a circle which extends beyond the planting hole. Mulch should not touch trunk above root flair.
7. Only dead, damaged or poorly located branches will be removed using proper pruning techniques.
8. All bare root trees (and balled and burlapped trees in exposed, windy areas) will be staked or guyed to keep them upright. Use commonly accepted staking techniques. Stakes will be removed within the first year.
9. Newly planted trees will be watered at the time of planting, and for best results, they should receive 20

gallons of water per week until they are established.

10. In caring for and handling trees prior to planting, all precautions customary in good trade practice will be taken.
11. A minimum one-year warranty is recommended.

Five Year Tree Maintenance:

A detailed, written tree maintenance plan must be developed, including the following components:

1. Grantee will need to inspect the trees every six months to evaluate general health and disease and insect problems.

2. Grantee will need to treat disease and insect problems as needed to maintain good tree health.

3. Grantee will need to water during the growing season as needed. Supplement rainfall so that the tree averages a minimum of 20 gallons of water every week during the growing season (May-September)

4. Grantees will prune the trees as needed to remove dead, damaged or poorly located limbs using accepted practices of the industry.

5. Grantees will remove planting stakes and guy wires within the first year.

Other sources: Tree Planting Specifications and information:
- http://www.treesaregood.org/
- http://www.hort.cornell.edu/uhi
- http://www.umass.edu/urbantree/publications/pits.pdf - Strategies for planting in pits, November, 2003 issue of TCI 7/1/04

APPENDIX 3 - Sample Municipal Endorsement

The Municipal Endorsement is for non-municipal projects located on municipal property and must accompany the completed application. (Acceptable municipal endorsement for use when applicant is not a municipality.)
Resolution No. _____

WHEREAS, the (applicant name) is applying to the New York State Department of Environmental Conservation for a project grant under the Urban and Community Forestry Program to be located (insert location), a site located within the territorial jurisdiction of this (Board, Council or Legislature); and

WHEREAS, as a requirement of these programs, said (type of applicant) must obtain the "approval/endorsement of the governing body of the municipality in which the project will be located",

NOW, THEREFORE, be it resolved that the (Board, Council or Legislature) of (municipality) hereby does approve and endorse the application of (applicant name) for a grant under the Urban and Community Forestry Program for a project known as (project title) and located within this community.

(Date of Adoption and Certification of Clerk)

APPENDIX 4 - Work Plan Guidance
- Work Plan Worksheet – see below

Sample Work Plan Summary

PROJECT NAME:

CONTRACTOR SFS PAYEE NAME:

WORK PLAN PERIOD: From:

                      To:

Work Plan Summary:

Provide a detailed overview of the project illustrating full conceptual details, scope of work, the overall goal and desired outcomes. Include information such as location, target population, overall number of persons to be served and service delivery method.

Project Location
Past Performance
Partnerships
Local Needs
Local Support
EJ
Outreach
Professional Guidance
Professional Service
Long-term support

Budget details (narrative)

SAMPLE Detail

OBJECTIVE	TASKS	PERFORMANCE MEASURES
1: To plant trees in Village of Myra	a. Check inventory to identify number of empty planting spaces or other potential planting spaces in collaboration with tree board and/or DPW	i. Investigate potential supply of trees from nursery
		ii. Order trees approved by the DEC forester or natural resource professional

		iii.
	b.	i.
		ii.
		iii.
	c.	i.
		ii.
		iii.

Work Plan Screen Shot

PROJECT NAME: Tree Inventory & Community Forest Management Plan

CONTRACTOR SFS PAYEE NAME:

TOWN OF ANYTOWN

CONTRACT PERIOD: From: ___10/01/2018___

                                   To: ___09/30/2020___

Project Summary: A high-level overview of the project, including the overall goal and desired outcomes.

The overall goal of the Town of Anytown is to determine the types, quantities, location and health of its community forest, and to develop a management plan that will assist the town in expanding its forest, addressing forest health issues and threats, and to secure community involvement in protecting and enhancing the town's forest resources. The Town of Anytown is approximately 90 square miles in size, and has 42,065 residents. The town consists of these three villages, which are surrounded by rolling hills, lakes, woodlands, hiking trails, apple orchards, wineries and other agricultural operations. Anytown has made a conscious effort to protect its natural resources and farms, and so developing a community forest inventory and management plan meshes well with its environmental goals. The inventory and plan will directly benefit the people that use the town's parks, as well as those properties that are located on the public cul-de-sacs. But there will be overall community benefits to be had by assessing the health of the community's trees and working to increase the tree canopy. Better air quality benefits everyone, as does reducing the heat index, sequestering carbon, reducing noise, filtering storm water, increasing property values, and visually enhancing our streets and parks. The Town proposes to hire a firm that will use ISA-certified arborists to conduct an inventory, which will be a GIS-based tree and planting site inventory, formatted for USDA i-Tree software compatibility. The inventory shall include trees within the right-of-way of twelve town cul-de-sacs a n d , the parks. The tree inventory will contain the following information:

1. • Column headings and description of column content or codes
2. • Measurement of tree DBH in inches
3. • Tree species – genus AND species common names accepted
4. • Street address location
5. • GPS coordinates
6. • Arborist re-inspect management recommendations (for volunteer or non-professional inventories)
7. • Location of empty and/or potential tree planting sites
8. • Risk tree assessment
9. • Summary report of environmental benefits (see above)

The inventory should take about one month to complete, depending on the number of staff assigned to collect the data. Once the inventory is complete, a final report

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will be prepared and submitted to the town and NYSDEC in Microsoft Excel or Access on a CD or thumb drive. Preliminary estimates are based on a total of 3,500 trees in both the parks and along the cul-de-sac rights-of-way.

In addition, the Town's tree commission will assist in providing information and gathering suggestions from the public via workshops at the local library, social media and speaking to community organizations.

The forest management plan will contain, at minimum, the following items:

1. • The development of budgets and work plans including timelines and tasks to meet that vision
2. • The use of the tree inventory which identifies management needs i.e. pruning rotations, removal implementation, prioritization of work load
3. • Storm preparedness and response planning
4. • Invasive species preparedness and response
5. • Planting plan to address the unique characteristics of the project location, such as species diversity; understory plantings; erosion control and brownfields that could be impacted with planting and would address local needs.
6. • Urban forest environmental cost-benefit analysis of environmental issues such as water quality, air quality, reduce urban heat island effect, energy efficiencies, storm water management, health
7. • Recommend creation and/or use of a community tree board and designate their activities

The final document will be presented to the Town Board at a board meeting by the consultant, and a digital copy will also be sent to the NYSDEC. We expect that the Town will receive a digital copy.

Objective

1   Inventory trees in six town parks & along the rights-of-way and all town parks.

Tasks

1   Conduct tree inventory in parks and along cul-de-sacs - The inventory shall include trees within the right-of-way and all town parks. The tree inventory will contain the following information:

   1. Column headings and description of column content/codes
   2. Diameter at breast height (inches)
   3. Tree species (genus and common names)
   4. GIS/GPS location + street address
   5. Crown width
   6. Tree health and hazard tree identification/emergency storm response
   7. Potential tree planting site

The timeline for this task is 1-2 months during the growing season. <u>Performance Measures</u>

1 Final inventory - Compile tree inventory information, format in i-Tree software and provide report on CD or a thumb drive to NYSDEC and the Town of Anytown.

The timeline for this task is 1 month upon completion of the inventory. - 1

Objective	
2	Prepare a community forest management plan

Tasks	

1   Prepare management plan - Consultant will prepare a forest management plan that will contain, at minimum, the following items:

1. • The development of budgets and work plans including timelines and tasks to meet that vision
2. • The use of the tree inventory which identifies management needs i.e. pruning rotations, removal implementation, prioritization of work load
3. • Storm preparedness and response planning
4. • Invasive species preparedness and response
5. • Planting plan to address the unique characteristics of the project location, such as species diversity; understory plantings; erosion control and brownfields that could be impacted with planting and would address local needs.
6. • Urban forest environmental cost-benefit analysis of environmental issues such as water quality, air quality, reduce urban heat island effect, energy efficiencies, storm water management, health
7. • Recommend creation and/or use of a community tree board and designate their activities

The timeline for this task is 3 months. <u>Performance Measures</u>

1   Management Plan - Consultant to submit hard copies. The Town & NYSDEC will also receive a digital copy of the plan as required in the contract. This will be provided at the end of the three-month inventory & report process. - 1

Objective

3   Partnerships

Tasks

1   Partnerships - 1. A staff person will be assigned to manage the tree inventory and will use the management plan as
guidance for the Town's annual planting and maintenance projects.
2.The Tree Commission will use the inventory to help it choose tree locations and species for its Arbor Day plantings in an
effort to increase the diversity of tree species in the town.

Performance Measures

1   Partnerships - Report on plans for or event during Arbor Day. Photos, press or narrative. - 1

Objective

4   Outreach & Education

Tasks

1   Outreach & Education - 1. Newspaper press release in the local weekly column Tree Inventory & CFMP about the Town's plans to inventory its trees and
develop a management plan,
          2. A feature story on the company that is doing the inventory, what the inventory includes, why it is important, and where in the town it is occurring, etc.
          3. A presentation on the inventory results and an analysis of the benefits of trees to the community by the tree service consultant to the Town Board at a
          televised meeting.
          4. Prior to developing the plan, at least one community forum will be held for ideas and suggestions for maintaining and expanding our community forest, as well
          as interviews/ discussions with several community groups, the tree commission and town leaders about the specifics of the plan.
          5. The tree commission will also promote the inventory information as part of its future Arbor Day activities through press releases, posters, radio and local TV.

          Performance Measures

1   Outreach & Education - Send copies of press, links to TV and narrative of media generated by the grant and subsequent work.
Photos of Arbor Day and/or narrative. - 1

Objective
5   Long Term Support and Benefits

Tasks

1   Long Term Support and Benefits - 1. Share Inventory and CFMP with the Town's Tree Commission for future planting options and locations.

2. Town's volunteer tree commission can incorporate public participation into the annual tasks; for example, establishing tree stewards for the individual cul-de-sacs, setting up a formal memorial tree program, public information sessions on the threat of invasive species, Arbor Day events and tree plantings.

3. Grow our community forest, Town of Anytown Tree Inventory & Community Forest Management Plan increasing the overall environmental benefits that trees provide to our air, water, wildlife, and health.

Performance Measures

1   Long term support - Report on future plans at the end of the project. - 1