

Janice K. Brewer  
Governor

Victoria  
Christiansen  
State Forester

# Arizona State Forestry Division

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



August 17, 2009

Funds have now been allocated for the Community Challenge Grant Program for the grant year October 1, 2009 through September 30, 2010. If your community or organization is interested in apply for a grant, please go to: [www.aztrees.org](http://www.aztrees.org) or [www.azsf.az.gov/](http://www.azsf.az.gov/) for the application. If you do not have internet capacity or can not download from the sites, call me and I will e-mail or mail you an application packet.

The grant requests can be made in the amount of \$1,000 to \$15,000 per grant. The approximate total amount to be awarded will be \$175,000. The grants are 50/50 matches and can not be matched with federal funds. The application has details about the grant program, how to apply, who is eligible to receive grants, and examples of the types of projects that are typically funded.

Please read the application carefully and submit one (1) original and four (4) copies. Do not include a cover letter. Other instructions are in the application. Applications are to be submitted via mail or in person and can not be transmitted via e-mail or fax. Deadline for submissions into this office, is 4:30 P.M. on Friday, September 18, 2009.

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

Submit your application to: Community Challenge Grant Program  
Arizona State Forestry Division  
Urban and Community Forestry  
1110 W. Washington, #100  
Phoenix, AZ 85007

Questions may be directed to me at 602/542-6191. If you wish to be removed from this notification list, please call or email me. [louisewakem@azstatefire.org](mailto:louisewakem@azstatefire.org)

Sincerely,

Louise Wakem  
Urban & Community Forester

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

**2009  
Community Challenge Grant Program**

Application Deadline

4:30 P.M., Friday, September 18, 2009

Arizona State Forestry Division  
Urban & Community Forestry

Urban & Community Forestry  
Grant Guidelines

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Program and Applications Questions May Be Directed To:  
Louise Wakem, 602/542-6191  
Urban and Community Forestry

Application Deadline – In the U&C Forestry office by

4:30 P.M., Friday, September 18, 2009

Return Applications To:  
Community Challenge Grant Program  
State of Arizona Forestry Division  
Urban & Community Forestry  
1110 W. Washington, #100  
Phoenix, AZ 85007-2935

The SAFD reserves the right not to accept the following:

Applications that do not meet the criteria for the grant

Applications that are hand written

Applications that do not contain one (1) original and four (4) copies

Applicants will be notified of the status of their proposals after October 1, 2009

## **INTRODUCTION**

The State of Arizona Forestry Division - Urban & Community Forestry in cooperation with the USDA Forest Service State and Private Forestry is pleased to offer for the 19<sup>th</sup> consecutive year, the Community Challenge Grant program.

Community Challenge Grants are awarded through this program to encourage citizen involvement in creating and supporting long-term and sustainable urban and community forestry programs at the local level.

### **Background**

The expanded forestry title of the 1990 Farm Bill included authorization of the Community Forestry Assistance Program. This Program has been re-authorized in the most recent Farm Bill (March 1996) and funding has been provided to the USDA Forest Service to implement the program. The USDA Forest Service, in turn, has allocated funds to Arizona for urban and community forestry projects. These funds will be distributed and administered by the State of Arizona Forestry Division - Urban and Community Forestry.

### **Program Goals**

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 which:

- Promote volunteerism, multi-cultural awareness and involvement of nonprofit 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.
- Promote trees as part of the community infrastructure. Implement urban tree management programs. Conduct urban tree canopy cover surveys and set goals to achieve the American Forests recommended canopy cover.
- 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, infrastructure).
- Facilitate participation of Urban and Community Forestry coordinator or other personnel at relevant regional or local meetings.

### **Eligible Grantees**

Grants may be awarded to communities, units of local governments (counties, municipalities, cities, towns, and townships), tribal governments, nonprofit organizations, and 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.

Organizations that received any grant from this program in the 2008 cycle must be current on their quarterly reporting requirements per their signed 2008 grant agreement prior to receiving 2009 grant funding.

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 generally fall under one or more of the following three (3) project categories. Proposals that do not fall into one of the categories will 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.

#### **Information and Education**

**Examples of projects in this category include, but are not limited to:**

- Arbor Day Programs
- Workshops/conference/seminars
- Adopt-A-Tree program development
- Urban forestry reference library development or enhancement
- Planning or management document development, i.e., Street-tree Master Plan or Urban Forest Strategic Management Plan
- Arborist and tree worker training classes
- Volunteer or in-house training on tree related programs
- Urban forestry youth programs or education
- Market-driven Forest Fire Hazard Reduction in urban-rural interface area

#### **Community and Natural Resources Management**

**Examples of projects in this category include, but are not limited to:**

- Tree inventories
- Tree ordinance development or revision
- Efforts toward becoming a Tree City USA
- Community forest management or master plans
- Urban forestry board or commission development

#### **Maintenance**

**Examples of projects in this category include, but are limited to:**

- 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

## **Grant Limitations**

1. Generally, the grant funds are not 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 (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 September 30, 2010 unless otherwise authorized by the grant administrator, or specified in the grant agreement.
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, and in-kind contributions. Grant funds will be distributed on a 50% reimbursement basis. Grant funds may not be used to cover more than 50% of the project cost. No grant funds will be distributed until project expenditures and local match have both incurred. Ten percent (10%) of the funds will be withheld from the final payment until the project is completed and approved by an Urban & 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 operating expenses or to purchase food or beverages.
6. Grant funds can not be used to purchase equipment. Grant funds can be used to rent equipment.
7. Grant funds can not be used to carry out projects on private property.

\*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.

## **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 and 3017, and to cost principles outlined in Office of Management and Budget (OMB) circulars A-21, A-87, and A-122. OMB Circular A-102, A-133, Cash Management Improvement Act as amended. These documents can be viewed at: [www.fs.fed.us/r6/coop/programs/regs/regulations.htm](http://www.fs.fed.us/r6/coop/programs/regs/regulations.htm).

Project approval is needed by the authorized representative of the local governing body, organization, or institution applying for the grant.

## **Matching Funds Requirements**

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

Cash purchases 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 or equipment, the value of time, professional services at the professional rate, or time spent by employees or volunteers on eligible project activities.

## **Eligible and Ineligible Costs**

Eligible costs are charges necessary and reasonable to accomplish the objectives of the contract 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, equipment, or items disapproved from the budget worksheet.

## **Single Audit Act**

Successful applicants must comply with the requirements of the Federal Government Single Audit Act and all relevant Office of Management and Budget (OMB) circulars.

## **Auditable Records**

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.

Records will be supported by source documentation, such as canceled checks, paid bills, payrolls, time and attendance records, contracts, etc. Invoices must be marked paid and be referenced as to how payment was made (i.e., check number). Records must be maintained for three (3) years following final payment.

## **Interim and Final Reports**

Quarterly reports are required of the grantee. They are to be filed by December 31, 2009, March 30, June 30 and September 30, 2010. If these reports are not filed, the grant may be canceled. Upon completion of the project, a final report will document accomplishments, total expenditures, and other information pertinent to the project.

## **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 through the State of Arizona 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 CRF 3015, Subpart 4, 3015.200.

## **Payment Process**

Reimbursement will be processed after requirements have been met and verified.

Reimbursement will be made after the applicable receipts and forms have been received.

Ten percent (10%) of the requested funds will be withheld from the final payment until the project has been completed, all reports received, and the project has been accepted by the State of Arizona Forestry Division - Urban & Community Forestry.

Reimbursement may take up to ninety (90) days.

Instructions will be provided for the reimbursement process. Grantees are required to submit quarterly reports. The final report is required before final reimbursement will be awarded.

## **PROPOSAL INSTRUCTIONS**

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

Written proposals should be attached to the Application Form and the proposed narrative should not exceed three (3) standard letter-size typewritten pages in 12-point font. Clear and concise proposals should address an urban and community forestry need (see pages 4-5). The application form, proposal narrative, and budget sheet will be included by reference in the awarded contract. Please do not use a cover or binder for your proposal. Our application form should be the top and first page of your application.

Applications must be hard copies one (1) original and four (4) copies) and will not be accepted via e-mail or fax. The information presented should include.:

1. The purpose, objective or mission statement of the applying organization: the project's specific purpose and objectives. The project's single purpose should be explained in one or two sentences. Objectives can be multiple.

2. A description of the project's benefits should be limited to one page of the narrative. Benefits to the local urban and community forestry program, public relations, education, and the potential for continuation of the project should be included.
3. A narrative detailing how the project will be accomplished should include these elements:
  - Activities (include the scope of work)
  - Participants (Project personnel, volunteers, corporate sponsor, etc.)
  - Administration (Who will oversee the project and paperwork?)
  - Facilities and equipment (Where is the project occurring? Are there particular equipment needs?)
  - Timetable (include project start and end dates)
  - End product/result (List end products or planned results)
4. Budget worksheet
5. Letters of support from community leaders (Mayor or Council), department heads (if applicable), and community groups involved in or in support of the project. (No more than three (3) letters.
6. If the project involves planting, the following is required:
  - A detailed five (5) year maintenance plan specifying the entity responsible for maintenance and how it will be accomplished.
  - A stated intention of on-site inspection by an International Society of Arboriculture (ISA) certified arborist or Certified Landscape Professional (CLP). Forms will be provided if grant is awarded. (A completed inspection form will be required for reimbursement.
  - If trees will be planted within the Arizona Department of Transportation's right-of-way, Grantee must provide proof of permission prior to planting.

## **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 the project narrative.

Some general guidelines/advice on budget:

1. Do not calculate the cost of the budget and ask for a grant for half the cost. The grant funds should be applied to specific line-item budget requests.
2. Use realistic budget figures. The Grant Review Committee will be evaluating the financial feasibility of each project. Do not include costs to purchase large equipment (such as computers) or miscellaneous overhead costs as part of the grant request.
3. Volunteer labor is an appropriate matching item. Charge back adults at \$18.77/hour and children at the minimum wage. Figures exceeding these guidelines may be permissible, but must be justified in a budget narrative.

## **Grant Amounts and Matching Funds**

The minimum grant request is \$1,000 and the maximum is \$15,000. An applicant may submit more than one proposal provided matching funds are available for each project. The State of Arizona State Forestry Division (AFD) 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 AFD. 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 AFD 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.

## GRANT APPLICATION PACKAGE

### STATE OF ARIZONA FORESTRY DIVISION URBAN & COMMUNITY FORESTRY COMMUNITY CHALLENGE GRANTS – 2009

#### Grant Application Package Checklist

- Grant Budget Proposal - 1 page
- Project Narrative - up to three (3) typewritten pages
- Additional budget justification or supporting material - not to exceed two (2) pages
- Letters of support – no more than three (3)

Do not put a cover on the application. Start the application with the “Grant Application Form”. Do not bind the application, a staple in upper left hand corner is sufficient.

One (1) original and four (4) copies of the completed proposal must be submitted (via postal service or in person) to the address following no later than 4:30 P.M., Friday, September 18, 2009. **This means in the office by September 18, not postmarked by September 18.**

Arizona State Forestry Division  
Urban & Community Forestry  
1110 W. Washington, #100  
Phoenix, AZ 85007-2935

Application deadline is Friday, September 18, 2009 at 4:30 P.M.

**State of Arizona Forestry Division – Urban & Community Forestry  
Community Challenge Grant  
Budget Proposal Form**

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**Applicant**

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**Project Title**

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**Expenditures**

(Details within categories)

**Local  
Match**

**Grant  
Funds**

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**Personnel**

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**Consultant Services**

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**Volunteer Services**

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**Educational Materials**

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**Trees & Related Materials**

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**Supplies (Specify)**

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**Other (Specify)**

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**Total Expenditures**

This form is for the summary of your budget information. List detailed expenditures on additional pages if necessary.

I, \_\_\_\_\_ certify that I have read and agree with the grant requirements set forth in this document.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**This statement must be returned with your application.**

## **Criteria Used in Evaluating and Selecting Grant Projects**

In reviewing applications for grants, the Review Committee uses the following criteria for the evaluation.

### **Minimum Requirements**

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

1. The application must be typewritten or computer generated, no handwritten applications will be considered.
2. The applications must be received **in our office** by the September 18, 2009 deadline.
3. One original and four (4) copies of the application must be received.
4. The application must be signed by the authorized individual.
5. The proposal must be consistent with the grant limitations shown on page 5

### **Commitment to Urban & Community Forestry**

Does the project reflect commitment to urban forestry?

Will the project help strengthen and develop local urban and community forestry?

Does the project address a demonstrated need that is consistent with urban and community forestry goals (pages 3 and 4)?

Has the community or organization received a Community Challenge Grant previously?

What was the outcome of the grant?

Does the community have the Tree City USA designation? Organizations will be given the scoring points if the community they are located in is a Tree City USA

### **Project Planning and Coordination**

Is the project well planned?

Can the project be completed within one year?

Are there staff and/or volunteers and resources available to complete and maintain the project?

### **Public Support and Awareness**

Does the project include volunteerism, partnerships and/or multi-cultural involvement?

Is public education an integral part of the project?

### **Community Impact/Benefits**

Is there a need for and a benefit from the project?  
Will the project have a long lasting and positive effect on the community?  
Can the project be duplicated by or offered to other communities?

### **Financial Commitment**

Are the matching fund sources well identified and levels realistic?

## **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 (602/542-6191) 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.

**Can applications be faxed or e-mailed?** Faxed and e-mailed applications will **not** be accepted.

**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, community leaders will add points to your score.

**Does the application have to be typed?** Yes, it can be computer generated or done on a typewriter. Handwritten applications will not be accepted.

### **What is Overhead/Administration as indicated on the Financial Detail Form?**

Overhead costs can be estimated at no more than 10% of the total amount of the grant. In-kind services should be used to pay for overhead costs to administer the grant verses cash matches, which should be used to implement the project.

**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 projects that have already begun are not eligible. If you have a second phase or component to add 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?** For adult - \$18.77. For children – use the minimum wage as a standard. If you use consultants, forestry professionals, planners, etc., their hourly fee may be used provided there is a letter from that person stating what their hourly rate is.

**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 October 1, 2009. Two (2) copies of the contract and a W-9 form will be mailed to the grant recipients. Billable, funded work on your

grant can not begin until you receive a copy of the contract that you signed and has been co-signed by the AFD Procurement Officer and the State Forester.

### **Tree City USA – 2009**

**Buckeye  
Casa Grande  
Coolidge  
Florence  
Gilbert  
Glendale  
Lake Havasu City  
Litchfield Park  
Luke Air Force Base  
Paradise Valley  
Peoria  
Phoenix  
Pinetop/Lakeside  
Prescott Valley  
Quartzsite  
Scottsdale  
Show Low  
Snowflake  
Tempe  
Tucson  
Yuma**

If an organization is in a Tree City, they get the Tree City points.  
Tree Cities are awarded two additional points.

## 2009 Urban & Community Forestry Challenge Application Form

Project name (five words or less)

\_\_\_\_\_

Project Category: \_\_\_\_\_ Information and Education \_\_\_\_\_ Community & Natural Resources Management  
\_\_\_\_\_ Maintenance (Select **One** category only)

Location (City) \_\_\_\_\_ Tree City USA Yes NO

Name of Applicant \_\_\_\_\_ Daytime Phone # \_\_\_\_\_

Address of Applicant \_\_\_\_\_

City \_\_\_\_\_ Zip \_\_\_\_\_

Contact Person (if different from above) \_\_\_\_\_

Daytime Phone # \_\_\_\_\_ Fax # \_\_\_\_\_

E-Mail Address \_\_\_\_\_

Contact Person Mailing Address \_\_\_\_\_

Brief Description of Project and Objective: Include what the project is, the objectives of the project, how it will be funded, and a preliminary budget. The narrative can be up to 2 pages long with a separate page for the budget.

\_\_\_\_\_

Is this project funded through another entity? Yes No

Was this project previously funded through another entity? Yes No

Will this project be undertaken if this grant is not received? Yes No

Can this project be undertaken if the full amount of the request is not given? Yes No \_\_\_\_\_

Grant Funds Requested \$ \_\_\_\_\_

\_\_\_\_\_

Total Amount of Project \$ \_\_\_\_\_

By signing this grant application form, the undersigned agrees that all information is accurate to the best of their knowledge.

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Name and Title of Representative (Please print)

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Signature of Authorized Representative

Date