

# Urban & Community Forestry: Urban Forest Management Plan Grant Program

2012/2013

## Request for Proposals



State of California  
Department of Forestry and Fire Protection  
(CAL FIRE)  
Urban & Community Forestry Program



Grant program made Pursuant to the California Urban Forestry Act of 1978 (Public Resources Code 4799.06 – 4799.12), a copy of which can be found at: [http://www.fire.ca.gov/resource\\_mgt/resource\\_mgt\\_urbanforestry.php](http://www.fire.ca.gov/resource_mgt/resource_mgt_urbanforestry.php).

Grant Funds made available from:

*Proposition 84, Safe Drinking Water, Water Quality and Supply, Flood Control, River and Coastal Protection Bond Act of 2006*

**Concept Proposals Due: September 19, 2012**

## Urban & Community Forestry: Urban Forest Management Plan Grant 2012-2013

### **IMPORTANT NOTE:**

Please also see and refer to the *Urban & Community Forestry Grant Programs Procedural Guide for 2012/2013*. This document is available at:

<http://www.ufe.org/grantinfo.lasso>

or

[http://www.fire.ca.gov/resource\\_mgt/resource\\_mgt\\_urbanforestry.php](http://www.fire.ca.gov/resource_mgt/resource_mgt_urbanforestry.php).

*Grant applicants are responsible to meet the requirements of both documents. This RFP document takes precedence in the case of a conflict between the two documents.*

### **Introduction:**

The California Department of Forestry and Fire Protection (*CAL FIRE*) will set aside funds to provide grants to applicants in need of creating an Urban Forest Management Plan. The funding level of each *CAL FIRE* Urban & Community Forestry grant program may be adjusted based on the applications received.

The *CAL FIRE* Urban & Community Forestry Program works to optimize the benefits of trees and related vegetation through multiple-objective projects that provide environmental services and cost-effective solutions to the needs of urban communities and local agencies, including, but not limited to, increased water supply, clean air and water, reduced energy use, flood and storm water management, recreation, urban revitalization, improved public health, and producing useful products such as biofuel, clean energy, and high quality wood. Such efforts play a significant role in meeting the state's greenhouse gas emission reduction targets. We encourage citizen participation in the development and implementation of state and local agency and non-profit organization urban forestry programs and projects.

Eligible applicants include cities, counties, and qualifying districts. Districts include, but are not limited to, school, park, recreation, water, and local taxing districts.

### **Purpose:**

The purpose of this grant program is to fund the development and implementation of a Management Plan to be used by a jurisdiction to manage its urban forest. Such plans will be holistic, long term, include the entire jurisdiction, take an ecosystem management approach and may include a minimum level of a training or educational component. No other practices may be funded by this grant program.

### **Conditions:**

All of the following conditions must be met for a proposed urban forestry management plan to be eligible for a grant:

- Grant requests must be for establishing a new management plan or updating an existing management plan.

- Applicant must be a city, county, or district.
- The amount requested must be between \$30,000 and \$75,000. (There is a separate program, “Leafing Out”, for all Urban Forestry Grant Projects of \$2,500 - \$30,000).
- An applicant may only submit one application for this grant program in this fiscal year.
- Applicant must show proof of an existing public tree inventory that has been updated in the past 10 years.
- Applicant must show proof of an existing urban forest/street tree protection system (city ordinance, general plan element, etc.).
- Applicant must show proof of having an existing urban forester, arborist, or other qualified position responsible for urban forest resources.
- A project must be located in, or immediately adjacent to, an “urban area” or “urban cluster” as defined by the U.S. Census Bureau.  
(<http://www.census.gov/geo/www/ua/2010urbanruralclass.html>)
- The applicant has complied (and will comply) in all respects with all applicable local and county ordinances, and all applicable state and federal laws and regulations, including the California Environmental Quality Act (CEQA).
- The management plan must be a long term (40-50 year), holistic document, not solely a maintenance plan.
- There shall be a provision for periodic review of the management plan.
- Grant recipient must demonstrate how they will implement and utilize the “Management Plan”.
- Grant recipient must agree to refer to the “Management Plan” as a guiding policy document in an ordinance, a general plan element, or another binding way as approved by **CAL FIRE** staff.
- Grant recipient must provide an electronic and printed copy of the “Management Plan” to **CAL FIRE** Urban & Community Forestry at the conclusion of the grant.

### Cost share:

These grants are to share the cost of eligible urban forestry projects. The proportion of the project’s cost funded by **CAL FIRE** Urban & Community Forestry shall not be greater than **75% of total project cost**. Matching contributions (**25% of total project cost**) required as a condition of grants made pursuant to this section may be made in the form of material, services, or equipment, as well as funds from any non-state source. For example:

Total Project = \$100,000.00  
**CAL FIRE** Maximum = \$75,000.00  
 Minimum match required = \$25,000.00

**Important Note:** *Disadvantaged or severely disadvantaged communities as defined in the Urban Forestry Act are eligible to have increased cost share of up to 90% of project costs with a 10% matching contribution in the form of material, services, equipment, or funds from any non-state source. Such communities must be able to prove they meet this criteria. Please see Procedural Guide for further details.*

## **Ineligible costs:**

This grant cannot finance any undertaking or complete any practice designed to supplant rather than supplement existing local agency activities. Such ineligible practices shall consist of any request that *CAL FIRE* furnish grants to take the place of a regular or ongoing fiscal commitment to a program or project by a local government. Any practices that are required as mitigation of any kind may not be financed by this grant program.

For projects that include an Urban or Community Forestry Education Program, no more than 15% of grant funds may be used towards each of these activities. Separate grants are available for these specific program areas. These activities as part of the overall project can be shown as project match dollars by the applicant.

## **Application:**

The first step is to complete a Concept Proposal Application. If your Concept Proposal Application is selected, you will be asked to complete a Full Proposal. The Concept Proposal Application can be found at:

<http://www.ufe.org/grantinfo.lasso> or  
[http://www.fire.ca.gov/resource\\_mgt/resource\\_mgt\\_urbanforestry.php](http://www.fire.ca.gov/resource_mgt/resource_mgt_urbanforestry.php)

**Concept proposals must be submitted electronically in the provided format by September 19, 2012. Email or electronic submissions other than in the provided format will not be accepted unless alternative arrangements are made with Urban & Community Forestry Program staff ahead of the deadline. Do not send unsolicited materials. Doing so will result in rejection of the application. In the case of technical difficulties or an inability to utilize the online format, please contact your *CAL FIRE* Regional Urban Forester for authorization to use alternative grant submittal procedures at least two weeks prior to the due date (see Procedural Guide APPENDIX E).**

Using the submit button at the end of the form field will submit the concept application electronically. Before clicking to submit your concept application, please print a copy for your records and go to the file menu in your current version of Adobe Acrobat Reader (<http://get.adobe.com/reader/>) and select the "save a copy" option. This will allow applicants to retain a copy of the application for their records.

## **Information required on concept application shall include:**

Complete the online application and follow the format, directions about size limitations etc. Failure to fully complete the form will result in rejection of the application.

The project description should include a description of the project, the number and job nature of the people involved in the project and the source of funds, materials, equipment or services to be provided by the applicant. Provide your proposed budget following the format provided in the concept proposal form.

## Desirable Concept Proposal Attributes

- The project will commit the jurisdiction to a strategy for long term management of its entire urban forest resource.
- The project will produce a product that will be widely available for public consumption.
- The product produced will be compatible with the jurisdiction's other policies and ordinances and will not conflict with any state or federal laws or regulations.
- The project will have a provision for periodic review and adjustment of the plan utilizing public opinion and the most current science and information available.
- The project is located in an area with an unemployment rate in the relevant census tract that exceeds the average unemployment rate for urban areas in California and provides jobs for currently unemployed persons. Documentation will be required for full proposal if successful in the concept proposal process.
- The project has an educational component and develops public awareness of the need for expanding and managing urban forest resources.
- The plan will be implemented and is somehow tied to a city ordinance or general plan element or other acceptable enforceable mechanism.
- The plan is referred to in a Climate Action Plan or similar plan.
- The project will be in one of the following:
  - *Disadvantaged community*: means a community with a median household income less than 80% of the statewide average.
  - *Severely disadvantaged community*: means a community with a median household income less than 60% of the statewide average.

## Project Rating Criteria:

Any conditions, attributes, or requirements of this RFP and the accompanying *Urban & Community Forestry Grant Programs Procedural Guide for 2012/2013*

### 1. Best Practices

- Project has an adequate public tree inventory in place.
- Project applicant has both an existing professional urban forest resource manager and tree protection system.
- Project applicant has agreed to add the management plan to an ordinance or general plan element.
- Project applicant has agreed to follow the management plan as a guiding long term policy document.
- Project applicant has agreed to periodic review of the management plan.
- The project management plan will focus on maximizing the multiple benefits of urban forestry.

### 2. Program Priorities (Must meet one or more)

- Interagency Cooperation and Integration (partnerships)
- Maximizes public participation/involvement.
- Project is Proposed by a Severely Economically Disadvantaged or Economically Disadvantaged Community.
- Project is ready to move forward immediately.

- Applying organization has adequate capacity to carry out the project.
- Application quality (thoroughness, clarity, focus, accuracy).

Note: In addition to the above criteria, application completeness, degree of community need, project value and project reflection of Urban Forestry Act goals and values will be evaluated.

### **Project Timeline:**

Projects Completed By March 30, 2015

Projects Closed – June 1, 2015

No Reimbursement Possible After this date

Note: Please see *Urban & Community Forestry Grant Programs Procedural Guide for 2012/2013* for reporting requirements for this grant program.

### **What happens after submitting an application?**

(Please see APPENDIX F of the *Urban & Community Forestry Grant Programs Procedural Guide for 2012/2013* for a *CAL FIRE* Urban & Community Forestry Program Grant Process Flow Chart).

### **Application Review and Filing**

Upon receipt of an application for an urban forestry project grant, *CAL FIRE* Urban & Community Forestry staff or a designee of the *CAL FIRE* Urban & Community Forestry Program Manager shall review it for conformance with the California Urban Forestry Act of 1978 (Public Resource Code 4799.06 to 4799.12), The California Code of Regulations (Title 14, Division 1.5, Chapter 9.7), this Request For Proposals, and the *Urban & Community Forestry Grant Programs Procedural Guide*. Such review may include an inspection of the project area, if applicable.

If the application is found incomplete in a material way or the proposed project is not eligible for a grant, the applicant will be informed that the proposed project is ineligible. Only when an application is complete and the project is deemed eligible for a grant, will *CAL FIRE* Urban & Community Forestry staff file the application.

### **Notification of Application Status**

*CAL FIRE* Urban & Community Forestry staff shall notify each applicant whose application has been filed and reviewed of the status of its application within ten working days of the completion of review.

(1) For those applications that have ranked high enough in the initial review, *CAL FIRE* shall notify the applicant and invite them to submit a full proposal for a grant for the project. Invitation for a full proposal is NOT a guarantee of funding. Once a full proposal is submitted, *CAL FIRE* Urban & Community Forestry staff will notify the applicant if a grant will be awarded as the circumstances allow. The applicant may then either withdraw their application or complete the

negotiations and execute a grant agreement. When the grant agreement is executed, the Director of *CAL FIRE* will make the grant funds available to the recipient in the manner and at the times specified in the agreement. **DO NOT BEGIN WORK ON A PROJECT PRIOR TO RECEIVING A FULLY EXECUTED GRANT AGREEMENT.** Doing so may result in the project being ineligible for reimbursement.

(2) For those applications that are eligible but for which there are no existing funds due to ranking, *CAL FIRE*, shall notify the applicant that they will be invited to submit a full proposal if funds become available during the fiscal year. If no funds become available during the fiscal year, *CAL FIRE* shall notify the applicant of this and shall encourage him/her to apply for funds during the next period in which *CAL FIRE* requests proposals for urban & community forestry projects.

Administration: To receive a grant, successful applicants must enter into a grant agreement with *CAL FIRE*. Grant recipients must agree to complete their project and allow for periodic inspections. In return, *CAL FIRE* agrees to share the cost of the project.

Technical Assistance: For technical assistance in preparing the concept proposal, the applicant should contact the *CAL FIRE* Regional Urban Forester located in the area nearest to the proposed project (see Procedural Guide APPENDIX E):

#### Request for Record Review.

Within ten days of the receipt of notice that the application has been denied the applicant may request that the Director of *CAL FIRE* personally reconsider the decision of rejection. The request shall identify the applicant and the proposed project, and shall briefly state the applicant's reasons for requesting reconsideration. The Director shall consider the application and all of the correspondence from interested parties in reviewing the decision.

#### Final Decision by the Director.

If the Director finds that the decision to reject the application conforms to these guidelines and the Act, the Director shall uphold the decision. If the Director finds that the decision to reject the application does not conform to these guidelines or the Act, the Director may approve the application.

## **FEDERAL AFFILIATION**

This program is made possible through a cooperative relationship with the USDA Forest Service.

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.)

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