NYS Urban and Community Forestry Grant Round 15 Q&A

Additional Clarification on Professional Guidance Requirements

Due to conflicting information pertaining to Professional Guidance on pages 12 and 30 of the RFA, DEC staff will score the professional guidance section of the application strictly by the description on page 12 of the RFA. The October 31 deadline by which professional guidance needed to be obtained will be waived in the scoring of applications in Round 15.

NYS Urban and Community Forestry Grant Round 15 Q&A Part 9

As of October 31, DEC Urban and Community Forestry program staff can no longer answer questions about this grant. Applicants may speak with DEC regional urban foresters throughout the open grant period. See Appendix 3 of the RFA for regional urban foresters.

A link to the Request for Applications (RFA) is available on the [DEC Urban Forestry Grants webpage](#) and by clicking the View Grant Opportunity button of each grant opportunity in the grants portal.

VIEW GRANT OPPORTUNITY

1. Because our Tree Management Plan specified a large number of trees to be removed, we have decided to only apply for grant funds for tree removals. Please confirm that a grant application for only tree removals that have been identified in the tree inventory would be an acceptable project.

A: Tree removal only is acceptable as a maintenance grant application. See question 16 in Q&A

2. If we are only applying for funding to remove trees identified in our Tree Inventory and further detailed in our Tree Management Plan, do we still need to hire an ISA certified arborist to oversee the removals?

A: All good tree removal companies will either be owned or operated by an ISA Certified Arborist. The removal should be quoted and supervised by the Arborist.

3. If we are only applying for funding to remove trees identified in our Tree Inventory, do we still need to provide evidence of Professional Guidance, if we are following our Tree Management Plan?

A: Yes, the Professional Guidance with a simple plan like this is one email to the Arborist to check that the plan is still sound and an email back saying yes taking down hazard trees on Smith Ave and Main Street is a good plan and can be done at any time of year. This may seem like a lot of work if your inventory and management plan were recently completed but if it is 5 years old, the situation on the ground will have changed. All applications require professional guidance. Your DPW can assist with match and removal the felled trees or chip on the spot, or they may like to be creative and mill the wood for park benches.

4. Can a certain % of contracted work be used as match? In other words, if the total project involves pruning, can part of the match be in-kind pruning work with the remainder being contracted out?

A: Normally the contractor would be covered by the grant. If you use a contractor as match, that $ amount can be used as match. In-kind usually means volunteer and this is OK as long as it is supervised by an ISA certified arborist and the volunteer receives training.

5. Can purchase of trees be used as the match for a planting and/or maintenance project?

A: Maintenance grants should focus primarily on pruning and removal. Replanting special sites should be a small portion of the maintenance application request, a couple dozen trees or up to 20%. You could use tree purchase and/or planting as your match for the planting grant.

6. What are the prerequisites for a planting grant? Do you have to have a completed management plan?

A: There are no prerequisites for a planting grant.

7. If applying for pruning in the project, can use of a chipper be designated as match funds?

A: Yes.

8. The Sexual Harassment Prevention. We have a copy of the City's resolution and excerpt of our Codes of Ordinances Section that includes Sexual Harassment Prevention. If we have the above, do we need the Attachment S (Sexual Harassment Prevention Certification Form) filled out and submitted?

A: Yes, you would fill in the top half of Attachment S and include as the first page of the PDF when uploading their resolution and ordinance.

9. Professional Guidance (DEC Forester). This Pre-Submission requirement is located within the application itself. I have a PDF copy of a letter from our Regional DEC Urban Forester. Where does this get submitted? Within the application (Question 22) or somewhere within the Pre-Submission Uploads Page? Anything else required for Pre-Submission, due October 31?

A: Professional Guidance needs to be received and dated by October 31. It should be uploaded in the application under the appropriate question. October 31 is also the end of the question and answer period which means questions can no longer be answered by program staff in Albany. You may speak with DEC regional urban foresters throughout the open grant period.

10. I am working on an application for Tree Inventory and Management Plan. In the section about Personal Services (salary and fringe) I am wondering how it would be applicable in this case. This work will be done by a consultant. All the work and travel expenses will be included in those estimates. Is this for the City employee that would be doing the work of requesting payment once complete? Or a City employee that might be in charge of a DEC UCF contract should a grant be awarded? I see this as very nominal.

A: As per that section on page 21 of the RFA, the costs of administering the grant like the staff person who develops the quarterly reports and reimbursement requests or manages the project is what this section applies to. You are right; it would be very small.

11. With a tree maintenance project where pruning is the primary focus, can a municipality hire a contractor to do pruning AND have municipal DPW do pruning as part or all the required 25% match?

A: Yes. As per the Tree Maintenance section on page 19 of the RFA, "…Tree maintenance projects should include documentation of intent to use professional, certified arborist services, or municipal staff trained in best management practices according to the International Society of Arboriculture for tree maintenance." This includes work as a match.

12. What are the pre-requisites for a tree maintenance project besides a completed and uploaded tree inventory?

A: There are no other prerequisites.

13. Our Town has a park of which a portion of it sits on land owned by the State. The town has a long-term lease on the land. The Town manages the park completely and does all the maintenance (the state is not involved in any aspect of this park or the maintenance of the land/plants/trees/buildings). We are currently in the process with the state to turn over ownership to the Town. Can I include this park in my urban and community forestry grant application for a tree inventory and community forest management plan? Only part of this park is on state-owned land.

A: This project would qualify. You need to upload your existing lease/agreement with the state showing that you are responsible for the maintenance. You will also need to upload a resolution from the town supporting/approving application of this project.

14. Are there any MWBE requirements for this grant? If so, what are they?

A: No.

15. We are applying for a tree inventory and management plan. In our conversations with several Arborists, their firms do not have the staff necessary to conduct large inventories (18,000+ trees) so we are having difficulty locating firms to perform a large inventory. We are issuing and RFP to obtain quotes for services. Do you have a recommendation as to whether the Arborist required to lead the inventory team, inventory team, and Arborist to prepare the management plan should be one RFP or, broken up into different RFPs? Do you have a list of firms who perform Arborist led tree inventories in Western NY?

A: See question 15 of Q&A Part 2 for a list of consultants who perform inventories and management plans. It makes sense for the consultant who does the inventory to also do the management plan. It can be one RFP. They should break out the cost of inventory from management plan, and any software, if applicable.

16. I am a Village Trustee, not technically an employee, even though I do get a quarterly pay check. Is work I do on the execution of the grant, (filling out the forms not included) considered in-kind work? Is it reimbursable with grant monies?

A: Your work after the contract is executed can count toward the in-kind portion of the project. Reimbursement to the municipality for your time working on this project would be difficult since you can't identify a wage per time worked as a trustee, so it is not recommended. Also, if your time qualifies as in-kind (you are not charging the community for your time on this project), there would be no invoice and payment to reimburse.

17. If cost estimates for a tree inventory exceed the threshold of the grant (in our case, $75,000), would a letter from the Town Supervisor committing the remaining funds and a budget page showing where the funds will be coming from, to verify they exist be adequate, or would a town board resolution be preferred?

A: Either option provided above will be acceptable. An inventory and management plan can also be applied for in phases which would be shown on the project area map. One way to keep the cost down is to limit the number of potential planting spaces. See question 1 in the Q&A part 6.

NYS Urban and Community Forestry Grant Round 15 Q&A Part 8

Questions received by the Urban Forestry Program in Albany through the close of business

October 31, will by answered in a final document posted on November 1. After October 31, Albany staff cannot answer any questions regarding this grant. You may speak with DEC regional urban foresters throughout the open grant period. See Appendix 3 of the RFA for regional urban foresters.

1. Two important streets in our Village are state roads. Can these two streets be included in a tree inventory and management plan, or must they be excluded because they are state roads?

A: If your village manages the trees in the rights-of-way of these roads, you may include these trees.

2. Do you have to have a tree inventory or maintenance plan to apply for the tree planting and maintenance of the Town trees?

A: As per page 19 in the RFA, tree maintenance grants require an inventory as a prerequisite. Planting grants do not have a prerequisite.

3. Could they apply for developing a tree maintenance plan and the tree planting maintenance grant without having an inventory of their trees?

A: I assume you mean "management plan" when you say, "maintenance plan." An inventory is needed to develop a management plan. The data collected in the inventory is what the Plan is based on. An inventory is the prerequisite of a maintenance grant. You may not apply for a maintenance grant AND inventory in this round.

4. We have our professional guidance. Where do we send it by October 31?

A: Professional guidance should be obtained and dated by October 31. There is a question in the application where you upload proof of professional guidance. This gets submitted as part of your full application.

5. Should a certified arborist be on retainer for a tree maintenance project?

A: From page 19 of the RFA, "Tree maintenance projects should include documentation of intent to use professional, certified arborist services, or municipal staff trained in best management practices according to the International Society of Arboriculture for tree maintenance." "Intent to use" could be a retainer or quotes from the arborist for the work.

6. Is there a list of certified arborists for each region?

A. See question 69 in Q&A Part 3.

7. How do we capture in-kind labor as part of our grant application? Are there standardized in-kind rates we should be using? Is there an in-kind worksheet that we should be submitting with the grant application?

A: The applicant can use in-kind labor as part of the match. It's up to you to determine that amount in the application and it can be a lump sum. See question   If awarded, you will need to keep records for capturing in-kind labor. For instance, date, even/activity, how many volunteers, # of hours provided, etc. DEC does not provide a form for this. See question 1 of Q&A Part 3 for valuing volunteer labor.

8. We want to apply for a maintenance grant for trees lining two State roads. We have read Section 5 of the RFA (Eligible Project Locations) and the trees do not reside on state-owned property and, even

if they did, Section 5 appears to provide additional approval when trees are "alongside a state-owned roadway in a city, town, or village in a location where they provide a public benefit". I have included a screen capture.

A: Yes, the trees are right along the road and shading a sidewalk and would qualify. You will need to upload the portions of your tree inventory for the areas in which you want to work.

9. Is it permissible for a contractor (or representative of a contractor) to assist in preparing the grant application, functioning as the "Grantee" for the Grants Gateway purposes? I see a potential conflict-of-interest, but don't know if this necessarily disqualifies the contractor as a grant-writer with Grantee status.

A: See question 11 of Q&A Part 2.

10. The core of our not-for-profit application concerns trees on public school grounds. Since we are applying for only tree inventory, would we also be able to include NYC street trees (in sidewalks) on the same block but beyond the school grounds? Also, those on a traffic island adjacent to the school grounds? I reference the following exchange, which differs in also including the CFMP:

 [33. Can you include public school property with municipal property for an inventory and management?

A: No, but those trees within the right-of-way along public roads can be included. Community Colleges may be included.

A: This may need a conversation with your DEC regional urban forester. See Appendix 3 of the RFA. Based on the limited information in your question, trees on K-12 property are generally not eligible. School property is usually owned and maintained by the school district which is neither a not-for-profit nor municipal. If the community is applying for the inventory, and it owns the school property or has an agreement with the school district to maintain the trees, or if trees are within the right-of -way, those trees may be included. A letter showing the agreement needs to be uploaded. The municipality would need to be the applicant. If this is a community college, the inventory can only be for trees managed by the college. If the college manages trees on municipal property, a letter showing this agreement from the municipality needs to be uploaded.

11. Page 21 of the Guidance states that in the Personal Services line for UCF-2 grants, combined salary plus fringe must not exceed 30% of the total funded grant amount. If a vendor/contractor is supplying you a quote for labor, is that exempt from the 30% cap? Am I correct in interpreting that the 30% cap applies only to in-house labor? If a vendor/contractor is not exempt from this requirement and their quote is more than 30% of the total funded grant, is it acceptable for the applicant to pay the difference in cost as part of the match?

A: Costs associated with hiring a contractor do not count toward the salary cap here. Salary does apply to staff of the applicant.

NYS Urban and Community Forestry Grant Round 15 Q&A Part 7

1. Our town wants to apply for a tree planting grant in which our section of trail that the plantings would be on is owned by New York State and administered by the NYSDOT. The town leases this land under permit from the NYSDOT. NYSDOT would need to approve our tree species and we would need a highway work permit to plant. Is this project eligible?

A: This project is eligible with a few conditions: that you will also be responsible for maintaining the trees; the town provide a resolution supporting the application; and DOT provide a letter supporting the project, at least in concept. In addition, in order to provide the greatest public benefit, the trees should be planted between the trail and the road, and around the carpark.

2. Please clarify any deadlines regarding Professional Guidance and review by my DEC regional urban forester.

A: See question #9 in Q&A Part 5 and #8 in Part 3 for Professional Guidance, proof of which will be uploaded with your application. Applicants should send their workplan, via email, to their DEC regional urban forester for review and comments. See Appendix 3 of the RFA for urban foresters. This is usually done shortly before the application is submitted, but don't wait until the last minute. Foresters need time to read and respond to everyone and if they have suggestions for changes, you'll want to address them in your application. The urban forester email in which they say they've reviewed your workplan should be uploaded with your application.

3. Can you provide a list of professional ISA certified arborists for professional guidance?

A: See question #15 in Part 2, #69 in Part 3 and #3 in Part 6.

4. Our village and will be applying for an inventory and management plan grant. A potential partner has approached us and asked if we could include the trees on their property in the grant and partner with us. They are a 501(c)3 located in our municipality. When I asked at an informational session if we could include a public school and the trees on their property in our grant application, I was informed we could not include the trees on their property.

A: The inventory and management plan should be for trees your municipality owns and/or manages. If your municipality owns the school property or the property the 501(c)3 is on, that counts as yours. If the trees are within the right-of-way, you can include them. If you have an agreement with the school or 501(c)3 that your municipality maintains their trees in some way (planting, pruning, removal, etc.), you could include them and need to upload that agreement in the eligibility section of the application.

If the 501(c)3 is asking to partner so they can get an inventory of their trees, they can request (outside of our grant) a quote from the consultant to see what it would cost to do an inventory for them while the consultant is in the area working on your project.

5. We have obtained two bids from two companies. Should we write the narrative with the assumption that we have already picked one of the companies, as this would inform the budget? If not, how should we complete the budget? The two estimates are quite different.

A: When two quotes are quite different, it is best to get a third quote. These are meant to inform your budget in the application. If awarded, most applicants then request more detailed bids.

6. Our Town conducted a self-financed GIS based inventory of 15,660 trees in 2016 and has planted about 1,500 trees since that time. The inventory has not been updated since 2016 although location and species planting data has been entered in an MS Access database.

We would like to apply for a tree inventory grant to hire an Arborist led inventory team to update the tree inventory. The team will inventory the 1,500 planted trees and reinventory the 15,660 trees previously inventoried to gather additional data for all trees in the public right-of-way including data necessary to assess the environmental and economic benefits of existing trees and planting trees. The Town will retain a GIS specialist to migrate the MS Access data collected since 2016 to the Town's GIS platform and add additional fields that would be populated with data collected during the inventory/reinventory process. We would also like to have the Arborist develop a community forestry management plan with input from Town representatives and community stakeholders. In your opinion, would this be eligible, and if so, would you consider it to be a competitive application because it is not a comprehensive tree inventory.

A: This depends on what information is missing from the current inventory. If your current inventory is missing health and maintenance needs of the trees, you may apply for an inventory and management plan. It depends on what data your inventory collected. It is recommended that you have a conversation with your DEC regional urban forester, who can also look at your current inventory and make recommendations. See Appendix 3 of the RFA for a list of DEC urban foresters.

NYS Urban and Community Forestry Grant Round 15 Q&A Part 6

1. Do all inventories and management plans have the same types of information? What information should we include with the inventory and management plan?

A: Most communities want to improve their urban forest. Studies have shown a healthy community forest provides economic, environmental, social and health benefits. One of the first steps a community can take is developing a tree inventory and community forest management plan (CFMP).

Community tree inventories use a data-gathering process to collect the size, health and maintenance needs of each tree over 2" diameter along streets, in parks and municipal cemeteries and golf courses, if needed. Planting sites can also be collected based on the communities' needs, goals and objectives.

DEC's priorities for inventories are:
- What trees do you have?
- Where are these trees located?
- What is the health of the trees you have?
- What are the tree management priorities and needs?

When you hire a consultant, you should have robust conversations about your community forest along with your goals and objectives. Some useful information to consider prior to speaking with a consultant includes:
- What is your community's street mileage in the project area?
- Are you looking at only street trees or including parks, municipal golf courses and cemeteries?
- Determine right of way information, especially where there are no sidewalks.
- What data do you want collected?
  - Is there specific information that's not required by the grant?

- What are your primary concerns at this point? (trees of high risk, dead trees that need to be removed, future storms, do you think your community forest is fairly healthy?)
- For quoting purposes, you can provide the consultant with an estimate of how many trees you have.
  - This can be done by randomly sampling 5-10% of the street miles. Drive or walk the streets counting the number of trees.
  - Using aerial imagery to sample parks, cemeteries and golf courses.
  - Is there an existing inventory count or personnel such as the highway supervisor or DPW staff who know the approximate count?
- Planting spaces are important, but you and the consultant should consider how many trees you can plant in the next 5-8 years.

  Things to consider when determining what your needs are:
  - How many trees have you planted in the last year and past 5 years? If you have planted 100 trees in the last 5 years, 500-1000 planting spaces should be more than enough to provide choice for plantings.
  - Are there any upcoming infrastructure projects (roads, sidewalks, etc.) where trees will be planted, and sites needed to be identified?
  - High priority areas

  ➢ DEC wants to see available planting spaces totaling no more than 25% of the inventory. For instance, if the total sites equal 5,000, no more than 1,250 should be available planting spaces. Planting spaces may include removals identified in the inventory, future removals due to pests, disease and damage, and construction. Requests for additional sites can be made if communities have shown a strong history of plantings, have identified priority areas, future proposed projects and it meets with the goals and objectives outlined in the management plan.

- Identify your Environmental Justice (EJ) and underserved areas. At least 30% of identified planting spaces should be in EJ areas.
  - For inventories occurring in phases, EJ areas should be inventoried in phase 1.
- Where are your storm-damaged areas?
- Let the consultant know what GIS software and staff you currently utilize.

Management plans vary and will differ from community to community, so the items below will help you get started and be more involved in shaping your final product to be most useful to your community. Some useful information to consider prior to speaking with a consultant includes:
- Specify what will go into the plan:
  - History of management and current state
  - What are your goals and objectives for your community forest?
  - Summarization of inventory data
  - I-Tree Environmental Benefits analysis
  - Management and maintenance recommendations, budgets and timelines
  - Other things to consider:
    - Ordinance creation
    - Storm management
    - Green infrastructure planning
    - Future projects
    - Other management recommendations

- o Community education and outreach
- o Possible funding sources

2. The municipality that I'm working with has an annual Arbor Day event and was advised by DEC staff to add another annual event. Does the Tree Committee tasked with adding that event have to know exactly what the event will be for the application, or can they assume responsibility for organizing an event and offer a few different options to be considered?

A: Events should be planned with partners and explained in the application. See the Outreach and Education section of pages 12 and 29 of the RFA.

3. Although the deadline for grant submissions is 12/04/19, we will need to obtain "professional guidance," preferably from an ISA arborist, before 10/31/19. I don't see that deadline in the RFA. Can you explain what we need to obtain and confirm the 10/31 deadline?

A: For full points, professional guidance should be obtained from an ISA certified arborist by October 31 and proof of this is uploaded in your application in the appropriate question. See pages 12 and 30 of the RFA. Proof includes a dated email or written quote on letterhead, with their ISA # listed, saved as a pdf. It does not need to be provided to DEC before you submit your application. This is not an eligibility question, so if you don't get professional guidance by October 31, you are still eligible to apply.

4. Please explain how the DEC defines or evaluates the risk of a tree when performing a tree inventory or explain the criteria for a Level II or III risk tree assessment?

A: Level II and Level III are ANSI Forestry standards; they are not defined by DEC. Level II is what we ask for in a tree inventory and is used widely for our projects. Level III is a higher level of health assessment and is performed by a TRAQ arborist often with advanced equipment and techniques. Level III would only be used under specific circumstances and is expensive. Consult with a DEC urban forester and ISA Certified Arborist about Level III. ANSI is American National Standards Institute and TRAQ IS Tree Risk Assessment qualification. A VERY general summary of the difference between the levels is that Level I is a drive-by assessment; Level II requires someone walking around the tree to assess it; Level III requires special equipment to gather data that is not visually accessible.

5. Will the municipality be penalized if the tree inventory does not get completed within the contract length?

A: This grant expects projects to be completed in two years. One of the questions in the eligibility section asks if you can complete your project in two years. If you answer no, your application will be disqualified. The inventory should take a few weeks and the management plan should take a couple/very few months. There is no reason an inventory and management plan should take more than two years.

6. If a community has a current community forest management plan that has been completed by a certified arborist that contains the proposed work they are submitting for a grant, would that qualify as documentation of professional arborist consultation or equivalent? Should the entire management plan be added for documentation or just the relevant sections?

A: Technically, the prerequisite for the Maintenance grant is the inventory. The management

plan is still important because it is based on the inventory and explains the who, what, where, when and how of managing the community forest. We will assume the inventory and management plan were done together for this question. If they are less than or equal to 8 years old, they qualify as current. The applicant needs an email from a professional saying that the work as described in the plan is still valid. For full points, the professional should be an ISA certified arborist and could be, but does not have to be, the arborist that developed the plan. This may sound like unnecessary work for an inventory and plan that were developed with a Round 14 grant but if the material is 5 years old, the situation on the ground may have changed. For instance, substantial damage from storms, pests or diseases may have created new maintenance priorities.

7. Would preventative treatment of specimen beech and ash trees be considered tree maintenance in the context of the UCF2-2019 grant? We have many unaffected specimen ash trees that we'd like to save. We are also finding new cases of Beech Leaf Disease with frightening frequency and would like to save select trees once symptoms appear. We have 50 parcels of land totaling over 18000 acres and do not have a tree inventory encompassing that area – would that disqualify us? Or is it acceptable to inventory just an area (what size?) surrounding each tree in question?

A: An inventory is required as a prerequisite to an application for maintenance so you would not be able to apply for a maintenance project in this round. Maintenance grant projects should focus on pruning and removals with a small portion assigned to invasive species treatment. See #30 in Q&A Part 3. You can inventory a partial area. You should identify primary, secondary and tertiary areas when sending a map to consultants for a quote. If your primary interest is in treatment for invasive species, you might be better served with an invasive species grant. https://www.dec.ny.gov/animals/115742.html

NYS Urban and Community Forestry Grant Round 15 Q&A Part 5

A link to the Request for Applications (RFA) is available on the DEC Urban Forestry Grants webpage.

1. Site Accessibility/Municipal Endorsement (refer to pages 26 and 34 in the RFA). All trees to be part of the application are on land owned by the applicant. Can we simply make a statement that we own all trees that will be part of the application, or do we have to provide proof of ownership for each tree included in our Tree Maintenance application? The number of affected trees could be in the hundreds.

A: If the applicant is a municipality and the project area is community-wide or wide-ranging, AND all project trees are owned/managed by the municipality, please explain this in the narrative box and upload a map showing the project area. This may require uploading the same map as in the project location section. If the project area is limited to a park or a small area, tax maps may be uploaded.

2. I am submitting an application for an inventory and management plan. Regarding question 7 of the application, Site Accessibility/Municipal Endorsement, the Town and Village applied last year and simply provided the EIN number for the Town and the Village. Is this sufficient? Or should a resolution also be uploaded?

   7. Site Accessibility/Municipal Endorsement: Did the applicant provide proof of

landownership (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), 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? No deeds please. When uploading more than one document, please include in a single .pdf file. *pass/fail.*

A: See the answer to #1, above. The endorsement is not mandatory in this case as there is not a third party.

3. On slide 7 of the "Urban and Community Forestry Round 15 Grants" slideshow, a note at the bottom says "Reimbursement – include in resolution adopted to apply so all are clear. Don't need to wait until end. Can request payment 3-4 times throughout." Is there a standard resolution form available for municipalities to fill out in the event their proposed project qualifies for reimbursement? Is a municipal resolution required to define the grant budget overall?

A: The sample endorsement on page 42 of the RFA, with some tweaks may be used as a resolution. The resolution is not required by this grant. It may be required by the municipality or organization prior to application submission and is a useful way to make sure the board is aware of the reimbursement aspect and you have on record that a grant is being sought.

4. For Question 29 about Tree City, if the municipality is applying for Arbor Day Foundation Tree City designation & has a Tree Board but has not yet received the status, the guidance says to choose Yes & explain. However, question 29 in the Grants Gateway has nothing but a yes / no toggle - no text box or button to upload a document. What should I do?

A: We anticipated that there would be a Yes/No box in addition to a narrative box. There is only a Yes/No box. If you have applied for Tree City USA certification at the time of submitting this application, choose Yes in that box. Explain in both your Project Summary and Work Plan that you applied for Tree City USA Certification for 2019.

5. Is a cost estimate from the applying municipality's DPW is acceptable as one of the two required cost estimates?

A: For a planting or maintenance grant that the Town DPW can accomplish, their estimate is eligible. Salary and fringe must not exceed 30% of the total funded grant amount. For Tree Inventory and Management Plan, staff time is not eligible.

6. For local support, can we have local letters from local or state representatives in addition to community members etc.? For example, we are a nonprofit, may we submit a letter of support from our Mayor, from our Assemblyperson or legislator or Senator?

A: Yes.

7. Is there an online video of the "Grants Gateway Training Webinar and Program Informational Session" that was held on Thursday; October 10th that I can view?

A: Yes. The webinar was posted as a YouTube video at https://www.youtube.com/watch?v=4Q0cF2xL2g4. A link to this video is also available in each grant opportunity in the grants portal https://grantsmanagement.ny.gov/.

8. We are a town and want to inventory street trees in more populated areas (subdivisions) and within one village that lies within the town. We don't see the need to inventory trees along rural roads. Is it acceptable to apply for a partial inventory as described here?

A: Yes.

9. Page 30 of the RFA states that "…projects that include… guidance on the proposed project from a certified arborist, DEC urban forester… will receive points in the evaluation of their application." Is professional guidance optional or is it an eligibility requirement? [To me, this guidance makes it seem optional; however, when listening to the application webinar – it sounded very much required.]

A: This guidance is technically optional. For the full three points, you need to have proof of professional guidance by an ISA certified arborist or DEC urban forester who is an ISA Arborist by October 31. You can get partial points for a DEC urban forester, appropriate natural resource professional, or for getting ISA certified arborist guidance after October 31. Based on past applications, professional guidance and speaking with a DEC urban forester early on is important because they can help get you on the right track or confirm your project is reasonable. Those who have not gotten this guidance early on, generally don't score as well.

10. Appendix 1 lists communities that are considered a "Large Community". Only cities and towns are listed here. Are counties that have a population greater than 65,000 considered Large Communities for a maximum grant of $75,000?

A: If the county has a large community, as per Appendix 1 in it, the county's application is considered in the large community category with a maximum grant amount of $75,000.

11. Can a county apply to perform a tree inventory and management plan in one county-owned park? If yes, what is the maximum grant request? Can a county apply to perform a tree inventory and management plan in two or more County-owned parks? If yes, does each park need to be a separate application?

A: It is recommended to all applicants that they apply for an inventory and management plan together in one application. It can be just one park. It can be two or more parks. Depending on the number of trees, which determines the cost, if possible, it is better to apply for the inventory and management plan for both parks at the same time. Otherwise, you will need two sets of partners, outreach and education events, etc.

12. If a project site is in the municipal right-of-way, such as alongside a municipal road, what sort of land ownership documentation is required? This will not show in a tax map parcel information.

A: In the case of rights-of-way, you are correct that they will not show on a tax map. Include tax maps that show the project area. For instance, if the planting project will take place along three blocks, include the tax maps that show those three blocks. A project area map is also acceptable and would need to be uploaded in the Project Location question as well.

13. Where do I find the actual grant? The application should be easy to locate but I cannot

find the questionnaire, the actual grant anywhere. Only links to guidelines.

A: See the answer to question 53 in Q&A Part 3, below.

14. Does receiving the "Quick Start Grant" for $1,000 years ago have any bearing on a Village pursuing the Urban Forestry Grant opportunity?

A: It has no effect on eligibility. You should mention it in the question about past performance.

15. Is there any inherent advantage/disadvantage within the process of receiving State approval between applying for a Tree Planting or Tree Maintenance grant application?   An example would be: in an Environmental Justice area, planting trees would seem more preferable to removing trees.

A: There is no advantage to apply for one over the other.

16. We understand that a small amount of tree planting would be allowable in a tree maintenance application. Can you provide guidance as to how many planted trees constitutes a "small amount"? Also, by doing so, will this enhance our application, or can we just state that "replanting of trees, especially in EJ locations, is a separate and on-going process that is currently being done with our own existing funds" and provide evidence to support this statement?

A: Maintenance grants should focus on pruning and removal. Replanting special sites, such as in front of a school, should be a small portion of the application request, a couple dozen trees or up to 20%. Or you could use tree planting as your match. If you plan to replant after the project, this would be explained in your long-term support and benefits question.

17. Partnerships (refer to pages 11 and 28 in the RFA). We want to reach out and include partnerships in our application. The examples given on page 28 for roles that partners can do primarily relate to tree planting. (such as "organize the outreach & education, assist with Arbor Day events, coordinate workshops, tree identification hikes, urban forestry park days, and town board presentations.") What type of support could a partner provide in the removal and/or pruning of trees (all work that will be done by contractors)?

A: Education and Outreach is required for all the grant categories. You can talk about the maintenance and importance of managing your community trees at various public events, including Arbor Day. Partners can help plan, advertise and/or help with those events. They can also organize the grant award press release, have input in the bidding process and at the kick off meeting if applicable. Most importantly, the partners will be there after the project is finished and be part of the long-term support. A rule of thumb would be 3 activities for partnership and 3 for outreach/education.

18. Long Term Support (refer to pages 13 and 30 in the RFA): Long Term Support is defined as up to 5 years. How does 5 years relate to the removal of a tree and be in compliance with the direction within the RFA that "Full points will be given when applicant shows long-term commitment and stewardship to the project"?

A: Long Term Support could include that the stump will be removed, the inventory will be updated and or a plan to replant a tree if the site is appropriate. In this question you especially want to focus on the benefits. Was the tree hazardous before removal? Was it

heaving sidewalks or damaged snowplow blades? What are the community benefits of removing the tree?

19. Cost Effectiveness 1 – Budget Level of Detail (refer to pages 13 and 31 in the RFA). We received 6 bids in May 2016 using the state mandated bidding process and have awarded work to one of the bidders to do tree maintenance work through mid-2020 within our application's geographic area. The items bid on match the work to be proposed in our grant application. Can we attach to our current application these bidding documents, including bids received from all contractors (on their letterhead and with their credentials), as evidence to be fully responsive (i.e. receive the full 8 points) to this application section? If we are awarded this grant, we would start the bidding process all over again, and request bids for the work covered by the grant (both reimbursable and matching funds) from 3 or more bidders.

A: Prices change over time. Quotes should be current for 2019.

20. If we have a Tree Inventory that is complete but does not include "maintenance recommendations (prune, train, remove, etc.)," can we simply fold that task into a Community Forest Management Plan workplan and request, or do we need to apply for both project types?

A: The maintenance recommendations are an important component when developing the management plan. Based on only the information in this question, you would need to apply for an inventory together with the management plan. This is a situation that is better addressed with your DEC regional urban forester, who can look at your existing inventory and ask additional questions. See Appendix 3 of the RFA for DEC urban foresters.

21. May we access samples of previously successful Tree planting grants?

A: See the answer to #2 in Q&A Part 4.

22. I am looking at the pre-qualification procedure. Are Villages exempt from pre-qualification?

A: Yes, municipalities do not need to get pre-qualified. Pre-qualification is for not-for-profit organizations.

23. Who should letters accompanying the project be addressed to you? I know they get submitted with the application, but we want to include the proper contact information and salutation.

A: Letters of Support and letters detailing Partnership roles can be addressed to the Town Supervisor or to Gloria VanDuyne. There is no right or wrong here.

24. Where do we upload the letters of professional guidance by October 31? Is that all that has to be completed by October 31?

A: You hold the professional guidance and upload it as part of your application. The only dated deadline prior to the December 4 application deadline is October 31, which is also the end of the Q&A period, after which statewide staff in Albany will no longer be able to answer your questions. You may speak with your regional urban foresters throughout the open grant period but do not wait until the last minute.

NYS Urban and Community Forestry Grant Round 15 Q&A Part 4

A link to the Request for Applications (RFA) is available on the DEC Urban Forestry Grants webpage.

1. Can a town and village partner on a project if one or the other serves as the applicant? This would be for a planting project where some of the trees would be planted in the village and some in the town. The village is within the town.

A: Yes, a village and town can partner on a project. Only one can be the applicant, fiscal sponsor and signatory on the contract.

2. May we access samples of previously successful Tree planting grants?

A: Yes. You should complete a FOIL request.

3. I am having trouble locating the grant questions, actually the grant itself. The system is not clear, and I need to speak to someone that can help me navigate this system. Can you please connect with me or put me in touch with someone who can help me navigate the grant process?

A: Questions related to Grants Gateway should be directed to their Helpline at 518-474-5595 or email grantsgateway@its.ny.gov. The direct application link is https://grantsmanagement.ny.gov/apply-grant. DEC regional urban foresters are able to discuss your project with you throughout the open grant period. Questions submitted to gloria.vanduyne@dec.ny.gov and other staff in DEC's central office until October 31, the end of the Q&A period, will be answered in the Q&A section of the Grants Portal in each grant opportunity.

4. We have trees that were planted along the Main Street that have had to be removed and need to be replaced. I am wondering if the amount of trees this grant would cover is too large for what we need.

A: The minimum grant request for this grant is $11,000. Maintenance (including removals) projects are applied for separately from planting projects. Applications for maintenance projects require a tree inventory as a prerequisite. See the RFA for more details.

NYS Urban and Community Forestry Grant Round 15 Q&A Part 3

Questions from the October 10 webinar are included in this group.

A link to the Request for Applications (RFA) is available on the DEC Urban Forestry Grants webpage.

1. Can volunteer time be used as part of the match requirement? How much $ per hour are volunteers typically credited for in-kind services? We are wondering how to financially account for the value of volunteer labor in the finance plan/local match.

A: Yes, volunteer time may be used as part of the match. The industry standard for non-skilled volunteer labor is established by the national non-profit "Independent Sector," which provides state by state rates at https://independentsector.org/value-of-volunteer-time-2018. The value for New York State for 2018, the most recent year available, is $30.18.

2. What types of maps or graphics are required?

A: A map is required to show the project location. No hand drawn maps are allowed, although hand notations are allowed. This map(s) needs to be uploaded in the Eligibility section and project location question. If applying for a planting grant, locations of planting sites should be identified. No graphics, specifically, are required.

3. Is a completed or conceptualized plan needed?

A: This grant opportunity requires projects to be planned out in advance. There are many components required in the Urban and Community Forestry Grants, such as partners, education and outreach, long-term support, etc., that must be planned in order to complete the application and score well. See the Request for Applications (RFA) at https://www.dec.ny.gov/lands/5285.html.

4. Does the property owner have to be the primary applicant? Does it need to be NY based when applying for NY grant?

A: The property owner does not need to be the primary applicant. If the applicant and property owner are different, a letter of agreement, contract or other document showing the agreement between parties should be uploaded in the Eligibility section. See page 8 of the RFA. All projects must take place in New York State (page 4 of the RFA).

5. Can a non-profit home association qualify?

A: Eligible applicants include 501(c)3 not-for-profits, which must get prequalified in Grants Gateway. This takes time so start the process as soon as possible.

6. Would a current License Agreement between the municipality and a botanic garden satisfy the Site Accessibility/Municipal Endorsement requirement?

A: Yes

7. Was the October 10 webinar recorded?

A: Yes. It will take about a week to post and a link will be provided in this Q&A, among other places.

8. What exactly does "professional guidance" encompass? Can this person also be a vendor from whom we will seek an estimate?

A: The purpose of the Professional Guidance question is to ensure that you are speaking with

an appropriate professional for your project. In some cases, this will be a consultant you will also be getting an estimate from, for instance, for a tree inventory. This may also be from the nursery who is quoting your tree list. Professional help on a planting project could involve developing the tree list. Whoever chooses the species needs to be aware of the size of planting spaces, what utilities are above and below the site, and should be aware of the community's current species diversity, at least in the area of planting. Without professional guidance, you might choose invasive species, species that will grow too large for the site conditions or plant too deeply. Professional guidance should be obtained, with written proof, by October 31 for full points.

9. I am with a very small non-profit. They used the EZ 990 form for IRS reporting last year and have not had an independent audit or review. Would that disqualify them for this grant?

A: Non-profits have a two-step process in Grants Gateway, first, they need to get prequalified (that's what I help with), and next, they need to find a grant they are interested in and apply. The program manager for that grant handles specific questions concerning that grant.

In this case, if the organization is small, they DO NOT need to submit an "independent audit." In fact, if the organization's revenues are less than $250K, they need only provide the most recent internal financial report reviewed by the board.

Once they select a grant, they are interested in reading more about it'll bring them to the screen below which shows who the contact person is for that particular grant opportunity.

Grant Opportunity Portal - Grant Opportunity Profile

Browse for Opportunities | Search for Opportunities

Grant Opportunity Profile

Grant Opportunity ID
AGM01-MMR219-2019
Agency
Department of Agriculture & Markets
Grant Opportunity
2019 Mobile Markets Grant Program
Contact Name
William Shattuck
Contact Email
william.shattuck@agriculture.ny.gov
Solicitation Profile
The Mobile Markets Grant Program will fund not-for-profit organizations to establish or expand mobile

Full Announcement Details

Announcement Link

Applications Due (Date / Time)
July 31, 2019 / 04:00 PM ET

Bidder's Conference(s)/Application Workshop(s)
None available

Anticipated Award Date   Wednesday, August 21, 2019

Anticipated Initial Contract Length

Total Funding Available

Anticipated Amount of Award

10. Would we be able to get reimbursed on a regular basis so that our initial layouts could be small or does the reimbursement have to come as one lump sum? Are all DEC grants reimbursement grants?

A: Yes, you can be reimbursed quarterly. Not-for-profit organizations may get a 25% advance to begin but would need to reconcile that amount before getting an additional advance.

11. Our municipality received a maintenance grant in Round 13. We received a grant for a new inventory and management plan, which is still in progress, in Round 14. The consultant completed the field inventory and is the process of creating the inventory management system and will then begin the Management Plan, which should all be complete by December 2020.The existing inventory was developed in 2010. The new inventory will not be completed prior to the December 4, 2019 Round 15 Application Deadline. The RFA says "Inventories must be actively managed and less than 8 years old." Based on this, are we eligible?

A: It sounds like the new inventory is done and can be uploaded for the maintenance project. If the new management plan is not complete, and the old plan is more than 8 years old, you would answer "no" to the question asking if you have a management plan.

12. Can part of the budget of an inventory and management project be allocated for administrative expenses? If so, is there a percentage allowed?

A: A small salary for an employee who is taking care of billing and progress reports would be eligible, but it is rare. Approximately $2,500 should cover that person's time. Overhead (utilities, insurance, etc.) is not an eligible expense.

13. Can a tree planting application include also a tree maintenance project?

A: A tree planting project may include a very small portion of tree removal associated with the planting, but no pruning. Also, a maintenance project requires an inventory as a prerequisite.

14. For a planting and maintenance grant, can you expand on the scope of what an applicant can provide in in-kind services to satisfy the 25% portion of the grant?

A: Please see pages 21-22 of the RFA (UCF-1 and UCF-2 Reimbursable and Match-Eligible Costs). A. Budget Costs Eligible for Reimbursement are eligible to be used as match. B. Budget Costs Eligible for Match, but NOT Eligible for Reimbursement are also listed. Required match is 25%. For example, if the requested amount is $50,000, the match would be 25% of that, or $12,500, for a project total of $62,500. If you identify more than that in match, it is just more work.

15. Is a tree inventory required for a tree planting project?
A: No

16. Are project areas limited to political boundaries (i.e. Town or Village) or can they be natural based (i.e. a watershed)?
A: They are limited to political boundaries.

17. Is tree inventory and forest management plan a prerequisite for planting and maintenance grants?
A: A current tree inventory is a prerequisite for maintenance projects.

18. If we have an excessive number of trees in our community, can we apply for two separate tree inventory grants for separate phases in this round? How about two tree inventory and management plan projects for different phases?

A: Yes. A large inventory and management plan are a lot of work. You may want to apply for an inventory and CFMP in phases. When sending the map of the area of the municipality to be inventoried, show secondary and tertiary areas that could be inventoried if funds allow. Also brief the quoting arborists that you want to inventory trees and keep planting spaces to a minimum. If you did not receive an award in Round 14 you are allowed to apply for 2 projects, but it would be unusual, and we have not had good experience with this method.

19. What do we provide to demonstrate a "partnership" which is different from other support that will be demonstrated only by letters of support.

A: You will upload letters from your partners in which they describe their role in the project. This is why it's good to involve them in the planning.

20. If applying for tree inventory and management plan together, should they be combined into one Grants Gateway application, or broken into two separate applications?

A: They should be combined into one application.

21. Can we combine the planting and maintenance grants into one application, or do they need to be separate?

A: They need to be separate.

22. What constitutes proof to grantor that professional guidance has been obtained prior to October 31st?

A: A dated email or quote on letterhead with the professional's qualifications should be uploaded in addition to describing the guidance in the text box will be enough proof.

23. Will the slides from the October 10 webinar be sent to all webinar attendees?

A: Yes. It will take about a week for the link to a video of the presentation to be available.

24. If equipment is returned back to DEC at end of the grant, does the DEC have an inventory of used equipment available for sale that we could now purchase?

A: No. Even though the RFA states that equipment purchased with these grant funds becomes the property of the state, to date we have allowed the equipment to stay with communities.

25. Can a County become a Tree City community?

A: The Arbor Day Foundation does not currently recognize counties as Tree City USA communities. One of the challenges is figuring the $2 per capita spending on the tree program. Which trees and expenditures would the county include, and which people are counted? Some of the municipalities within the county would be Tree Cities and some not. How would that affect a county certification?

26. Should each outreach/education effort have separate Performance Measures, or should they all be put under one performance measure since we are limited on the number of

performance measures?

A: See page 47 of the RFA, Workplan Detail. It shows one Objective as Outreach and Education. Under that objective are multiple Tasks and Performance Measures.

27. With the one-year warranty for a planting, will the grant be paid out prior to the one year, or will this be contingent on having a 95% survival rate?

A: The project has two years to be completed and most planting projects break up the planting to spring 1, fall 1, spring 2, fall 2, for instance. Some of the plantings will have been in the ground for about a year by the time the forester inspects the project. We do not wait an entire year from the final planting to inspect and close out the grant.

28. Please explain the difference between "EJ areas" and "Potential EJ Areas".

A: For the purposes of this grant and looking at the DEC maps, linked to from the RFA, there is no difference.

29. Would the installation of a food forest fall under this grant program?

A: As long as the trees meet hardiness requirements, right-tree-right-place, and are not invasive, it should meet the requirements of a planting grant.

30. What percentage of a Tree Maintenance Grant can be used for invasive species management - i.e. EAB treatment?

A: Most of a maintenance grants should be pruning and removal. A very small portion can be used for invasive species management. We do not have a required percentage. DEC manages a separate Invasive Species Grant Program. https://www.dec.ny.gov/animals/115742.html

31. Are there any suggestions for what needs to be included in the arborist's professional guidance? Are they sending in a letter of recommendations based on our work plan, or are they sending in a letter indicating that they will be providing guidance during the grant period...? Not sure how to start the conversation with the arborist about what we need outlined in that document.

A: Tell the arborist you are applying for this grant. Depending on the project, they may give you a quote for an inventory, recommend a list of tree species for planting, or give you an estimate for maintenance. If they are a DEC urban forester, they may come out for a site visit. You will need to provide proof of their guidance in an email or on letterhead. Arborists usually provide their ISA certification number on letterhead and in their email signature.

32. We want to line a street with trees. Because of underground sewer lines and electric the trees may have to be planted on private property side of the side walk. Is this permitted?

A: It is permitted in this grant as long as it is in the right-of-way. Your municipal planner or Department of Public Works will be able to tell you how wide the right-of-way is.

33. Can you include public school property with municipal property for an inventory and management?

A: No, but those trees within the right-of-way along public roads can be included. Community Colleges may be included.

34. How long do you recommend a municipality leave (length of time) for putting out its own RFP to get estimates for work that would be done if the municipality was awarded this grant?

A: The municipality will have guidelines it should follow. Otherwise, two to three weeks should be enough.

35. Can this grant fund the removal of dead trees?

A: Yes.

36. Can planting occur on a private property with public County and State trail access with public amenities (bathrooms) and programs provided by the private entity/property.

A: You would need to provide a letter of agreement between the property owner and County/State, uploaded in the Eligibility section. There are some variables in this question which would best be discussed with your regional DEC urban forester. See Appendix 3 of the RFA.

37. Can you please reiterate on the use of equipment from the DEC? we are not aware of renting equipment.

A: You may rent equipment necessary to undertaking the project under this grant. DEC does not rent equipment.

38. Are past successful grant applications available to review?

A: Yes. You should complete a [FOIL request].

39. Can a tree inventory and management plan cover geographically disjunct areas? (i e. network of community gardens)

A: Yes.

40. For the inventory grant, 2 quotes are needed, can one quote come from a contractor and another quote come from budget amounts projected which represent staff hours and salary be the second?

A: No. The inventory must be conducted by a consultant ISA certified arborist team so the quotes must come from consultants.

41. I'm confused by this October 31st deadline. Is this information needed to be sent to the DEC before this date, or just that the application includes proof that we went to these professionals before October 31st?

A: The application should include proof that professional guidance was obtained by October 31 for full points.

42. Can you include public school property for a tree planting grant?

A: You may only include areas along public roads within the right-of-way.

43. If you are required to get two quotes, does the grant amount have to be for the lower of the two? Or can it be for the slightly higher amount if the applicant feels the quote is more reputable.

A: The quotes for the application are not firm quotes. Most people will go to a bidding process after the contract is awarded. Your local/organizational procurement requirements will dictate this process.

44. Do you expect there will be another grant cycle after this one?

A: Yes, we expect so, but we cannot promise that. This grant is not offered annually. It is usually offered every 1 ½ to 2 years. We can't say specifically when the next round will be released. The funds have been appropriated in the state budget each year by the state legislature. Because we do not release the grant annually, the funds accumulate.

45. Can you apply for this grant with the intention of only removing dead trees or is replanting trees required?

A. Removal would be part of a maintenance grant which requires an inventory as a prerequisite. While a very small number of special sites may be replanted with a maintenance grant, it should be focused on pruning and removals.

46. We work in partnership with the city. All our work, whether planting or maintenance, will be on city property (not private) along the river's greenway. I'm assuming we're eligible but just want to be sure.

A: the project area is eligible. The applicant must meet Applicant Eligibility on page 5 of the RFA.

47. Can equipment and labor provided by volunteers/partners be counted toward local match?

A: Use of equipment by DPW staff may be used as a match. The use of equipment from or by others is a more complicated question to be answer here. Anyone using equipment such as chainsaws, chippers or stump grinders must be qualified and use personal protective equipment. Labor provided by partners and volunteers may be used as a match.

48. Do we need to submit proof that the property is owned by the applicant (local government) for a tree inventory and maintenance project?

A: Yes. Upload proof in the Eligibility sections.

49. For Professional Guidance - how do we document face-to-face meetings with DEC Foresters? Would a copy of the Email coordinating date of meeting, a document containing meeting agenda and notes and Foresters signature be adequate?

A: The forester should provide you with a follow-up email.

50. I am confused on not the including public school property (soccer field). That property is used by the whole community I.e. it provides public benefit.

A: Currently only trees within the public right-of-way are included.

51. I'm confused as to what consultation is required by Oct. 31 vs. workplan approval consultation. Can you expand on this?

A: See #8 in Part 3 and #13 in Part 2.

51. Can we get a complete User Guide for the Grants Gateway?

A: In addition to [the user manual](#), Grants Gateway offers tutorials and other online materials to help people become familiar with it.

52. Can all 4 roles of the grantee be the same person?

A: Yes, but because certain roles can do multiple things, one person would only need to have two roles depending on which you choose.

53. What is the difference between Grants Management and Grants Gateway?

A: This can be confusing. Grants Management (https://grantsmanagement.ny.gov/) is the portal where you can look for NYS grant opportunities, learn how to use Grants Gateway and register as a vendor. Grants Gateway (https://grantsgateway.ny.gov/IntelliGrants_NYSGG/login2.aspx) is where you fill out your application.

54. Can you copy and paste from a Word doc to actual application form?

A: Yes.

55. I thought you were not supposed to write N/A for a question, but in the webinar, Jeff advised you would.

A: Good catch. Don't write N/A in the Evaluation questions. This is where you are scored. In the Eligibility questions, you may be asked for something that does not apply to your application, for instance an inventory is not needed for a planting grant application.

56. Regarding budget, I thought administrative costs would not be paid for by DEC, but the example included Town Supervisor and Town Clerk. Please clarify.

A: Overhead such as utilities and insurance are not covered. Costs associated with the person filing the quarterly reports and requesting reimbursement are.

57. Can we include fringe for some individuals without a match?

A: Not more than 30% of the total can be salary.

58. What is the best place to find a list of NON approved trees? Is there a list of approved

trees?

A: Invasive species are not allowed. A list of regulated and prohibited invasive species are listed on DEC's website (https://www.dec.ny.gov/animals/99141.html). Prohibited cannot be sold. Regulated can be sold but may not be allowed (Norway maple, including cultivars). See page 18 of the RFA for linked resources for acceptable species. Your DEC urban forester can also review your list.

59. If the Community Forest Management Plan is in process - not yet done - by the time of the application, can we attach a draft and still get points?

A: No. It must be complete.

60. If we are working with a professional arborist on a grant from the last round, can that individual write the letter about the project (due October 31) for this round?

A: Yes.

61. If the contracted forester is traveling to get to the project site, does this travel get budgeted for in his/her estimate or on the budget travel section?

A: The consultant includes all their expenses in their quote.

62. Is there a significant difference in the tree planting application and the tree inventory application?

A: Not sure what "significant" means. Project-specific information will be different, but both require education and outreach, partners, long-term support and a workplan filled out.

63. Can we go only for planting material from DEC and use salaries as our match?

A: Yes. Salary would only be used for hours dedicated to the project e.g. DPW personnel. Applicable if they are in charge and are an ISA Certified Arborist or Natural Resource professional, or whether they are supervising a plant nursery to deliver and plant the trees. Small salary can be used for municipal personnel taking care of billing and progress reports.

64. Can management plan be matched with anything but inventory? Our inventory is done already but need to have the management plan before we can do maintenance.

A: Management plan and inventory are the only two projects that can be combined into one application. You only need the inventory in order to apply for a maintenance grant.

65. Can you get a pdf before the grant is finalized and submitted?

A: No.

66. All attachments are open and visible at the end int the attachment section?

A: Yes, attachments can be checked in the Forms Menu/Program Specific Questions. One .pdf upload per question.

67. We are a not-for-profit. Can we apply for a grant that would include plantings on both our main property and an additional property we own?

A: Yes, you will need 2 maps and separate site photos in the one .pdf.

68. We do not have not-for-profit status. Can we apply?

A: You may not be the applicant but you could partner with the municipality or a 501(c)3 that would be the applicant and be the fiscal agent.

69. Is there a list of suggested contractors to plant trees? Is there a list of suggested tree arborists for removal of failing trees? Any suggestions for arborists doing level 3 tree risk assessment?

A: Almost all tree planting and tree removal is contracted locally, and most are ISA certified arborists so look in local directories. If the municipality has a certified arborist on staff, they can supervise. Using local people within the County will make the project cost effective due to minimizing travel and trucking. Normally the municipality would provide the match as DPW assistance with labor and equipment. For a Level 3 tree inspection you would need a TRAQ (Tree Risk Assessment Qualified) ISA certified arborist. Most large arborist companies offer this service. ISA has a website in which you can look up certified arborists by zip code. http://www.treesaregood.org/findanarborist/findanarborist

70. What exactly does "professional guidance" encompass? Can this person also be a vendor from whom we will seek an estimate?

A: The purpose of the Professional Guidance question is to ensure that you are speaking with an appropriate professional for your project. In some cases, this will be a consultant will also be getting an estimate from, for instance, for a tree inventory. This may also be from the nursery who is quoting your tree list. Professional help on a planting project could involve developing the tree list. Whoever chooses the species needs to be aware of the size of planting spaces, what utilities are above and below the site, and should be aware of the community's current species diversity, at least in the area of planting. Without professional guidance, you might choose invasive species, species that will grow too large for the site conditions or plant too deeply.

NYS Urban and Community Forestry Grant Round 15 Q&A Part 2

1. Can universities apply for this grant?

A: No. The only schools that may apply are community colleges.

2. I cannot find the "forms menu" to apply for the Tree Planting DEC01-UCF2-2019 grant opportunity.

A: Questions related to Grants Gateway should be directed to their Helpline at 518-474-5595 or email grantsgateway@its.ny.gov. The direct application link is https://grantsmanagement.ny.gov/apply-grant.

3. We don't have an inventory. Can we apply for an inventory and a maintenance project in round 15?

A: No. You must have an inventory at the time of application submittal in order to apply for a maintenance project.

4. We have an inventory, but it is more than eight years old. May we apply for the inventory AND the maintenance projects?

A: If the inventory has been continuously updated, you may apply for both. If not, you may only apply for an inventory. Without data on the current status of tree health, the out-of-date inventory would be useless in prioritizing maintenance.

5. Page 26, # 11: It seems that if an applicant has not created/updated a management plan in the last 8 years, they will be deemed ineligible. However, my understanding was that if the applicant is applying for an inventory and a management plan grant, it is permissible to answer "no" on this eligibility question. Could you please clarify?

A: Good catch! The answer to this question can be "no" for a non-Maintenance project. "No" would = pass in this case.

6. Page 21, Section 2.A: We are not a municipality and employ ISA certified arborists. Our takeaway from the info session was that we could use our own staff for making a management plan. However, the RFA states staff is not a reimbursable expense for this category. Does this mean we would have to contract out this work even though we are qualified to do it ourselves?

A: Under this grant and round you would have to contract out the development of a management plan. From the RFA, "Salary is not eligible for reimbursement for community forest management plants." You don't have to apply for a management plan under this grant, but it does help in scoring points.

7. Would funds be available to help support the removal of town-owned trees killed by emerald ash borer?

A: The maintenance project covers removal of dead trees, regardless of cause. If you have an inventory that is less than eight years old, you can apply for a maintenance project.

8. In Grants Gateway, under Work Plan Overview Form and Project Summary, the guidance requests a description of the service delivery method and hours of operation. I am applying for a tree inventory and management plan, and I'm not sure what this is asking for.

A: The part, "hours of operation" does not apply to this grant and should not be there. "service delivery method" refers to what in what form the product or service takes. For instance, a tree inventory is "delivered" as an excel spreadsheet with an iTree Eco benefits report; the service delivery method for outreach and education could be an in-person PowerPoint presentation on the inventory and management plan to the board or council, or a video about highlighted community trees on the community website.

9. Can grant funding can be used to support projects that take place on private land owned by a 501(c)3 not-for-profit organization?

A: Yes. See page 8, #5 of the RFA.

10. Is it worth our time to pursue funding under this grant round if we are not Tree City USA certified?

A: Yes. Not all grant awardees are Tree City USA communities.

11. Can a consultant help a community fill out an application? Can that consultant provide a quote for the application?

A: Yes. Be aware this situation could create a conflict of interest. There should be no guarantee to the consultant that they will be chosen to be the consultant on the project if it is awarded. Local procurement rules may also dictate what is allowed.

12. I serve on a Board of Managers for a community of 128 homes within a municipality. The community about 55 ash trees. The Board of Managers is responsible for environmental compliance, and protects the adjacent wetlands, ponds and other natural features. Is treatment of these trees against emerald ash borer covered under this grant?

A: If these are street trees along roads maintained by the local municipality, the municipality could apply for a grant through this program. If these are private roads and/or privately-owned trees, then they would not qualify under this grant. In addition, under this grant, invasive species treatment or removal should be a portion of a larger planting or maintenance project. DEC also has an Invasive Species Grant Program.
https://www.dec.ny.gov/animals/115742.html

13. At one of the informational meetings, it was "highly recommended" that applicants meet to review our potential projects with DEC representatives. Is it best to meet with Albany staff or a DEC regional urban forester about projects?

A: You should speak with DEC regional urban foresters about your project and can speak with them throughout the open grant period. They can give you advice and guidance and should review your workplan. They will also be inspecting all grant projects. Albany staff can answer general questions publicly by posting the questions and answers on Grants Gateway until October 31 (the end of the Q&A period). Professional Guidance by and ISA Certified Arborist, regional DEC urban forester or other appropriate natural resource professional must be obtained by October 31 so don't delay.

14. Page 21 of the RFA, under Other Expenses, says that Tree Inventory software is not an eligible expense if the applicant had access to GIS. Does this mean that if the applicant would like to use a proprietary software instead following the trial period provided in a contract with an arborist, they would have to pay for it themselves?

A: If a community has the software and equipment for asset management (fire hydrants, storm/sewer pipes, underground wires, etc.), this grant would not pay for leased software. This is the best way to manage and update inventories for many communities and would not warrant the need for additional software. In addition, trees become one of the asset layers and factors affecting them may more easily be considered in the planning stages of construction and other projects. If the number of trees is up to about 5,000, keeping track of the inventory in an excel spreadsheet is usually manageable. For tens of thousands of trees, leased software may be the most useful. The applicant will need to support the management

method both with staff time and use, and financially for the long-term, and should explain this in the Long-term Support section.

15. How do I find an ISA Certified Arborist that develops tree inventories and management plans?

A: The following is a list of consultants DEC's Urban and Community Forestry Program is aware of working with communities who have received grant awards. This is NOT an exhaustive list of all consultants in this field. DEC neither endorses the businesses listed below nor requires grant applicants to use anyone on the list below. This list is provided for ease of identifying ISA Certified Arborist Consultants that work on community tree inventories and forest management plans. Applicants may also look for ISA Certified Arborists on the ISA website at www.isa-arbor.com/For-the-Public.

- **ArborPro** – Chris Conlee - www.arborprousa.com
- **Bartlett Tree Care** - Trevor Hall   thall@bartlett.com
- **Ted Collins** http://tedcollinst-l.com/
- **Davey Resource Group** - Andy Hillman andrew.hillman@davey.com, Lori Brockelbank lori.brockelbank@davey.com
- **Jordan Elliott** imperialelliott@gmail.com 315-955-5264
- **Forecon** – Craig Vollmer www.foreconinc.com/about-us/our-locations/ cvollmer@foreconinc.com
- **Green Leaf Supply** - Bill Snyder wasnyderhort@gmail.com ** UPDATED 10/23/19
- **Hudson Valley Horticulture** – Jim Presutti www.hvhorticulture.com/index.php jim@hvhorticulture.com
- **Iris Hill Consulting** – Richard Stedman irishillconsulting@verizon.net
- **Land Beyond the Sea** – Miguel Berrios – Ithaca NY - http://www.landbeyondthesea.com/ - 607-342-0247
- **Larkin Tree Care** - Nancy Haas – 585-409-4342 – Western NY
- **Natural Path Forestry** VT -Mark Duntemann – http://naturalpathforestry.com/ naturalpathforestry@gmail.com
- **Planet GEO** – Chris Peiffer 717 579 9890 www.planitgeo.com (PA)
- **SaveATree** – Jean Zimmerman- Bedford Hills NY – 914-777-1399 - http://www.savatree.com/
- **The Tree Doctor** – Jeremy Sayers – www.treedoctorconsulting.com Clarence NY 716-570-3970 danielle@treedoctorconsulting.com
- **Tree Services of WNY, LLC** – Glenn Gentzke www.treeservicesofwny.com/
- **Urban Forest Analytics** - Jerry Bond http://www.urbanforestanalytics.com/ - jerry@urbanforestanalytics.com
- **Urban Forest Diagnostics** – Chris Luley http://chrisluleyphd.com/   Chris Luley chris@chrisluleyphd.com
- **Wendel Companies** - Art Traver – www.wendelcompanies.com atraver@wendelcompanies.com
- **Wickes Arborists** https://wickesarborists.com/ info@irawickes.com

Round 15 Q&A Part 1

1. If our community is not Tree City USA certified and can't be by the application deadline, is it worth applying.

A: Yes. Not all awardees are Tree City USA certified.

2. Can we apply for an inventory and management plan in one application?

A: Yes. The inventory and management plan are the only two projects you can combine in one application.

3. Breaking a project into phases was mentioned, why would we do that?

A: If an inventory is being applied for and there are more trees than a grant can fund when added with a management plan, you can undertake the inventory and management plan in phases.

4. We want to remove trees; which project category covers that?

A: A maintenance grant, which requires an inventory as a prerequisite in order to apply for it.

5. Does an inventory expire?

A: Yes. Even if an inventory is updated with maintenance needs and actions, planting, and removal details, other information is not usually updated. You may apply for a new inventory after eight years.

6. Our community has an inventory, but it is more than eight years old. May we still apply for the inventory and the maintenance projects?

A: You can apply for a new inventory since it is more than eight years old. If you have been updating that inventory, you may apply for a maintenance grant. If you have not been keeping the inventory up-to-date, you would not have an accurate assessment of which trees need to be addressed first and would not be able to apply for the maintenance project until you finished a new inventory.

7. What's the difference between a DEC Forester and an ISA consultant?

A: Some DEC urban foresters are ISA certified, not all are. If you're hiring a consultant, they must ISA certified or have an ISA certified person on their team.

8. Do we need to know who we will hire before the application is submitted?

A: No. You need estimates/quotes to have a sense of cost. You don't need to know specifically who will do the work at the time of application.

9. Can you inventory and plant as one project?

A: No, only inventory and management plan can be combined in one application.

10. If we do inventory and management plan can we also do planting?

A: Yes, if you didn't have a grant in round 14. If you received a grant award in round 14 you can apply for one project.

11. How do we find consultants?

A: The ISA website allows you to search for ISA certified arborists in your area. https://www.isa-arbor.com/For-the-Public

12. Is there a character limit in the response boxes in grants gateway? Is there a way to provide more information beyond the response boxes?

A: Yes. The text boxes have character limits which are stated for each box. Most questions allow you to upload a PDF document. You may include additional information that way. Remember that each question allows only one PDF to be uploaded so you will need to combine all documents for each question into one PDF.

13. If we don't get an award in Round 15, can we find out why?

A: Yes. You can email the Urban and Community Forestry Program and set up a phone call to review your application.