

Urban Forestry: Tree Planting *Leaf-It-To-Us*

A School Tree Planting Grant
2008/2009

Request For Proposals



State of California
Department of Forestry and Fire Protection
Urban Forestry Program



Grant program made Pursuant to the California Urban Forestry Act of 1978
(Public Resources Code 4799.06 – 4799.12)

Grant Funds made available from:

Proposition 40, California Clean Water, Clean Air, Safe Neighborhood, Parks, and Coastal Protection Act of 2002

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

**Urban Forestry:
Tree Planting Grant, *Green Trees For The Golden State*
2008-09**

The California Department of Forestry and Fire Protection (CAL FIRE) has set aside approximately \$50,000.00 to provide grants to school campuses that wish to create or implement an Urban and Community Forestry tree planting project.

Introduction: The purpose of the 2008/2009 *Leaf-It-To-Us* grant program is to provide funding for urban forestry tree planting projects and up to two years of initial maintenance. Preference will be given to the planting of trees that provide greater air quality benefits and projects that provide greater energy conservation benefits to schools. The projects are intended to be educational in nature and to involve students in the planning of the project and planting of the trees.

Practices that can be funded:

This grant program will fund the development and implementation of a tree planting project that provides all of the economic, environmental and social benefits associated with trees to those who need them in California's schools. Eligible applicants include public school campuses or nonprofit schools campuses qualified under Section 501(c)(3) of the Internal Revenue Code (PRC 5096.605).

Conditions:

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

- Grant requests must be for the creation, development, and implementation of tree planting projects that maintain and expand tree canopy cover on school grounds.
- Amount requested must not be more than \$7,500.00 and not less than \$1,000.00. A separate tree planting grant, *Green Trees For The Golden State*, is available for projects larger than \$7,500.00.
- The 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/ua_2k.html)
- The project must have a commitment to involve students in the project.
- The applicant agrees to follow tree planting and care practices as required by CAL FIRE's Urban Forestry Program (<http://www.ufe.org/Standards&Specs.html>).
- The project must display a sign with a bond logo (attached) and the logos and names of all organizations participating in the project, including CAL FIRE.
- 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 CEQA.

Ineligible Projects:

The following practices will not be funded by this grant program.

- Planting trees that require maintenance such as: watering, fertilizing, exterminating, or controlling plant pests and diseases in order to survive unless a public or private entity has agreed in writing to provide such maintenance measures for at least three years after planting is completed.
- Projects that plant trees that will eventually conflict with overhead or underground utilities or ground-located infrastructure.
- Invasive species as determined by referencing the California Invasive Plant Council website (<http://www.cal-ipc.org/>) or similar reference.

Eligible Costs:

- **Trees and planting materials:**
 - Trees in the #15 (gallon) container size are eligible. Other sizes will be considered on a case-by-case basis. Balled and burlapped and bare root trees may also be utilized if the sizes are equivalent (refer to attached specifications document). Other sizes and types of trees must be approved by a CAL FIRE Regional Urban Forester prior to submission of the final proposal.
 - Planting materials may be: Stakes, ties, and root collar protectors proportional to number of trees being planted; wood chip surface mulch to conserve soil moisture and inhibit weed growth, soil amendments in areas of hard clay soil or sandy soil; soil where needed to complete backfill; watering tools, including minor irrigation system supplies; and hand tools.
 - Limited labor directed to tree planting.
 - Maintenance costs such as; structural pruning, stake adjustment and removal, and irrigation.
- **Education and signage:**
 - Purchase, development and distribution of project specific education materials may be funded pending relevance to the scope of the proposed project. A maximum not to exceed 15% of total State reimbursement.
 - Propositions 40 and/or 84 sign construction and materials. Cost to State not to exceed \$1,000.00.
 - For sign requirement details, please contact your Regional Urban Forester.
- **Concrete removal and other special concerns:**

In projects where the planting of trees involves the removal of asphalt, concrete paving, or another special concern, reimbursement cost may be available. Applicant must demonstrate that no alternative exists to plant trees in another nearby location(s) that may be more suitable, or that there is an overwhelming need at the location.

Ineligible Costs:

- Tree grates and decorative tree guards
- Disposal costs of woody debris
- Tree removal
- Irrigation valves, pumps, sprinkler control timers or elaborate irrigation systems
- Root barriers

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 Forestry shall not be greater than **75%**. Matching contributions 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.

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.

Projects shall include an educational component. Not more than 15% of grant funds may be used for this educational component. The educational component as part of the overall project can be shown as project match dollars by the applicant.

Application:

Concept proposals must be submitted electronically in the provided format by December 12, 2008. **Email or electronic submissions other than the provided format will not be accepted unless alternative arrangements are made with Urban Forestry Program staff ahead of the deadline.** Do not send unsolicited materials. Doing so will result in rejection and return 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.

Please refer to the Urban Forestry Grant Program Procedural Guidelines document at <http://www.ufe.org/grantinfo> for information about what will be required of successful applicants in submittal of a full project proposal.

Information required on concept application shall include:

Complete the online application and follow the format, directions about size limitations etc.

Provide a statement of the project's objectives and how the proposed project will achieve those objectives.

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. Also include an estimate of the number of trees to be planted by program. Note: species and location information for trees to be planted will be required during the full proposal process for successful applicants.

Provide your proposed budget following the format provided.

Desirable Concept Proposal Attributes

- The project provides urban forest resources to areas where such resources are absent, or replenishes such resources where they are badly depleted
- The project demonstrates innovative techniques for developing and managing urban forest resources that can be duplicated in other urban areas. Ex: innovative site re-design to allow for larger tree species. Other examples to be considered on a case-by-case basis.
- The project uses trees or other vegetation to reduce consumption of finite energy resources, reduce urban heat island effects, or to produce energy and other products from urban forests.
- The project uses trees or other vegetation to help reduce air pollution or improve air quality.
- 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 is educational in nature and develops student awareness of the importance of trees and/or the need for expanding and managing urban forest resources.
- The project uses Project Learning Tree Curricula as an educational component of the project (http://www.calfire.ca.gov/communications/communications_teacherstools_plt)

Project Timeline

Projects Completed By March 31, 2011

Projects Closed –
No Reimbursement Possible After June 30, 2011

What happens after submitting an application?

Application Review and Filing.

Upon receipt of an application for an urban forestry project grant, CAL FIRE-Urban Forestry staff or a designee of the CAL FIRE-Urban Forestry Program Administrator 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) and these guidelines. 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 Forestry staff file the application.

Notification of Application Status.

CAL FIRE-Urban 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. 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 forestry projects.

Grant Payments: Payments are made on a reimbursement basis and will be for actual expenses incurred based on receipts. Grant recipients will be required to use their own operating funds to cover startup expenses until invoices are reimbursed by the State. Billing may not be more frequent than on a monthly basis.

Reporting: Progress reports and a final completion report are required as stipulated by the CAL FIRE Regional Urban Forester assigned to the grant project. The completion report must be submitted within 30 days of project completion or by April 30, 2011, whichever comes first.

Administration: To receive a grant, successful applicants must enter into a grant agreement with the California Department of Forestry and Fire Protection (**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. Grant recipients will also be required to obtain a resolution from their Board of Directors, City Council, Board of Supervisors, or equivalent governing board authorizing their project and designating a person or position title, responsible for the project, to sign legal documents. As this designated individual will be the only official representative of the grantee, it may be helpful to name a position title, rather than an individual, since personnel often change during the life of a grant agreement.

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:

<u>Glenn Flamik, Area 1</u>	<u>(916) 201-8942</u>	<u>email: glenn.flamik@fire.ca.gov</u>
<u>James Scheid, Area 2</u>	<u>(415) 265-9059</u>	<u>email: james.scheid@fire.ca.gov</u>
<u>Darla Mills, Area 3</u>	<u>(559) 243-4109</u>	<u>email: darla.mills@fire.ca.gov</u>
<u>Jacqueline Empasis, Area 4</u>	<u>(805) 550-6280</u>	<u>email: jacqueline.empasis@fire.ca.gov</u>
<u>Abigail Srader, Area 5</u>	<u>(909) 553-8057</u>	<u>email: abigail.srader@fire.ca.gov</u>
<u>Thomas Shoots, Area 6</u>	<u>(213) 200-7115</u>	<u>email: thomas.shoots@fire.ca.gov</u>
<u>Lynnette Short, Area 7</u>	<u>(619) 937-1410</u>	<u>email: lynnette.short@fire.ca.gov</u>

* For Area information, see area map in procedural guidelines document (<http://www.ufe.org/grantinfo>).

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.

Below: Bond Logo for Signage Requirement.



SPECIFICATIONS
Minimum finished size: no smaller than 24" x 24"
Sign substrate: 0.060 aluminum with rounded corners
Background color: white
Print colors: dark blue — to match Pantone 301 CVC
light blue — 20% screen of dark blue
dark green — to match Pantone 261
light green — 50% screen of dark green
Line screen: no coarser than 45 lpi
Traps: 0.10" at 100% size (already built into artwork)