

# CALL FOR PROJECT PROPOSALS

---

## FY 2012 URBAN & COMMUNITY FORESTRY FINANCIAL ASSISTANCE PROGRAM



### ANNOUNCEMENT

<p>Postmarked Deadline: December 17, 2012</p>
---

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability (Not all prohibited bases apply to all programs). To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, S.W., Washington, DC 20250-9410 or call (202) 720-5964 (voice and TDD). USDA is an equal opportunity provider and employer.

## FY 2012 CALENDAR

### *Urban & Community Forestry Financial (U&CF) Assistance Program*

<b>Application Deadline Date</b>	<b>Project Start Date</b>	<b>Project End Date</b>
<b>*December 17, 2012</b>	<b>March 1, 2013</b>	<b>March 1, 2014</b>

*The Alabama Forestry Commission will notify each applicant of its decision approximately two months after the application deadline date. All approved applicants will be required to attend an orientation workshop at a site to be announced later.*

#### **If you have questions:**



U&CF Financial Assistance Program  
Alabama Forestry Commission  
513 Madison Avenue  
Montgomery, AL 36104



Visit our Web site at  
[www.forestry.alabama.gov/Urban\\_Forestry.aspx?bv=4&s=1](http://www.forestry.alabama.gov/Urban_Forestry.aspx?bv=4&s=1)  
for an online version of these guidelines and more  
information about the Alabama Forestry Commission's urban  
forestry program.



Call (334) 240-9360



Send email at [matthew.mccollough@forestry.alabama.gov](mailto:matthew.mccollough@forestry.alabama.gov)

\* This is a postmark deadline. No material will be accepted postmarked after the deadline date. The Alabama Forestry Commission will not accept any application material by electronic transmission (e.g. e-mail) unless approved by the U&CF Project Coordinator. Late, ineligible, and incomplete applications will be returned.

## I. FUNDING OPPORTUNITY

---

### Purpose

Help Alabama communities develop viable and long-term community forestry programs for the benefit of its citizens.

### Authority

Cooperative Forestry Assistance Act of 1978 (PL 95-313), as amended. The Catalog of Federal Domestic Assistance number for this program is 10.664.

## II. AWARD INFORMATION

---

### Project Categories

The Alabama Forestry Commission will fund projects that help Alabama communities to **professionally manage**<sup>1</sup> their community forests. Priority will be given to project proposals that result in one or more of the following four (4) program benchmarks.

- **Community Forest Management Plans** – A detailed document or set of documents, developed from professionally-based resource assessments or inventories, which outlines future management goals and objectives for the community's trees and forests. The plan must be **active** (i.e., in use by the community and updated as needed to incorporate new information).
- **Community Forestry Professional Staffing** – Individual(s) who have one or more of the following credentials, and who the community directly employs or retains through written agreement to advise and assist in the development or management of their community forestry program: 1) a degree in forestry or related field (e.g., urban forestry, horticulture, arboriculture, etc.) or 2) International Society of Arboriculture Certified Arborist or equivalent professional certification.
- **Community Tree Ordinances and Policies** – Statute or regulation that directs citizens and local governments in the planting, protection and maintenance of community trees and forests.
- **Local Community Tree Advocacy or Advisory Organizations** – Active groups (i.e. tree boards, tree commissions, non-profit organizations) that are formalized or chartered within a given community to advocate the planting, protection, and maintenance of community trees and forests.

### Project Period

The project period for this award begins March 1, 2013 and ends March 1, 2014.

---

<sup>1</sup> A community is determined to **professionally manage** its trees and forest when it has an active community forest management plan; employs or retains through written agreement the services of professional staffing; has adopted a local community tree ordinance or policy; and has a local advocacy/advisory organization, such as, active tree board, commission, or non-profit organization.

### III. APPLICANT REQUIREMENTS

---

#### Eligible Applicants

Local Governments -- County, municipality, city, town, township, local public authority, school district, special district, intrastate district, councils of governments, any other regional or interstate government entity, or any agency or instrumentality of a local government.

- Sections 3015, 3016, and 3017 of the Code of Federal Regulations
- OMB Circular A-87

Nonprofit Organizations -- Any corporation, trust, association, cooperative, or other organization that is operated primarily for scientific, educational, service, charitable, or similar purposes in the public interest; is not organized primarily for profit; and uses its net proceeds to maintain, improve, or expand its operations. The Alabama Forestry Commission requires nonprofit organizations to have tax-exempt status under Section 501 © (3) or other sections of the Internal Revenue Service Code.

- Sections 3015 and 3017 of the Code of Federal Regulations
- OMB Circular A-122

Educational Institutions -- Universities and colleges where major functions are instruction, organized research, sponsored activities, and other institutional activities. Each institution, possessing its unique combination of staff, facilities, and experience, should be encouraged to conduct research and educational activities in a manner consonant with its own academic philosophies and institutional objectives.

- Sections 3015 and 3017 of the Code of Federal Regulations
- OMB Circular A-21

#### Cost-Share Matching

Each applicant is required to match the federal award with **at least** an equal amount of local cash or in-kind contributions.

### IV. HOW TO SUBMIT A PROJECT PROPOSAL

---

#### Project Proposal Format

Each project proposal should include a cover or transmittal letter<sup>2</sup> **and** a completed FY 2012 U&CF Application Form. In addition, the project proposal must include accompanying text that shall consist of no more than eight (8) pages (single-sided) which shall include:

- *Project Title.* Must be concise, descriptive, and simple. Project title should state the project's concept in few words. Reviewers should be able to grasp project's intent by reading the title. If you have difficulty writing a simple title, then your project proposal may be too complicated.

---

<sup>2</sup> Keep it simple and informal. Letter must be signed by person with authority to represent applicant organization.

- *Problem Statement or Assessment of Need.* Why is your project proposal necessary? Briefly describe the problem, need or opportunity your project will address. Use accurate facts or statistics to prove your statement of need. Tell the truth. A good statement of need is clear, concise, and well-supported by facts directly related to the problem to be solved.
- *Project Proposal Objectives.*<sup>3</sup> What will be your project's end result or final product? Objectives should be linked to the problem statement. They should be specific, measurable, and achievable. Projects can have multiple objectives. List objectives in order of importance using one or two sentences to describe each one.
- *Project Method.* What steps will your organization take to fulfill each project objective? An easy way to write this section is to answer "what next?" Start with your first objective and ask yourself, "What is the first thing our organization will do?" Once you begin, keep asking yourself "What next?" until all project activities are listed in a complete and orderly manner. As you list each activity, be sure to indicate what will be done, who will do it, and when it will be done. A flow chart will help reviewers better understand your project method. It should list and sequence each key activity, the use of resources and personnel, and any expected result.
- *Project Budget.* How will your organization use the federal funds plus your local match to meet the project's objectives? It is highly recommended that you provide a table of itemized expenses by category for both federal funds requested and matching funds proposed. Also, be sure to include a detailed description of the total project cost by category, **matching expenses to proposed objectives.**

Project proposals that include purchasing a product or contracting for a service must note Part 3015 Section 158(1) (a) of the Uniform Federal Assistance Regulations, "All procurement transactions, regardless of whether by sealed bids or by negotiation and without regard to dollar value, shall be conducted in a manner that provides maximum open and free competition."

- *Project Evaluation.* How will your organization assess the completion of your project? Explain what project outcomes or results will be evaluated. Describe specific information to be collected that will be used in your evaluations. Tell who will perform the evaluation. Specify how and when you plan to assess and evaluate the project's results. Explain how evaluation will be used to improve the program. Describe evaluation reports to be produced.
- *Project Awareness.* How will your organization inform the public about the project and its outcomes? Describe how you will let others know about your project, its purpose, methods, accomplishments, and U&CF program.
- *Project Personnel and Organizational Capability.* What skills are necessary to the success of this project? List name, title, and duties of the project director. If a project proposal requires contracted services explain the nature of work to be performed and criteria to be used to select candidates. Be sure to note the requirement to use free and open competition as required by federal regulations.
- *Project Potential for Continuation.* What will be the long-term impact of your project? Describe the lasting effect this project will have on your organization or

---

<sup>3</sup> Priority will be given to projects that produce one or more of the four (4) performance benchmarks (community forestry management plans, community forestry professional staffing, community tree ordinances/policies, and local community tree advocacy/advisory organizations).

your community forestry program. Also include details on how your organization plans to sustain project outcomes.

- *Letters of Support or Endorsement.* What organizations can help your project's success and credibility? The best letters show knowledge of your organization, an approval of the work to be done, and a commitment to be of some help should the proposal be approved. Letters should be addressed to your organization and sent with your project proposal, not separately.
- *Summary Statement.* Provide a simple one-page project abstract on a separate sheet of paper attached to the proposal. A well written project summary sheet should tell who the applicant is, the reason for the request, objectives to be met, project activities, and total cost.

## **Submission Deadline**

Project proposals must be received "postmarked" no later than **December 17, 2012**.

## **Submission:**

You must mail an original and five (5) copies on or before the deadline date to:

U&CF Financial Assistance Program  
ATTN: Matthew McCollough  
Alabama Forestry Commission  
513 Madison Avenue  
Montgomery, AL 36130-2550

## **V. APPLICATION REVIEW INFORMATION**

---

### **Review and Selection Process**

An independent committee will rank each project proposal based on criteria outlined in the following section of these guidelines. There are two types of criteria – threshold criteria and ranking criteria. Both criteria types will be evaluated to determine whether or how much to award. There is no guarantee of an award.

### **Criteria**

#### *Threshold Criteria*

- A. Applicant Eligibility
- B. Complete Application Form
- C. Transmittal Letter
- D. Complete Application

#### *Ranking Criteria*

- A. Community Need (20 points)
- B. Community Involvement (5 points)
- C. Leveraging of Local Resources (10 Points)
- D. Cost-Effectiveness (15 points)
- E. Technical Correctness (20 points)
- F. Addresses USDA program performance benchmarks (30 points)

## **VI. AWARD ADMINISTRATION INFORMATION**

---

### **Award Notice**

The Alabama Forestry Commission will notify all approved applicants by letter. The letter will include the award amount.

### **Reporting**

The Alabama Forestry Commission will require all approved applicants to submit Quarterly Status Reports during the term of the award. These reports should compare actual accomplishments with the goals and objectives set for the period; provide reasons why goals are not met; and give other pertinent information. Quarterly Status Reports should clearly indicate progress toward final achievement of the project's approved outcomes. All approved applicants will also be required to submit a Final Performance Report at the end of the project period or when the project is completed, whichever comes first. Information should include final accomplishments and outcomes as compared to the project proposal's original intent.

If a report reveals a problem, the Alabama Forestry Commission will inform the applicant and prescribe corrective actions. In addition, the Alabama Forestry Commission may schedule an on-site visit and require additional reports to ensure the applicant has corrected the problem.

## **VII. AGENCY CONTACT**

---

Matthew McCollough  
Alabama Forestry Commission  
513 Madison Avenue  
Montgomery, AL 36104  
PH: (334) 240-9360  
FAX (334) 240-9346  
Email: [matthew.mccollough@forestry.alabama.gov](mailto:matthew.mccollough@forestry.alabama.gov)

### **Timetable**

**December 17, 2012** – *Project Proposal Postmarked Deadline*

**March 1, 2013** – *Project Period Begin*

**March 1, 2014** – *Project Period Ends*

**June 30, 2014** – *Period to Submit Closeout Documents End.*

## **XI. ASSURANCE OF COMPLIANCE**

---

By signing the application form, the applicant certifies its compliance with the statutes outlined below and all related regulations and will maintain records and submit the reports that are necessary to determine compliance. The applicant further certifies it will obtain assurances of compliance from all subrecipients and will require all subrecipients of endowment funds to comply with these requirements. The Alabama Forestry Commission may conduct a review of your organization to ensure compliance. If the Alabama Forestry Commission determines that a subrecipient has failed to comply with these statutes, it may suspend, terminate, and/or recover funds. This assurance is subject to judicial enforcement.

#### 1. **Nondiscrimination Statutes**

The cooperator shall comply with all federal statutes relating to nondiscrimination and all applicable requirements of all other federal laws, executive orders, regulations, and policies. These include, but are not limited to:

- **Title VI of the Civil Rights Act of 1964**, as amended (42 U.S.C. 2000d et seq.), which prohibits discrimination on the basis of race, color, or national origin.
- **Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and the Americans with Disabilities Act of 1990** (42 U.S.C. 12101-12213), which prohibits discrimination on the grounds of disability. The ADA's requirements apply regardless of whether you receive federal funds.
- **Age Discrimination Act of 1975** (42 U.S.C. 6101 et seq.), which prohibits discrimination on the basis of age.
- **Title IX of the Education Amendments of 1972** (20 U.S.C. 1681 et seq.), which prohibits discrimination on the basis of sex.

2. Regulations relating to **Debarment and Suspension (45 C.F.R. pt. 1154)** in which the applicant certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in covered transactions by any federal department or agency, nor have, within the three years preceding the submission of this application, been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with a public (federal, state, or local) transaction or a contract under a public transaction; for violation of federal or state antitrust statutes; for commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property; had any public transactions terminated for cause or default; or are presently indicted for or otherwise criminally or civilly charged by a governmental entity with any of the preceding offenses.
3. **Federal Debt Status (OMB Circular A-129)** requires the applicant organization to certify that it is not delinquent in the repayment of any federal debt. Examples of relevant debt include delinquent payroll or other taxes, audit disallowances, and benefit overpayments.
4. The **Drug-Free Workplace Act of 1988 (41 U.S.C. 701 et seq. and 45 C.F.R. pt. 1154)** requires grantee organizations, within 30 days of receiving a grant, to make a continuing, good faith effort to maintain a drug-free workplace through implementation of the following.

- Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of the prohibition. (For the purposes of this Act, alcohol is not considered a controlled substance.) The grantee shall give a copy of the statement to each employee who will be involved in grant-supported activities and notify those employees that they are expected to abide by the statement. For the purposes of this law, "employees" include consultants and temporary personnel (but not volunteers) who are directly engaged in work under the grant and who are on the grantee's payroll. The grantee should maintain on file the address of each site where work is performed under the grant.
- Establish a drug-free awareness program that will inform employees about the dangers of drug abuse in the workplace; the grantee's policy of maintaining a drug-free workplace; any available drug counseling, rehabilitation, and employee assistance programs; and the penalties that might be imposed for workplace drug abuse violations. Employees should be informed that any conviction for a violation of a criminal drug statute that occurs in the workplace must be reported to the employer, in writing, no later than five calendar days after such a conviction. The grantee, in turn, must notify the grant coordinator, in writing, within 10 calendar days of receiving such notice from an employee. The grantee's notice to the grant coordinator must include the convicted individual's position title and the number(s) of each affected grant.
- Within 30 calendar days of receiving notice of an employee's criminal drug conviction, a grantee should take appropriate personnel action against the convicted employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended, or require the employee to participate satisfactorily in a drug abuse assistance or rehabilitation program that has been approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency.

Funds are for project period ending March 1, 2014.

**ORGANIZATION INFORMATION**

1 Project Title:		
2 Organization's Name:		3 Organization's Employer Identification Number (EIN):
4 Organization's Category ( <i>check only one</i> ) <input type="radio"/> Local Government <input type="radio"/> Nonprofit Group <input type="radio"/> Educational Institution		5 Organization's Address:
6 City, state, and ZIP code:		
7 Contact Person's First Name:		8 Contact Person's Last Name:
9 Contact Person's Phone:	10 Contact Person's FAX:	11 Contact Person's email:

**BUDGET INFORMATION**

	FEDERAL FUNDS REQUESTED	CASH MATCH	IN-KIND MATCH
12a Personnel			
12b Travel			
12c Materials & Supplies			
12d Other			
12e Indirect Costs			
12f Totals			

13 Project Completion Date:

*As the duly authorized representative of the applicant named above, I hereby certify that all parts of this application and required budget information have been read and understood and that all information is herein true and correct.*

14 Authorized Applicant's Signature:	15 Authorized Applicant's Title:
16 Print Name:	17 Phone:

**FOR ALABAMA FORESTRY COMMISSION USE ONLY.**

Date Received:

Project Proposal Approved: Yes <input type="radio"/> No <input type="radio"/>	Review Ranking Score:	Amount Awarded:
--	-----------------------	-----------------

## **Line Instructions for FY 2012 U&CF Application Form**

---

### **Box 1 - Project Title**

Title must be concise, descriptive, and simple. A good project title will sum up the project's purpose in just a few words. If you have difficulty writing a one or two-sentence summary, the project proposal may be too complicated.

### **Box 2 – Organization's Name**

Enter legal name of organization that will assume contractual responsibility, if proposed project is approved by the Alabama Forestry Commission.

### **Box 3 – Organization's EIN**

An Employer Identification Number (EIN, also known as "Federal Tax ID Number") is a nine digit number that IRS assigns in the following format: 12-3456789. The IRS uses the EIN to identify entities, such as nonprofits, educational institutions, and local governments.

### **Box 4 – Organization's Category**

Select *one* category that classifies the type of organization submitting the proposed project.

### **Box 5 - Organization's Mailing Address**

Address should be current. Make sure to include street address and/or P.O. Box.

### **Box 6 – City, State, and Zip Code**

Information should correspond to address in Box 5.

### **Box 7 – Contact Person's First Name**

Enter the first name of the person who will be organization's representative during the term of the proposed project.

### **Box 8 – Contact Person's Last Name**

Enter the last name of the person who will be organization's representative during the term of the proposed project.

### **Box 9 – Contact Person's Phone**

Enter daytime phone number where the Alabama Forestry Commission can reach contact person during the term of the proposed project.

### **Box 10 – Contact Person's FAX**

Enter daytime FAX number where the Alabama Forestry Commission can send information during the term of the proposed project.

### **Box 11 – Contact Person's Email**

Enter the daytime email address where the Alabama Forestry Commission can send information during term of the proposed project.

### **Box 12a – Personnel**

Compensation for personnel services includes all remuneration, paid currently or accrued, for services rendered during the period of performance under Federal awards, including but not necessarily limited to wages, salaries, and fringe benefits. The costs of such compensation are allowable to the extent that they satisfy the specific Federal requirements, and that the total compensation for individual employees:

(1) is reasonable for the services rendered and conforms to the established policy of the organizational unit consistently applied to both Federal and non Federal activities; and

(2) follows an appointment made in accordance with an organizational unit's rules and meets other requirements required by Federal law, where applicable.

### **Box 12b – Travel**

Federal funds will not be allowed for travel costs. Applicant can apply this budget category toward their organization's matching. Allowable costs include project related transportation, lodging, subsistence, and other reasonable and related travel expenses.

### **Box 12c – Materials and Supplies**

The costs of materials and supplies necessary to carry out the project proposal are allowable. Purchases should be charged at their actual prices after deducting all cash discounts, trade discounts, rebates, and allowances received.

### **Box 12d – Other**

Federal funds are allowable if costs are directly related to the project proposal (i.e. contracted services).

**Box 12e – Indirect Costs**

Indirect costs are: (a) incurred for a common or joint purpose benefiting more than one cost objective, and (b) not readily assignable to the cost objectives specifically benefited, without effort disproportionate to the results achieved. The term "indirect costs" applies to costs of this type in supplying goods, services, and facilities. Allowable costs also include the organization's telephone, postage, printing and other expenses which benefit or are necessary for the proposal.

**Box 12f – Totals**

Add up each column from 12a through 12e.

**Box 13 – Project Completion Date**

This is the date when the project is expected to be fulfilled; including the applicant's matching requirements. The latest date to complete project is March 1, 2014.

**Box 14 – Authorized Representative's Signature**

This person should have the power, permission, or right to represent organization and its commitment to the proposed project.

**Box 15 – Authorized Representative's Title**

The person's official role, position, or rank within the applicant organization.

**Box 16 – Print Name**

Be sure to legibly write same name as in box 15.

**Box 17 – Phone**

Enter daytime number where the Alabama Forestry Commission can reach authorized representative regarding questions or need for additional information on application form.