

Janice K. Brewer  
Governor

Scott Hunt  
State Forester

# Arizona State Forestry Division

Office of the State Forester  
1110 W. Washington St., Suite 100  
Phoenix, AZ 85007  
(602) 771-1400



September 2011

We are happy to announce the next grant cycle for the Urban and Community Forestry – Community Challenge Grant Program. Notifications of awards are anticipated by **January 2012**. Please read all application materials thoroughly as there are changes from previous years. If your community or organization is interested in applying for a 2011 grant, please download the application materials from the Arizona Forestry Division website: [www.azsf.az.gov](http://www.azsf.az.gov) (click 'Grant Opportunities' on left-hand side and then click '2011 Community Challenge Grant Program'). If you are unable to download the application materials from the website, please contact me for an application packet to be mailed to you.

The minimum 2011 grant award is \$5,000 and the maximum is \$20,000. An applicant may submit up to two grant applications in a single grant-funding year. Grant funding will be available for use beginning in January 2012; project work should occur between January 2012 and December 2012; and final grant reports will be due within 30 days of the grant end date (no later than 31 January 2013). The proportion of the project's cost funded by Arizona Forestry Division shall not be greater than 50%. Matching contributions required as a condition of the awarded Community Challenge Grants may be made in the form of material, services, equipment use, volunteer time, or cash funds. Grant program details are provided in the application materials including: eligibility, how to apply, cost-matching parameters, and examples of previously funded projects.

All grant applications should demonstrate partnerships and must meet one of the State's strategic goals for urban and community forestry. This year, we are strongly encouraging applications that will build community capacity for urban forestry activities such as urban tree inventories and/or the development or sustainment of urban tree management programs. Urban tree inventories help communities of all sizes to strengthen their urban forest management and outreach efforts by quantifying the environmental services provided by trees; they must be community friendly and may include some minimum level of training or educational component. We also strongly encourage communities with Tree City USA designation or those working toward Tree City USA designation ([www.arboday.org](http://www.arboday.org)) to apply.

Please read the application materials carefully and submit one (1) original copy. Do not include a cover letter. Specific instructions are included in the application.

Applications should be submitted via email, snail mail, or in person. **Deadline for submissions is 12:00 noon on Tuesday, 22 November 2011.**

Community Challenge Grants are awarded through the Arizona State Forestry Division – Urban and Community Forestry in cooperation with the USDA Forest Service. This program focuses on the stewardship of urban natural resources, and is intended to encourage and promote citizen involvement in creating and supporting long-term and sustainable urban and community forestry programs at the local level.

Submit your application to:

EMAIL: grants@azsf.gov

SNAIL MAIL: Community Challenge Grant Program  
Arizona State Forestry Division  
Urban and Community Forestry  
1110 W. Washington Street, Ste 100  
Phoenix, AZ 85007-2935

Please contact me with any questions you may have (602.771.1427; [AlixRogstad@azsf.gov](mailto:AlixRogstad@azsf.gov)). If you would like to add a contact or be removed from this notification list, please send me an email with your preference.

Sincerely,

Alix Rogstad, M.S.  
*Urban & Community Forestry Program Manager*

**ARIZONA STATE FORESTRY DIVISION  
URBAN AND COMMUNITY FORESTRY**

**2011  
Community Challenge Grant Program  
Proposal Guidelines**

Application Deadline

12:00 noon, Tuesday, 22 November 2011

Urban and Community Forestry  
Community Challenge Grant Program  
Grant Guidelines

---

Project Timeframe: 1 January 2012 – 31 December 2012  
Projects Closed:  
(Final Reports and Reimbursement  
Requests Due) 31 January 2013

Estimated Total Program Funding: \$150,000.00  
Award Ceiling: \$20,000.00  
Award Floor: \$5,000.00  
Typical Granting Range: \$5,000.00 – \$10,000.00  
Cost Sharing or Matching Requirement: 50% match from non-federal source

Submit Applications to: [grants@azsf.gov](mailto:grants@azsf.gov)

Community Challenge Grant Program  
Arizona State Forestry Division  
Urban and Community Forestry  
1110 W Washington Street, Ste 100  
Phoenix, AZ 85007-2935

Application Deadline: 12:00 noon  
Tuesday, 22 November 2011

Award Notification: After Friday, 23 December 2011

Questions: Alix Rogstad, Program Manager –  
Urban and Community Forestry  
[AlixRogstad@azsf.gov](mailto:AlixRogstad@azsf.gov)  
602.771.1427

The ASFD reserves the right not to accept the following:

- Hand-written applications
- Applications that do not meet the grant criteria

## **INTRODUCTION**

The Arizona State Forestry Division (ASFD) – Urban and Community Forestry in cooperation with the USDA Forest Service State and Private Forestry is pleased to offer for the 21<sup>st</sup> consecutive year, the Community Challenge Grant program.

Urban and Community Forestry is a cooperative program that focuses on the stewardship of urban natural resources, and the grant program is designed to encourage projects that promote tree planting, the care of trees, the protection and enhancement of urban and community forest ecosystems, and education on tree issues in cities, towns and communities across the nation. Community Challenge Grants are awarded through this program to encourage and promote citizen involvement in creating and supporting long-term and sustainable urban and community forestry programs at the local level.

### **PROGRAM OBJECTIVES**

The Community Challenge Grants are to be used to promote and enhance the quality of Arizona's urban and community forests. The program is primarily directed toward projects that might not otherwise be funded through existing budgets. Projects should be directed at improving the long-term health and care of the urban forest, or at initiating new urban forestry projects in Arizona communities. In evaluating grant proposals, consideration will be given to projects that:

- Improve understanding of the benefits of protecting, maintaining, and preserving tree cover.
- Promote volunteerism, multi-cultural awareness and involvement of non-profit organizations, agencies, and the private sector in implementing urban and community forestry programs.
- Increase the number of communities assisted through technology transfer, training, and education in tree care or urban natural resource management.
- Increase the number of partnerships and cooperators in urban and community forestry activities through technical, financial, and in-kind support.
- Increase the number of communities given technical, financial, or other forms of urban and community forestry assistance (i.e. tree inventories, tree board establishment, ordinance development, management plans, or infrastructure).
- Enhance the technical skills of individuals involved in the planning, development and maintenance of urban and community forestry programs.

## **ELIGIBILITY**

Grants may be awarded to units of local governments (counties, municipalities, cities, towns, and townships), tribal governments, non-profit organizations, and public educational institutions. Community tree volunteer groups, neighborhood associations, or civic groups may apply if they work through or in conjunction with one of the above groups. Non-governmental organizations must be a designated 501(c)3 non-profit by the Internal Revenue Service, or submit their application in partnership with another eligible entity.

Organizations that have previously received any grant from ASFD must be current on all implementation and reporting requirements per their signed grant agreement(s) prior to consideration for additional grant awards.

The Urban and Community Challenge Grant program does not discriminate against any person or organization because of race, color, religion, disability, sex, age or national origin.

## **FUNDABLE PROJECTS**

Proposals should fall under one or more of the following six (6) project categories. Proposals that do not fall into one of the categories may still be considered, as long as the project is considered an urban and forestry community forestry activity. Efforts will be made to evenly distribute the total amount of dollars available in this year's grant cycle among all project categories.

### *Project Examples*

Examples of the types of projects that have been previously funded are provided below. This is a non-exhaustive list and should not be construed as a guarantee of project funding for any year or under any category.

#### Category 1 – Information and Education

- Arbor Day programs
- Workshops/conference/seminars
- Adopt-A-Tree program development
- Urban forestry reference library development or enhancement
- Arborist and tree worker training classes
- Urban forestry youth programs or education

#### Category 2 – Planning

- Planning or management document development, (e.g., Street-tree Master Plan, Urban Forest Strategic Management Plan)
- Tree ordinance development or revision
- Efforts toward becoming an approved Tree City USA community
- Community forest management or master plans
- Urban forestry board or commission development

#### Category 3 – Community and Natural Resources Management

- Tree inventories (including protocol development)
- Canopy inventories (including protocol development)

#### Category 4 – Maintenance

- Hazard tree evaluation, removal, and replacement
- Contract pruning using International Society of Arboriculture standards
- Tree and sidewalk conflict resolution with an emphasis on tree-preservation
- Risk Management programs

#### Category 5 – Demonstration Projects

- Technology transfer
- Tree habitat restoration projects
- Market-driven Forest Fire Hazard Reduction in urban-rural interface areas

#### Category 6 – Miscellaneous

- Research projects
- Projects that meet the Arizona State Forestry Division Urban and Community Forestry Program objectives and that do not fit into any of the aforementioned categories

#### **GRANT LIMITATIONS**

1. Generally, grant funds are not to be used for tree planting. No more than 20% of the total project dollars may be used for buying and planting trees. Funds used to purchase or plant trees as part of the project may not be used to substitute for existing tree planting and care expenditures. Any project involving tree planting must include a five-year (5-year) maintenance plan. This maintenance must be funded separately by the applicant. All trees purchased must meet the American Standard for Nursery Stock and Arizona Nursery Association Standards.
2. All projects must be completed by 31 December 2012 unless otherwise authorized by the grant administrator, or specified in the grant agreement. All reporting, requests for reimbursement and related documentation must be received by 31 January 2013.
3. This is a reimbursable grant program. At least 50% of the total cost of the project must be contributed by the applicant from sources other than the federal government. This amount may be in the form of cash, services, volunteer time, equipment usage, and/or in-kind contributions. Grant funds will be distributed on a reimbursement basis, and no grant funds will be distributed until project expenditures and local match have both incurred. Ten percent (10%) of the funds may be withheld from the final payment until the project is completed and approved by the Urban and Community Forestry representative.
4. The funding source for these grants is the USDA Forest Service and payments are contingent upon the availability of funds and reimbursement by them.
5. Funds may be used for specific projects only, and may not be used to meet ordinary operational expenses or to purchase food or beverages.
6. Grant funds can not be used to purchase capital equipment (i.e., costing >\$5,000). However, they may be used to rent equipment.

\*Note: Organizations that receive a grant related to planting must have a Certified Arborist or Certified Landscape Professional (CLP) on-hand at the time the plants are delivered and when planting occurs. If the applicant already has either on staff, they may perform this function and credit their time as a match toward their awarded grant.

## **FEDERAL AND STATE REGULATIONS**

Grantees must comply with all regulations pertaining to Federal Grants. Grantees are referred to The Code of Federal Regulations, specifically 7 CFR, Sections 3015, 3016, 3017, 3018, and 3019, and to cost principles outlined in Office of Management and Budget (OMB) circulars A-21, A-87, and A-122. OMB Circulars A-102, and A-110 provide guidelines for administrative requirements, and OMB Circular A-133 provides audit requirements for all grantees. All documents are available online at: [www.fs.fed.us/r6/coop/programs/regs/regulations.htm](http://www.fs.fed.us/r6/coop/programs/regs/regulations.htm).

Project approval by an authorized representative of the local governing body, organization, or institution applying for the grant is required for a complete application.

## **SINGLE AUDIT ACT AND AUDITABLE RECORDS**

Successful applicants must comply with the requirements of the Federal Government Single Audit Act and all relevant Office of Management and Budget (OMB) circulars. Records will be maintained according to all Federal regulations.

Records shall comply with generally accepted accounting principles with all expenditures, match, and in-kind contributions documented. They will be supported by source documentation, such as cancelled checks, paid bills, payrolls, time and attendance records, contracts, etc. Grant-related invoices must be marked paid and be referenced as to how payment was made (i.e., check number). All records for awarded grants must be maintained for five (5) years following final payment.

## **BUDGET INFORMATION**

### Matching Funds Requirements

Funds are awarded on a cost-matching basis. Any funds awarded must be matched at least dollar for dollar by the grantee; the match share may be in the form of cash and/or in-kind contributions. The matching share can not be from another Federal source and must not be used as a match for any other Federal cost-share projects.

Reimbursable costs are direct, out-of-pocket expenditures for eligible project activities that are supported by paid invoices, cancelled checks, signed receipts, or official payroll records.

In-kind contributions include on-hand supplies, third party donations of supplies, labor or equipment, donated professional services at the professional rate, and time spent by volunteers for eligible project activities. Volunteer time may be valued at the local market rate for equivalent work (children at minimum wage), but identified hourly rates exceeding \$20.00 per hour will require specific support documentation for justification and approval.

### Eligible and Ineligible Costs

Eligible costs are charges necessary and reasonable to accomplish the objectives of the project during the grant period as proposed on the budget worksheet, and consistent with relevant OMB circulars.

Ineligible costs include overhead greater than 10% of the project, stipends or any kind of directors' fees, construction activities or capital outlays including purchase of land, capital equipment, or items disapproved from the budget worksheet.

### **RECOGNIZING FUNDING SOURCES**

All printed materials, signs, and other products resulting from this grant will recognize the source of funding as follows:

Funds for this project were provided by the Urban and Community Forestry Financial Assistance Program administered in cooperation between the Arizona State Forestry Division – Urban & Community Forestry and the USDA Forest Service.

USDA Forest Service support shall be acknowledged in any publications or audiovisuals in accordance with 7 CFR 3015, Subpart 4, 3015.200.

### **PAYMENT PROCESS**

Reimbursement will be processed after requirements have been met and verified, which includes receipt in the ASFD office of applicable receipts and forms. Instructions will be provided for the reimbursement process once grants are awarded.

Ten percent (10%) of the requested funds may be withheld from the final payment until the project has been completed, all reports received, and the project has been accepted by the ASFD – Urban and Community Forestry. The final report is required before final reimbursement will be awarded.

Reimbursement payments may take up to ninety (90) days.

### **INTERIM AND FINAL REPORTS**

Quarterly reports are required of the grantee. They are to be submitted by 30 April, 31 July, and 31 October 2012. If these reports are not filed, the grant may be cancelled.

Upon completion of the project, a final report will document accomplishments, total expenditures, and other information pertinent to the project, and be submitted no later than 31 January 2013.

## **PROPOSAL INSTRUCTIONS**

*Applicants must submit proposals according to the following instructions. Failure to do so will render your application ineligible.*

A complete application contains four pieces: (1) a completed Application Form, (2) a completed Budget Proposal Form, (3) a typed proposal narrative, and (4) a budget narrative. Additional supporting materials may be attached as necessary, but should not exceed an additional five (5) pages. If selected for an award, a detailed project workplan will be required prior to initiating the proposed project.

All proposals should be typed (single-spacing) in 12-point font with 1” margins. Project proposals should clearly and concisely address an urban and community forestry need. The application form, proposal narrative, and budget form will be included by reference in the executed grant agreement. Our application form should be the top and first page of your application.

Applications may be submitted via email, snail mail, or in person by the deadline.

### **BUDGET GUIDELINES**

Grant funds may be used for a variety of expenditures related to the grant projects. Budget proposals should reflect realistic estimates of costs associated with producing the product or fulfilling the objectives of the grant. The Budget Proposal Form must summarize budget expenditures, but additional budget information may be included in an attached budget narrative.

Volunteer labor is an appropriate matching item. Volunteer time may be valued at the local market rate for equivalent work (children at minimum wage), but identified hourly rates exceeding \$20.00 per hour will require specific support documentation for justification and approval.

### **GRANT AMOUNTS AND MATCHING FUNDS**

The minimum grant request is \$5,000 and the maximum is \$20,000. An applicant may submit no more than two separate proposals in a given granting year to the Community Challenge Grants – Urban and Community Forestry Program. ASFD reserves the right to limit the total amount of each grant depending upon the total number of grant requests in order to achieve an allocation which best meets the needs of urban forestry in the State.

Grant amounts must be matched or exceeded by the community or organization receiving a grant, and this funding must be verified by ASFD. The applicant’s matching funds may come from several sources including, but not limited to, local tax revenues and donations of money, trees, labor, or equipment. Matching funds may not be supplied from other funding programs administered by the Federal government.

Successful applicants will sign an agreement with the ASFD stating their intention to complete the project as proposed within a specified time limit. If approved, the application becomes a part of the grant agreement. Grants will be dispersed on a

reimbursable basis unless otherwise authorized. Successful applicants must comply with the requirement of the Federal Government Single Audit Act and all relevant Office of Management and Budget (OMB) circulars.

All payments are contingent upon the availability of funds and reimbursement by the United States Department of Agriculture, Forest Service.

### **APPLICATION EVALUATION**

In order to be evaluated, applications must meet the following minimum requirements:

1. The application must be typed or computer generated; no handwritten applications will be considered.
2. The applications must be received in our office by the deadline.
3. One copy of the application must be received, with an original signature.
4. The application must be signed by an authorized individual.
5. The proposal must be consistent with all stated grant limitations.

Applications meeting the minimum requirements will be evaluated and ranked based on how the proposed project meets the following categories:

- Commitment to urban and community forestry
- Project planning and coordination
- Public support and awareness
- Community impact/benefits
- Financial commitment

## Frequently Asked Questions

### **Can applications be overnight mailed? Will applications be accepted past the deadline?**

You may overnight applications in order to meet the deadline, but you must call the office (602.771.1427) to let us know it is coming. If the delivery is not made or is delayed, we will accept it late. If you do not advise us and the delivery is late, it will not be accepted. Other applications that arrive by regular mail will not be accepted after the deadline has passed.

### **Can applications be emailed?**

Yes. You may email your completed application to [grants@azsf.gov](mailto:grants@azsf.gov), but you must also submit a hard copy application with an original signature to ASFD. If your emailed application arrives prior to the due date, your application will be considered.

### **Do I need letters of support from my Board of Directors or contributors that are providing a cash and/or in-kind match with my application?**

Letters of intent and signatures from volunteers that will be providing cash or in-kind match are not required. However, letters of support from sponsors, partnering organizations, and community leaders may help your application.

### **Does the application have to be typed?**

Yes, it can be computer generated or completed on a typewriter. Handwritten applications will not be accepted.

### **What is the allowable Overhead/ Administration rate?**

Overhead costs can be estimated at no more than 10% of the total amount of the grant. Any additional overhead costs to administer the grant may be counted as in-kind services.

### **Can I get funding for a project that has already been funded or started? Can money spent on another previous component be used as a match?**

No, previously funded projects and on-going projects are not eligible. If the proposed project is a second phase or component to a previously funded project, you may apply for Community Challenge Grant funds. Matching funds for another grant project can not be used.

### **Will the grant funds be given out at the beginning of the grant cycle?**

No, funds are only given out as the project is worked on and monies spent. No money will be given out without a fully documented report and supporting paperwork.

**What is the value of volunteer labor?** Volunteer time may be valued at the local market rate for equivalent work (children at minimum wage). Hourly rates exceeding \$20.00 per hour will require specific support documentation for justification and approval. If you use consultants, forestry professionals, planners, etc., who donate their professional services, appropriate hourly rates may be documented in a letter from the individual or their organization.

**When will I know if my grant was accepted? What is the next step?** Applicants will be notified if their grant requests have been funded after 23 December 2011. Successful applicants will be contacted for completion of a detailed work plan and a grant agreement between ASFD and the recipient organization. Billable, funded work on your grant can not begin until you receive a copy of the final executed grant agreement.