NEW YORK
STATE OF
OPPORTUNITY

**Department of
Environmental
Conservation**

Urban and Community Forestry Round 15 Grants

2019
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Have 10 minutes for the first 7 slides
Explain what you do – what is a Program Coordinator?
Ask questions after the Eligibility area
Have guest and/or DEC forester speak after Evaluation questions and before projects
Exits and restrooms
How many municipalities are here? Not-for-profits? Tree board volunteers?
How many have applied for urban grants in the past?

Grant Objective

To help communities create healthy urban and community forests and forestry programs through tree planting, management and maintenance projects.

These community forests will enhance the quality of life for all.

Healthy Forests. Actions. Quality of life.

New This Round

1. If you have a grant in Round 14, you may submit one application in Round 15.

2. If you have never received funding from DEC Urban Forestry or last award was Round 10 (2009-2010), you will receive 2 points.

3. Need to get professional guidance prior to end of question and answer period.

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1. All others may submit 2 applications
2. Including Round 10
3. Q&A period ends usually halfway through the application period, approximately 4 weeks into the application period. Prof guidance – top points speaking with ISA certified arborist. Get email from them showing consult. can start now talking to Arborist and DEC urban forester.

Who is Eligible to Apply?

- Small and large communities
- Not-for-profit corporations (501(c)3)
- Public benefit corporations, community colleges, SWCDs, public authorities, tribes

Minimum Grant Amount

- $11,000

Maximum Grant Amount

- Large communities - $75,000
- Small communities - $50,000

Large = > 65,000 people (25)
We encourage collaboration between town and village

EPF
Legislature recent years $1 mil, at least ½ to large
Not offered on regular basis, $ has accumulated (last round 2.4 mil)

Who is Eligible?
1. New York municipalities and quasi-governmental entities including: counties, cities, towns, villages, public benefit corporations, public authorities, municipal corporations, soil and water conservation districts, community colleges, and Indian nations or tribes recognized by the State or the United States with a reservation wholly or partly within the boundaries of New York State, or any combination thereof.
2. Not-For-Profit Corporations: an organization that is subject to New York State's Not-For-Profit Corporation Law and is qualified for tax-exempt status under Section 501(c)(3) of the Federal Internal Revenue Code.

Not Eligible: Academic institutions and foundations supporting the maintenance of academic campuses are not eligible applicants in this round of grant funding, except as allowed under the above definition of "municipalities and quasi-governmental entities. Individuals and unincorporated groups may not apply, but an eligible not-for-profit organization, known as a fiscal sponsor, may apply on behalf of an individual or unincorporated group.

Project Categories

- Planting
- Maintenance
- Tree Inventory
- Community Forest Management Plans
- Education

Before

After

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2019 will see the Urban & Community Forestry Program mark its 15th Round. From small beginnings in 2001 in the DEC offices, it has grown to be one of the Department's flagship grants and has been a partner with the USFS and later the NYS Urban Forestry Council, Releaf and PRISMs to forge common goals in connecting people to trees and their environment. UCF involves our regional foresters all over the state, who's local knowledge is invaluable in all aspects of these grants. It is a very competitive program so we are here today to see that everyone gets the best preparation for the application and to let you know that we provide support after the award and through the contracting, implementation and close out processes.

Registration

- All Urban Forestry grant applicants must be registered in the Grants Gateway.
- Easy for towns – connection to State Financial System
- Create roles
- Take tutorial.
  www.grantsmanagement.ny.gov

New York State
Grants Gateway

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GG used for all grants except Consolidated Funding Aps.
Everyone has to register
Roles (many mistakes)
- Delegated Administrator –assign other's roles within GG. Usually town clerk
- Grantee – the person writing the application – grant writer, tree board volunteer – have limited access
- Contract signatory – the official(s) with authority to submit the application – usually town clerk and/or elected official
Even If you hire a grant writer, the Applicant must submit the application and should review it to make sure you know what you are submitting and everything has been provided.
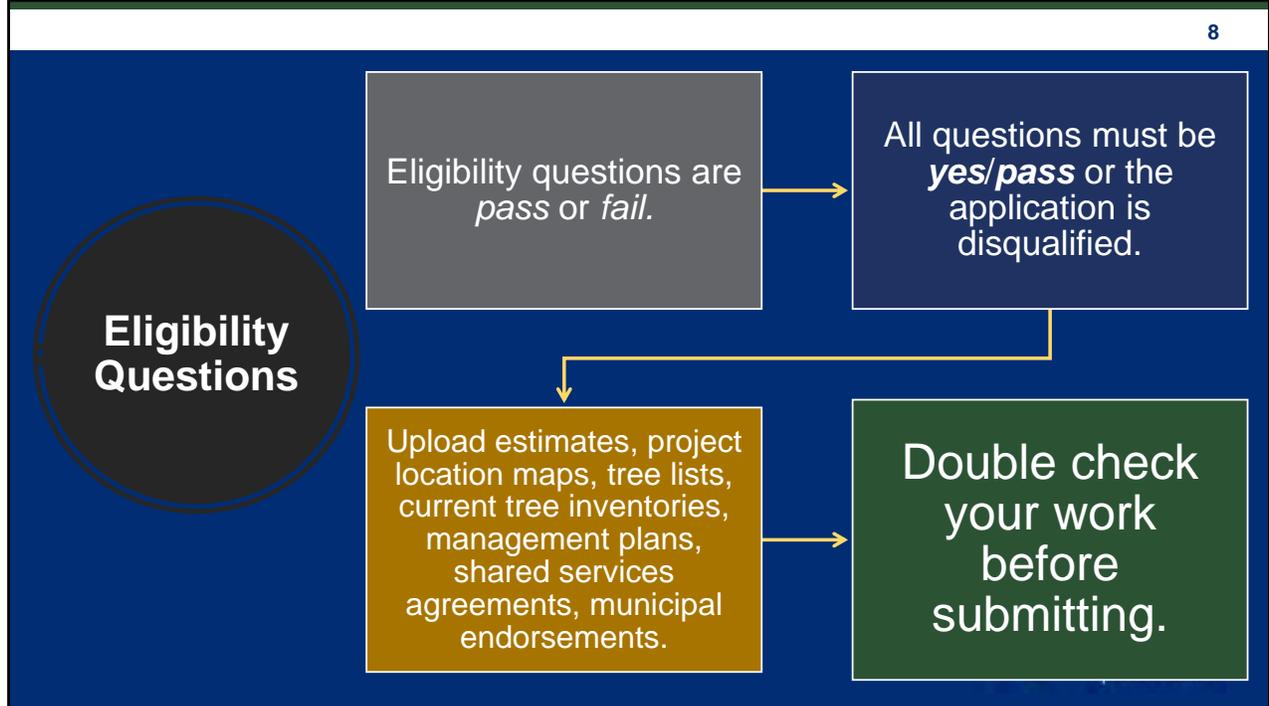Make sure you know how to use GG so you are ready for any grant opportunity.

FUNDING YOUR PROJECTS

- Match vs. non-Match
- Reimbursement grants

Tree planting and tree maintenance – 25% match - labor and equipment, contractual match
Tree inventory and Community Forestry Management Plans – no match
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.

Eligibility Questions

Eligibility questions are *pass* or *fail*.

All questions must be ***yes***/***pass*** or the application is disqualified.

Upload estimates, project location maps, tree lists, current tree inventories, management plans, shared services agreements, municipal endorsements.

Double check your work before submitting.

5 minutes for this slide

If you hire a grant writer, make sure you, as the applicant, read the application. If ANY of these 12 questions is not answered appropriately or if the docs are missing, the app will be disqualified.

Only one PDF can be uploaded per question. When all .pdf's are uploaded and saved, check they are there by hitting View.

Give yourself plenty of time to get quotes, meet with stakeholders, draw up a budget, get professional guidance and DEC workplan review. Submit the application in good time – in both large and small cities last year the scores were so close that there was a tie-breaker and the winner is the application submitted first!

If you do not pass Eligibility, we will notify you quite quickly after the applications close.

take questions for 10 minutes

Questions?

please introduce yourself when asking a question
Name and where you are from

Evaluation Questions

- Each application will be evaluated by several reviewers and scores averaged.
- Write more rather than less so reviewers get all the details.
- Think project through **with partners** and devise Work Plan.
- Answer each question where it is asked even if redundant.
- Never write N/A.

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Refer to the Scoring Criteria section to be sure you have provided enough info to get full points.
Some write the workplan first.

People lose points in the EJ/under-served area. There are different ways of identifying EJ areas – links in RFA.
Top points for EJ
Some points for underserved. lots of highways, Aging population- senior center, not enough parks, lots of aging trees, climate or pollution oriented, you probably have something

This may take time – you have up to 20-30 minutes for the Questions Common to all Projects

Work Plan

- Tell us the whole project in the Work Plan.
- Map it out in the RFA Worksheet.
- It must include proposed project objectives, tasks and performance measures, including desired project outcomes and deliverables.
- Will be redundant with other sections.

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Don't leave anything out of the work plan.

Tell us about your partnerships – volunteers who play a role. Need a letter from them clearly describing their role in this project.

Tell us about your outreach and education.

Some write this section first and then copy from this into the individual questions.

You will need to have your regional DEC Urban Forester review Work Plan before you submit the application. See appendix. Forester not looking at cost effectiveness or budget items.

Questions Common to all Projects

- **Project Location** make it easy for reviewers to identify the project site.

- **Past Performance** knowledge, skills and experience that shows you can do the project. All work with DEC urban forestry.

- **First Time Awardee** never been awarded UCF grant or since Round 10

- **Local Needs** address local environmental, social or economic needs for this project, including the quality of the forest in parks and on streets.

- **Local Support** upload letters (3-5) from local businesses, residents, elected officials. (not same as partner letters)

- **Environmental Justice** check the DEC and other maps. If not an EJ area, describe under-served needs – no N/A's!

- **Professional Guidance** Description and proof of who you spoke to about the project.

- **Professional Service/Qualifications** Description and proof of the consultant's qualifications to perform the work.

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(Common to all Projects except Education programming)

Project Location – 5 points- Describe boundaries of the extent of the area of project. Upload a detailed map and photos (in a single .pdf) identifying the project site and describe the location in the application response box. No hand drawn maps. Upload in eligibility and in evaluated question – project location.

Past Performance – 5 points - Include current Urban Forestry contract numbers. Remind us of past history with DEC as an awardee or volunteer. At least 3 points can be won without a contract history by explaining a commitment to trees and urban forestry.

Local Needs – 5 points – describe how the project area will be improved by the project. Tree Inventory will assist with knowledge of tree health; CFMP will map the next decade of maintenance and planting; Tree Maintenance will take down the highest risk trees and Tree Planting will build the urban forest up. Plenty of local detail needed here – what does the community look like, how are the parks, what is the quality of life?

Local Support – 5 points – request letters of support from local businesses, residents, elected officials. No Partner letters should be uploaded here. Include all letters in one .pdf and make sure they are the right way up.

Environmental Justice – 8 points - demonstrate how project will impact the EJ or under-served area. Almost every area has climate pollution, brownfields, diesel fumes from State roads and truck traffic – environmental, economic, demographic needs that prevent fair treatment and meaningful involvement of all people in society.

Professional Guidance – 3 points - Write a description and upload a letter or email and include credentials such as ISA certification card. Top points for a certified arborist or a DEC forester who is a certified arborist, less for a DEC forester or experienced urban forestry professional. An upload that includes an email or letter from them, with their credentials, is essential. The certified arborist who quotes the project can also write an email detailing the professional guidance. All applicants will still need to connect with the local DEC forester to discuss their projects as part of the submission.

Professional Service/Qualifications – 3 points – Write a description of the type of services that will be used during the project. Certified arborist for all projects: municipal arborist, DPW crews for Maintenance and Planting; qualified municipal or contracted people to run equipment such as stump grinders, chain saws, tree removal equipment.

Questions Common to all Projects

Key deliverables:

- **Partnerships** – Volunteers who will assist with the project

- **Outreach & Education** – All outlets for raising community awareness in urban forestry

- **Long Term Support** – The how, what, when and why of the project's future. Also, how will this benefit your community in the future?

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Partnerships - this is an 8 point deliverable that should also be included in Work Plan. Tree boards and committees, CAC's, beautification committees and garden clubs can help earn points in the application by playing a role in organizing some of the publicity (Arbor Day planting, press release, website content), or they could organize a tree walk, work on post inventory projects such as identifying priority planting sites. Partners are the unpaid volunteers who have time to dedicate to the project and generally assist the municipality or NFP. Organize 3 events for top points. Can overlap with outreach activities. Upload letters from partners describing the partner's role in the project.

Outreach & Education - this is an 8 point deliverable that should be included in Work Plan. The applicant and/or the partners generally organize the outreach. These include publicity – award announcement, social media, press releases and follow up to get pieces in the paper, on TV and radio where possible. It would also include organizing the contractor presentation to the public at the conclusion of the project, putting together a tree walk brochure or video that could be kept at the Library and viewed, a brochure about the area's historic trees (generally those over 24" diameter or dbh). Partner does not have to do the outreach but they often do.

Long Term Support - this is an 8 point deliverable that should be included in Work Plan. How will the tree inventory be maintained 2, 5, 8 years down the road? Is local GIS software available in the municipality and if so, can trees be added as a layer? Is the inventory going to be small (less than 3,000 trees)? If not computer confident, a basic excel sheet can easily be maintained and updated. The grant will pay for contractor software for 3 years but shop around. If DPW is maintaining the trees, are they getting training in proper pruning? Not a one-sentence answer.

For all three – these need objectives in the workplan.

Questions Common to all Projects

- Tree City USA – Certification must be current or in application.

- CFMP – If the current CFMP is 8 years old or less, or if one is being applied for, respond Yes.

- Work Plan Review - by a DEC regional urban forester.

Cost Effectiveness:
- Budget level of detail
- Reasonableness of Expenses
- Eligible Costs
- Deliverables

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Tree City USA – 2 points - There will be a box in the new application that can be checked if an application is pending of logged with Tree City USA

CFMP – 5 points - Community Forest Management Plans should be applied for with the Tree Inventory as there is a project minimum of $11,000 and most plans will be priced at $5000 - $15,000. The 5 points is extremely valuable as this is a very competitive grant. For very large tree populations an applicant may apply for a Phase I and Phase II Tree Inventory and CFMP to ensure top points. However, this is rare.

Work Plan Review – 5 points - Contact the regional DEC office (web search DEC regional offices NYS) and speak to the forester. Send a copy of the full Work Plan and they will read it with local knowledge and give suggestions if needed on the plan and the costs effectiveness. They are not responsible and do not review the applications but are kept abreast of all facets of urban forestry.

Budget Level of Detail – 8 points - when filling out the Budget Summary, fill in the narrative boxes and break down costs. E.g Tree Inventory $25,000, CFMP $7,000, Asset Management software - $1500/3 years, instead of $33,500 overall cost.

Deliverables – 5 points Write Objectives for all deliverables including Partnerships, Outreach & Ed and Long Term Support.

The Objectives, Tasks and Performance Measures describe what, how, when and where the activities will take place. Don't need more than 7 objectives or 14 performance measures. Progress reports on all performance measures in GG.

Reasonableness of Expenses – 8 points – The two quotes should be reasonably similar. If not, a third quote can be included. Read the RFA carefully as it pertains to the project and include costs accordingly/. We want imaginative and new projects and encourage submission but they need to be in the spirit of the project. All projects should have trees as the top priority. Is it more cost effective to buy a watering drum than to pay a contractor to water new trees?

Eligible Costs – 8 points – Read the RFA carefully and stick to eligible costs. Read the section on Ineligible costs.

Regional Info

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Introduce Forester and/or Guest – they will speak for 5-10 minutes

Project Types

Tree planting along the Hudson River in NYC and Arbor Day in East Rochester

Thank Guest and /or DEC Forester speakers.
you have 15-20 minutes for Project Types

Project Type – Tree Inventory

Gathers info on:

- Size
- Age
- Health
- Geographic distribution of the urban forest
- Number of vacant planting sites
- Number of stumps
- Basic recommendations

Project will entail:

- Certified arborist team will spend weeks surveying the trees
- Meeting with stakeholders
- Ascertaining the overall health of the urban forest
- Awardee identifying Partnerships and outlets for Outreach & Education

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No pre-requisites needed.

Applicants are encouraged to request Tree Inventory and Community Forest Management Plans in one project if mgmt. plan is more than 8 years old. – 5 pts for having or applying for mgmt. plan)

Prior to starting a long-term maintenance plan or planting initiative, inventory your trees or update an existing inventory. New inventories may be applied for every 8 years.

Tree Inventories cover all right-of-way trees maintained by the municipality. State roads maintained by other entities should not be inventoried.

A Risk Assessment, or health rating will be assigned each tree for future maintenance plans.

Tree Inventory will be collected in a GIS software program to allow for an i-tree environmental benefits analysis, filled with excellent information.

Tree Inventory will be delivered in an Excel sheet, with the i-Tree Eco environmental benefits analysis report

Because of the accuracy needed, volunteer groups are not recommended for field work in this project.

Project Type – Community Forest Management Plan

- Based on Tree Inventory to address environmental issues and risk assessment
- Goal is to elevate urban forest to a sustainable level via tree removal, maintenance and planting
- Healthy forest with greater benefit to all residents
- Optional plans:
  - Storm Preparedness
  - Planting for Species Diversity
  - Invasive Species

Project will entail:

- Environmental benefits analysis from the Tree Inventory and this begins the talking point for the CFMP
- Consultant may take several months to complete CFMP and the municipality/NFP will receive a draft
- At conclusion, consultant will deliver a presentation with PP at a Council or Board meeting with electeds and stakeholders

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Needs Tree Inventory as a pre-requisite. You get 5 point for applying for (or having a management plan up to 8 years old)
Variable options
Should be applied for with Inventory mainly due to low cost and long term completeness of project
Basic Plan is generally a document that discusses risk management – which trees have an extreme risk of failure and need to be removed, trees in good condition but needing maintenance such as thinning or pruning; dead trees that are harmful or harmless.
Also the amount of trees needing to be planted each year to increase the urban forest or to replenish dead or dying trees.
Individual needs can be added e.g. volunteer awareness and importance, creation of a tree board, Tree City USA details, ordinance building. Also, what is special about your community's trees – historic, special interest – arboretum, saved ash or elm, did George Washington sleep under one? Did a governor plant one?
The more you put into it, the more you get out of it.
CFMP can become the activity center for DPW and volunteer entities.

Project Type – Tree Maintenance

- Tree removal – pruning, stump removal, forest thinning
- Young tree care – staking, watering, guards
- Equipment – chipper, stump grinder
- High risk trees identified in CFMP or inventory should be dealt with first
- Work must be supervised by a certified arborist

Include in application:

- Tree Inventory needed for project area
- Documentation of certified arborist
- Photos of potential locations

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Pre-requisite needed – Tree Inventory – continuously update or up to 8 years old.
Match needed – 25% - on $50,000 match is $12,500 for a project total of $62,500
DPW or contractor can be used for grant or match – salary and equipment
Priority in Tree Maintenance should be the highest risk ascertained in the tree inventory, unless there are circumstances that have occurred more recently, including storm damage
If awarded, full insurance liability and endorsements needed from applicant to proceed to contract
Upload inventory covering this area in eligibility. Should be a relatively quick project.
Can have a replanting component for removed trees.
Salary amounts should not exceed 30% of total grant amount
Can spread work, match and reimbursement requests by quarters.
Withhold 15% of final payment until match is completed. A lot of match can be done early on.

Project Type – Tree Planting

- Address how the project will promote the quality of the urban forest in parks and/or open spaces.
- Must use non-invasive species trees and give consideration to EJ areas
- Great for volunteer and partnership inclusion
- Must be supervised by certified arborist or natural resource professional (tree nursery)

Include in application:

- Project location
- Photos of some locations
- Number of trees to be planted
- Approved species list by DEC forester

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No pre-requisites
Match needed – 25% - on $50,000. Match will be $12,500 for a total grant of $62,500.
Good for volunteers and community/school projects – don't underestimate the amount of hard work. DPW or contractor can be used for grant or match – salary and equipment
If awarded, full insurance liability and endorsements needed from applicant to proceed to contract
Two (2) estimates should reflect the same activity – the nursery will deliver stock (bare root or balled and burlapped) or nursery will deliver and plant and secure trees. Check on warranty options. Prefer one-yr warranty.
Salary amounts should not exceed 30% of total grant amount
Withhold 15% of final payment until final match is completed.

Project Type – Education

Goal - to train municipal staff and volunteer groups who assist in maintaining the urban forest.

A. Professional Development – programming to assist municipal staff and those who partner with municipalities to prepare for certification exams. (ISA, NLP, etc.) All categories on current exams should be included.

B. Stewardship – programming may include benefits of urban trees, understanding tree inventories and how to update them, tree planting, pruning, tree identification, basic risk tree assessment, forest health topics, field-appropriate hand-held equipment training, municipal tree protective ordinance development, etc.

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Applicants are required to, among other things:
- Develop curriculum
- Produce and hold workshops that provide continuing education credits from at least one of Isa, Nursery and Landscape Professionals, Planners, DEC pesticide credits
- Guarantee a minimum attendance of 12 participants per class
- Provide at least 35 hours of class/field work (not including prep time)
- Include a description of a previously administered program describing past successes.

Request For Applications (RFA): Guidelines and Application Instructions

- All application questions are explained in the RFA.
- All evaluation questions include scoring details in the RFA.
- An example of the Work Plan is included in the RFA.
- Minimum Planting Standards are included in the RFA.
- Large Communities are identified in the RFA.

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Keep the RFA open and in front of you while filling out the application in GG

Last 4 slides – you have 10 minutes

Scoring Criteria

Outreach and Education

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

(A) Three or more public outreach and/or education efforts described including at least one event to which the media is invited, all of which are listed as work plan performance measures	8 pts.
(B) Two public outreach and/or education efforts described which includes at least one event to which the media is invited.	5 pts.
(C) At least one public outreach and/or education effort described, but no media press events are included.	3 pts.
(D) No public outreach and/or education efforts described.	0 pts.

Check each evaluation question in Scoring Criteria and use our language.
If you follow this, you will do well. **It's all in the RFA.**
Be sure to hold at lest 3 public outreach and/or education events and invite the media to at least one.

Quality Control

- Two (2) estimates will be needed for each project to determine cost effectiveness.

- Tree Inventory goal is 95% accuracy.

- Tree Planting is 95% survival rate.

- All projects will be inspected by a regional DEC urban forester.

- Contractors should have a proven track record and use a certified arborist to obtain top scores.

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Hiring a contractor, you are hiring a partner – you are not handing off the project. Make sure you are comfortable with them. Ask other communities they've done work for. Don't be the guinea pig for a new contractor's inventory. If the estimates are wildly different, get a third quote or discuss the differences in the application.

STRESS – read this and every section really carefully.
This grant has become very competitive.

Tree City USA – explain what is Tree City and what the Arbor Day Foundation does
Tree Cities create better applications and execute projects more successfully.
We have a text box so you can explain if you have applied and have not been approved yet. 2 points.

Recognition program for communities that make an investment in their trees.
Need to recertify each year.
Recognition luncheon each year in Albany
Free materials from the Arbor Day Foundation
Great PR for the community and elected officials

Love Birds? Plant Native.

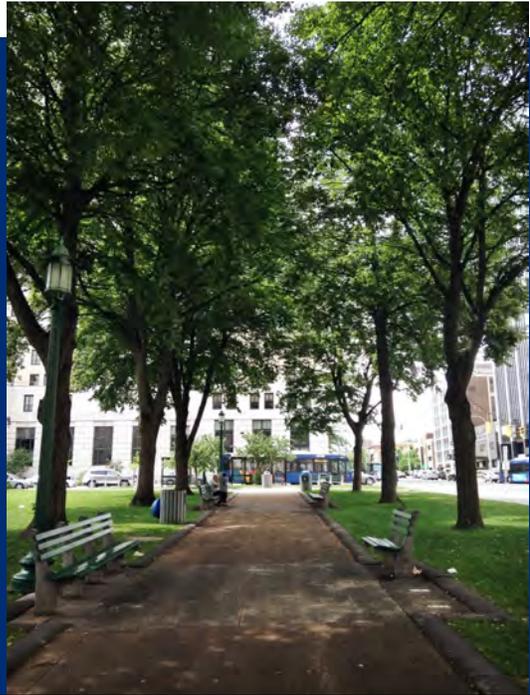One nest of Chickadees needs 6-10,000 caterpillars to fledge.

Professor Dr. Doug Tallamy – Delaware
Nestlings need insect protein to fledge – not seeds and fruit
Chickadee nest – 6-10,000 caterpillars
Native trees support native insects – Ginko zero – Oaks nearly 400 species

Thank You

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Questions?

Questions?

20-30 questions then close. People can still have individual questions answered outside the 2 hours.
Regional urban forester here can also answer questions.