



Huntsville, Alabama

305 Fountain Circle
Huntsville, AL 35801

Cover Memo

Meeting Type: City Council Regular Meeting **Meeting Date:** 8/22/2024

File ID: TMP-4525

Department: Landscape Management

Subject:

Type of Action: Approval/Action

Resolution authorizing the Mayor to apply for a Alabama Forestry Commission Urban and Community Forestry Tree Planting Assistance Grant.

Resolution No.

Finance Information:

Account Number: 1000-52-52200-515370-00000000

City Cost Amount: n/a

Total Cost: n/a

Special Circumstances:

Grant Funded: up to \$65,000

Grant Title - CFDA or granting Agency: Alabama Forestry Commission's Urban and Community Forestry Tree Planting Assistance Grant

Resolution #: n/a

Location: (list below)

Address: n/a

District: District 1 ☐ District 2 ☐ District 3 ☐ District 4 ☐ District 5 ☐

Additional Comments: N/a

RESOLUTION NO.

BE IT RESOLVED by the City Council of the City of Huntsville, Alabama, that the Mayor is hereby authorized, requested, and directed, on behalf of the City of Huntsville, Alabama, to apply for a Alabama Forestry Commission grant in an amount up to \$65,000, said grant application being attached hereto and identified as "Application for Alabama Forestry Commission's Urban and Community Forestry Tree Planting Assistance Grant" between the City of Huntsville and Alabama Forestry Commission," consisting of twenty-seven (27) pages, and the date of August 22, 2024, appearing on the margin of the first page, together with the signature of the President or President Pro Tem of the City Council, an executed copy of said document being kept on file in the Office of the City Clerk of the City of Huntsville.

BE IT FURTHER RESOLVED that there is no mating fund requirement under this grant which may be awarded to the City pursuant to such application.

BE IT FURTHER RESOLVED that in the event that such grant is awarded, the Mayor of the City of Huntsville, Alabama, is hereby authorized, requested, and directed, on behalf of the City of Huntsville, Alabama, to enter into such grant agreement with the Alabama Forestry Commission and to submit such supporting and collateral materials as required.

ADOPTED this the 22nd day of August, 2024.

President of the City Council of
the City of Huntsville, Alabama

APPROVED this the 22nd day of August, 2024.

Mayor of the City of Huntsville,
Alabama



Trees4AL - Urban and Community Forestry - IRA Urban Tree Planting

Ends on Thu, Aug 29, 2024 5:00 PM

Guidelines - To qualify for the matching funds waiver, all tree planting must occur only within census tract areas designated as "disadvantaged" according to the Climate and Economic Justice Screening Tool (CEJST), found at (<https://screeningtool.geoplatform.gov/en>).

Organization or Applicant Information

Applicant or Organization Name:

City of Huntsville, Department of Landscape Management

Does your organization have both an Employer Identification Number (EIN) and a Unique Entity Identifier (UEI)?

YES

Employer Identification Number (EIN):

63-6001296

Unique Entity Identifier:

ZBCLKNT6JWT4

Please upload a .pdf copy of your W9 form:

COH_W9_FORM_MARCH_2024.pdf

Is your organization a 501(c)(3)?:

NO

If your organization has an active website, put the URL below:

www.huntsvilleal.gov

What other social media sites does your organization maintain? Check all that apply:

- X (was Twitter)
- YouTube
- Facebook
- Instagram
- LinkedIn

Project Manager Information

The Project Manager is the primary person responsible for reporting and activities. All correspondence will be directed to this individual. If the Project Manager changes at any time while the grant is active, the awardee must immediately notify the Alabama Forestry Commission at (334) 467-7971.

Project Manager's Name

First Name:

Marc

Last Name:

Byers

Project Manager's Title:

City of Huntsville Arborist

Please provide us with the best available phone number to reach the Project Manager:

256-427-7499

Please provide us with the best available email address to reach the Project Manager:

Marc.byers@huntsvilleal.gov

Project Manager's Address:

Country:

United States

Address:

3242 Leeman Ferry Road

City:

Huntsville

State:

Alabama

Zip Code:

35805

Project Information

Project Title (20 words or less):

City of Huntsville's Brahan Spring Park Environmental Justice Tree Planting Project

Executive Summary: Very Briefly Describe the Project (Three sentences or 100 words):

The City of Huntsville's Brahan Spring Park Environmental Justice Tree Planting Project will increase tree coverage in a low canopy, low-income census tract by planting 200 trees on a 2-acre site in Brahan Spring Park. A fuller tree canopy will also help to buffer the park from visible commercial and industrial areas, thus reducing the effects of the Memorial Parkway de facto dividing line. This project will also educate interested members of the community on all aspects of tree planting.

If known, what is the physical street address or latitude/longitude of best access point to the anticipated planting site?:

3771 SW Ivy Street, Huntsville, Alabama 35805

If known, in what county will most of the planting be completed?:

Madison County

Total Urban and Community Forestry (U&CF) Funds Requested

U&CF Funds Requested + Total Cash Match + Total In-Kind Match = Total Amount of Project
Matching funds are waived for projects 100% in disadvantaged communities. See Request for Application (RFA) for details.

Please complete the table below. DO NOT add any special characters. (ex: \$, %, etc)

U&CF FUNDS REQUESTED	65,000
TOTAL CASH MATCH (Optional)	0
TOTAL IN-KIND MATCH (Optional)	0
TOTAL AMOUNT OF PROJECT	65,000
TOTAL NUMBER OF TREES	200
DOLLARS PER TREE	325

Narrative for the Grant

Narrative must include a description of the objective, scope of work, methods, a timeline, tree planting specifications and species list, tree protection efforts, and a brief maintenance plan description. Identify any partners in the grant and additional funding sources where appropriate. The narrative is limited to 3,250 words (approximately 5 pages). Avoid using tables as they may not copy as expected to this form.

City of Huntsville's Brahan Spring Park Environmental Justice Tree Planting Project directly benefits residents in a census tract area designated as "disadvantaged" according to the Climate and Economic Justice Screening Tool provided by the Council on Environmental Quality. This project will plant, establish, and care for 200 trees on a 2-acre site in Brahan Spring Park and will educate interested member of the public on all aspects of tree planting. The planting will be located along the western edge of Pinhook Creek, a major waterway for drainage in Huntsville. Grant funds will be used only for trees and materials used in the first year. All other costs and subsequent years of maintenance will be borne by the City of Huntsville.

The areas adjacent to and including Brahan Spring Park have been designated as a "disadvantaged" area and is one of the most racially diverse census tracts in the entire City of Huntsville while also having one of the highest poverty levels. This project will address tree equity issues by increasing tree coverage in a low-canopy, low-income census tract, and increase the environmental and social benefits of trees as

improving parks and green spaces exponentially raises quality of life. Over the years, trees originally in this park have been damaged or lost due to age and storms, and there have been no recent tree-planting initiatives in the park. This project also remediates years of low-input maintenance for this area, which has become more central as Huntsville grows in population and in actual area. To this end, the project will create a buffer for the park from visible commercial and industrial areas, thus reducing the effects of the Memorial Parkway de facto dividing line.

Activities under this grant will begin with site preparation to finalize tree locations and exact counts, and a cursory soil survey, before ordering the trees and having them delivered to the site. Once they arrive, a few public-facing activities will take place, including an advertised "Planting Day" and "Staking Day." Also important to the City of Huntsville is engagement from the community and the emphasis this project will allow the City to have on education around tree canopy maintenance. Care and pruning classes will take place intermittently, as appropriate, and will involve those interested from the community and established partners in learning about tree maintenance in the park. These days will operate like classes and allow more in-depth education about many aspects of care and planting of trees. This will be similar to the large community planting events, which have historically been very successful and well-attended. These particular classes, however, will allow for much more detailed instruction for those who choose to participate.

The City of Huntsville values the partnerships created by the desire to see this project completed. Every person included in this project understands the value and importance of creating and maintaining tree canopy cover in this part of the City and the transformative power this can have for many decades to come. Partners include the Green Team of Huntsville, Friends of Trees Huntsville, and the Huntsville Tree Commission. The administration of the grant will also be a team effort, including staff from the Landscape Management department of the City of Huntsville and the Grants Manager.

The project is scheduled to take no more than two years, beginning in the fall and winter of 2024/2025 with the acquisition, installation, staking, and mulching of the trees in their designated location. During summer 2025, the trees will be watered as needed, utilizing the "gator bags," and will be inspected for pest problems. Post-planting pruning classes will be held in the fall of 2025 for community members to take ownership of the new trees. The team will continue to water the trees as necessary and inspect for pests during the subsequent summers, and pruning will also continue in the fall, as needed.

The end product or result of this grant project will be an additional 200 trees planted in an under-utilized City of Huntsville park. This will provide green spaces, create shaded areas, serve as a buffer between the park and the commercial and industrial areas adjacent to it, improve the environment and air quality, and ultimately raise the quality of life for those living in this area. These benefits, along with the opportunity to learn about the trees as they are being installed and maintained, will give the residents of this low-income area a sense of ownership in the success of the trees and a sense of pride in the new look of the park.

Upload a File Showing the CEJST Census Blocks Where Planting Will Occur:

Project Budget:

CITY OF HUNTSVILLE - TREES4AL GRANT REQUEST: BUDGET		
Budget Items by SF 424A Object Class Categories	Grant Share Direct Expenses or Cash Purchases	Totals by Category
a. Personnel		
	\$ -	\$ -
b. Fringe Benefits		
	\$ -	\$ -
c. Travel		
	\$ -	\$ -
e. Supplies		
Tree Costs - 1 1/2" - 2" caliper WB trees (200 trees at \$250/tree)	\$ 50,000.00	
Mulch	\$ 2,000.00	
Watering bags (200 at \$25/bag)	\$ 5,000.00	
Staking materials (200 at \$30/each)	\$ 6,000.00	\$ 63,000.00
f. Contractual		
	\$ -	\$ -
h. Other		
Freight	\$ 2,000.00	\$ 2,000.00
i. Total Direct Charges	\$ 65,000.00	\$ 65,000.00
j. Indirect Charges		
The City of Huntsville does not apply		
a 10% de minimis rate to grants		

k. Totals	\$ 65,000.00	\$ 65,000.00

Does your organization have a Negotiated Indirect Cost Rate Agreement (NICRA) with the federal government that you included in the budget above?

NO

Signature of Agreement:

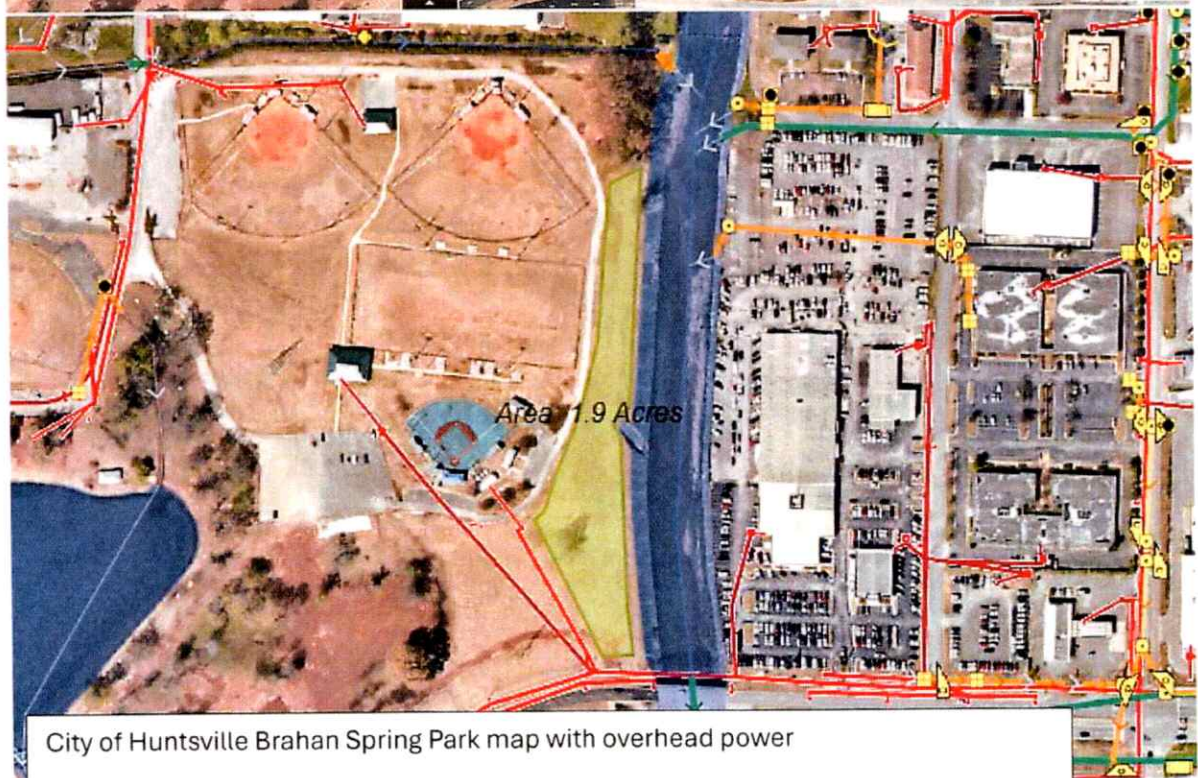
As the duly authorized representative of the applicant named above, I hereby certify that all parts of this grant application have been read and understood and that all information submitted herein is true and correct. If awarded a grant under the Urban and Community Forestry Grant Program for Alabama, aid organization agrees to comply with all Federal and State guidelines for completion of the grant.

Electronic Signature of Authorized Representative

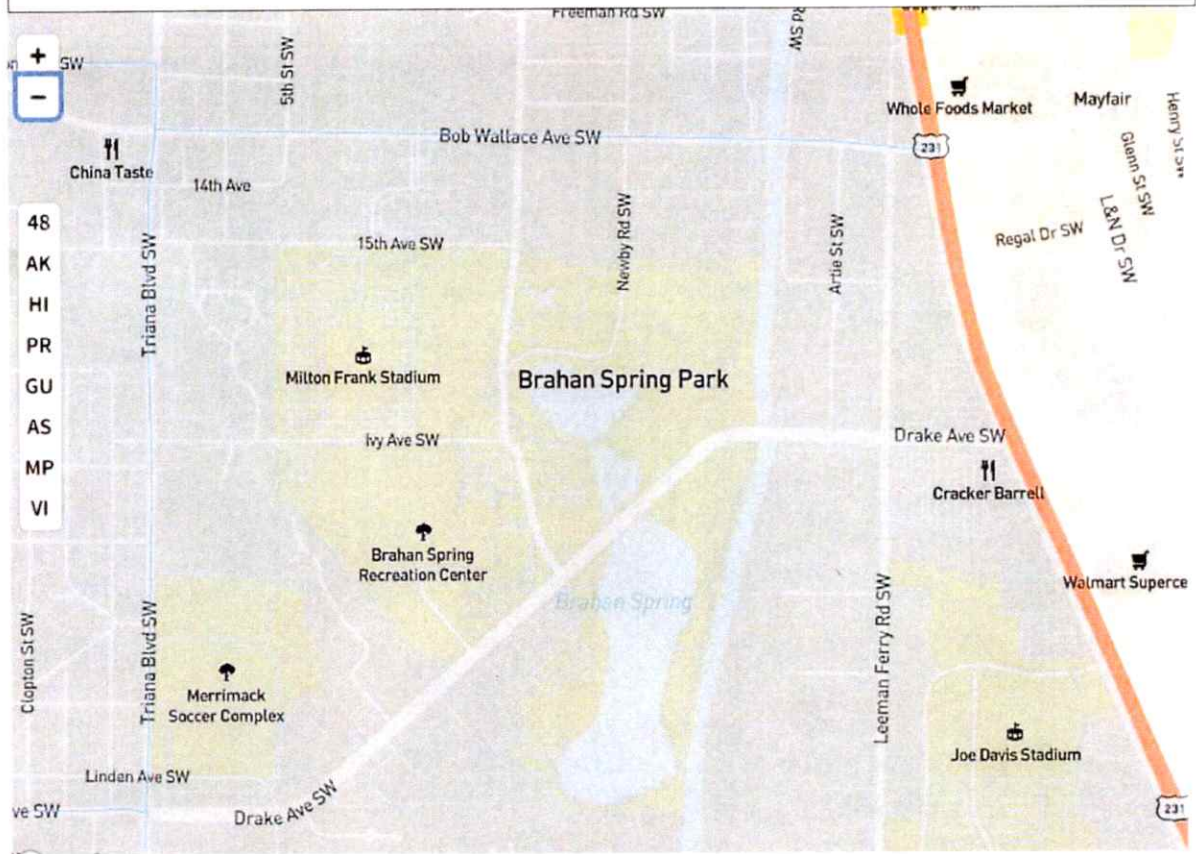
Title of Authorized Representative

Date of Signature

City of Huntsville Landscape Management
Brahan Spring Creekside Forest Project Maps
2889 Newby Road Huntsville, AL 35805



Climate & Economic Justice Maps City of Huntsville Brahan Spring Park



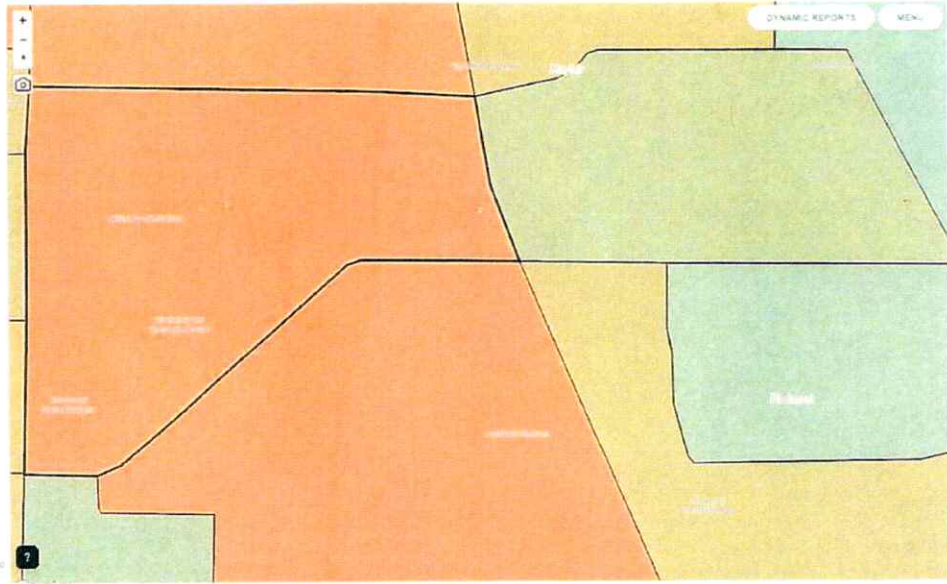
National Explorer

Search for an location
 Current Work Area: 1000002501
 City: Huntsville, AL
 Address: 1000002501

48
 Tree Equity Score
 Priority: 1000002501

Current canopy cover: 11%
 (Range: 0% - 100%)

Score indicators:
 Range of trees: 99%
 Overlap and canopy: 100%
 Long-term vegetation: 12%
 Higher priority: 11%
 Heat exposure: 17.6%





Thursday, August 15, 2024

Dale Dickens, Urban Forestry Coordinator

Alabama Forestry Commission
513 Madison Avenue
Montgomery, Alabama 36104

Dear Mr. Dickens,

I am writing on behalf of the Huntsville Tree Commission to express our enthusiastic support for the proposed project "**Brahan Spring Creekside Forest**" that will be delivered by the City of Huntsville's Landscape Management to disadvantaged communities through the "Trees4AL" tree planting grant. This initiative aligns perfectly with our city's commitment to environmental sustainability and social equity.

As you are aware, trees play a crucial role in enhancing the quality of life for residents in urban areas. They not only improve air quality by absorbing pollutants and releasing oxygen but also provide shade, reduce heat and energy costs, and enhance the overall aesthetic appeal of neighborhoods. In disadvantaged communities particularly, the benefits of urban forestry can be transformative, offering a tangible improvement in the environment and contributing to community pride and well-being.

The Huntsville Tree Commission applauds your efforts to bring this project to fruition. We recognize the importance of collaborative partnerships between local government, community organizations, and stakeholders in achieving meaningful change. By working together, we can create healthier and more sustainable communities where all residents, regardless of their background, can thrive.

We are committed to supporting this initiative in any capacity possible, whether through technical assistance, providing sites for tree planting or community engagement. We are dedicated to making this project a success.

Thank you for your commitment to improving our community and promoting environmental stewardship. We look forward to seeing the positive impact of this tree planting project on our city and its residents.

Warm regards,

Jesse Horton, Chairman

Huntsville Tree Commission, Operation Green Team, Huntsville Landscape Management
4100 Leeman Ferry Road SW
Huntsville, Alabama 35802



REQUEST FOR APPLICATION

**Alabama Forestry Commission's
Urban and Community Forestry Tree Planting
Assistance Grants
(Also known as the "Trees4AL" Program)**

Sponsored by the USDA Forest Service

Application Deadline:

All applications must be submitted online by

***** 5pm CDT, Thursday, 08/29/2024 *****

Submit from the webpage at:

[Click to Start Application](#)

INTRODUCTION

The **Alabama Forestry Commission**, in cooperation with the **United States Department of Agriculture (USDA) Forest Service (USFS)**, announces the Alabama Forestry Commission's Urban and Community Forestry (U&CF) Tree Planting Assistance Grants Program – 23-DG-11083101-500 (also known as the "**Trees4AL**" Program). The program is designed to encourage communities to create, improve, and support long-term and sustainable urban and community forests throughout Alabama.

AUTHORITY, OBJECTIVES, AND GOALS

Legislative Authority

[Public Law 117-169, Subtitle D, Sec. 23003 \(a\)\(2\)](#) [Approximately page 210]. The USFS State and Private Forestry Conservation Program, through the Inflation Reduction Act (IRA), appropriated \$1.5 billion to provide multiyear, programmatic, competitive grants

to specific entities for "tree planting and related activities.". From this total allocation \$750,000 was allocated to Alabama.

Because this grant is a form of **federal** financial assistance, any awards to sub-recipients are also subject to the Office of Management and Budget (OMB) guidance in subparts A through F of 2 CFR Part 200, as adopted and supplemented by the USDA in 2 CFR Part 400. Adoption by USDA of the OMB guidance in 2 CFR 400 gives regulatory effect to the OMB guidance in 2 CFR 200, where the full text may be found. Acceptance of an award obligates the applicant to follow all requirements for federal funds. The requirements may be found at this link; [2 CFR Part 200](#).

Urban and Community Forestry (U&CF) is also covered under the Biden Administration's [Justice40 Initiative](#) established through [Executive Order 14008 Sec. 223](#). To advance the mission of Justice40, proposals should deliver the benefits of IRA investments through established partnerships with local organizations working to support **disadvantaged communities in Alabama experiencing low tree canopy and environmental injustice**. USDA is a partner on the Interagency [Memorandum of Understanding \(MOU\) on Promoting Equitable Access to Nature in Nature-Deprived Communities](#), which seeks to reduce the number of people without access to parks and nature in their communities. The USDA also participates in the [America the Beautiful Initiative](#) which supports the prioritization of locally led conservation and park projects in communities that disproportionately lack access to nature and its benefits.

Federal Program Objectives

The federal program objectives of the Urban and Community Forestry Grant Program are to:

- 1) Integrate Urban and Community Forestry into all scales of planning.
- 2) Promote the role of Urban and Community Forestry in human health and wellness.
- 3) Cultivate diversity, equity, and leadership within the Urban Forestry community.
- 4) Strengthen Urban and Community Forest health and biodiversity for long-term resilience.
- 5) Improve Urban and Community Forest management, maintenance, and stewardship.
- 6) Diversify, leverage, and increase funding for Urban and Community Forestry.
- 7) Increase public awareness and environmental education to promote stewardship.
- 8) Prioritize projects focusing work on extreme heat mitigation, urban wood utilization, urban food forests and workforce development.

Program Goals for Alabama

State program goals from the 2020 Forest Action Plan for Alabama regarding the Urban and Community Forestry Program are listed below:

- 1) Implement activities to assess the condition of Alabama's urban forestry resource.
- 2) Increase public awareness of urban forestry.
- 3) Acknowledge and show appreciation for the achievements of individuals, organizations, and communities that contribute to Alabama's urban forestry

- program.
- 4) Improve public policy and governance to guide regional and local decision making.
 - 5) Increase the level of professionalism in urban forestry private and public sector practice.

More specifically, the Alabama Forestry Commission also supports projects that improve extreme heat mitigation, urban wood utilization, urban food forests and workforce development.

FUNDING AND ELIGIBILITY

Available Funding

Funding available under this grant, Trees4AL, is intended for tree planting in disadvantaged areas of Alabama. Applications will be restricted to between **\$40,000 and \$100,000 and will run from award execution date until as late as June 1, 2028. Earlier completion dates are preferred.** The desired grant timeline must be specified within the application.

Up to 20% of the total grant request may be used for **administrative purposes** in addition to the indirect charges as allowable. The budget submitted with the application should clearly show the administrative charges, and supporting documentation is required for indirect expenses. Both administrative and indirect costs must be reasonable for the application to be competitive.

The Alabama Forestry Commission reserves the **right to reject and approve partial** funding for all proposals. **Records** must be maintained for at least three (3) years following final payment. **Acknowledgement** of IRA U&CF contribution is required for printed materials and signage.

Grant Eligibility Information

Funds may be awarded to units of local governments (city, town, county), non-profit organizations (charitable organizations) meeting section 501(c)(3) of the Internal Revenue Code, tribal entities, or educational institutions. Other organizations, such as community tree volunteer groups, neighborhood associations or civic groups which do not have current 501(c)(3) status are eligible but must apply in partnership with a non-profit organization or with their local government.

All applicants applying for a federally funded award **must have both** a Federal Employer Identification Number ([EIN](#)) and a Unique Entity Identifier (UEI). Information on UEI may be found by clicking this hyperlink: [UEI Info](#).

Funds MUST be used in Alabama for DISADVANTAGED COMMUNITIES as identified at the time of application by the Climate and Economic Justice Screening Tool ([CEJST](#)). CEJST is a geospatial mapping tool used to identify census tracts that are

overburdened by climate change, pollution or other environmental or socioeconomic factors. These communities identified through CEJST are considered disadvantaged because they are overburdened and underserved.

Projects or programs of work completed entirely (100%) in disadvantaged communities identified by CEJST in Alabama will qualify for IRA funding.

Other government sanctioned data sources, such as the Environmental Protection Agency's [EJScreen](#), may be considered for supporting identification of disadvantaged communities, but project areas must be shown as disadvantaged in CEJST. The following tools are accepted:

- Climate and Economic Justice Screening Tool (CEJST)
- EPA Environmental Justice and Screening Mapping Tool (EJScreen)
- EPA [EnviroAtlas](#) Interactive Map, Opportunity Zones
- And other government sponsored vulnerability tools as approved by the USDA Forest Service AND the Alabama Forestry Commission.

For community work the definition of "community" within the Justice40 formal guidance, [M-21-28](#), will be used. Project match is waived under USDA Forest Service waiver permitted under Public Law 117-169, Subtitle D, Sec. 23003 (b) since all projects must be in disadvantaged communities in Alabama. Applications must clearly describe the scope of work to be performed in applicable disadvantaged communities and identify online data tools used to designate the service area as a disadvantaged community. Applicants are strongly encouraged to print off and save the CEJST map showing parcels served for the final report and census tract numbers must be reported also.

Multiple tools may be used, but identification of the planting area(s) as disadvantaged under CEJST is required. All work must be tracked at the level that clearly shows the disadvantaged communities served.



Figure 1. CEJST map of Alabama with disadvantaged parcels shown in grey as of April 25, 2024.

Eligible Projects

Eligible Projects must meet Federal and State Program Objectives. The U&CF Grant Program is intended to support new initiatives, programs, projects, and/or activities not currently fully funded through other sources. Examples of eligible categories for applications with an approved grant narrative are described in detail below.

Tree Planting Projects

All projects should include a site plan, plant list, tree planting specifications, tree protection needs, site photos, and maintenance plan. Applications should include a letter of permission/support for the project proposal if the planting site and/or access is not on the applicant's property. Applicants may be required to complete a liability waiver as part of the grant agreement. Private property owners are not eligible unless applying in partnership with a non-profit organization or with their local government. Grant funds will not pay for trees larger than two inches in caliper. Grants should range from **\$40,000 to \$100,000**.

COMMUNITY TREE PLANTING projects include any tree planting on public lands.

All tree planting projects funded under this category **must be for at least one of the following purposes:**

- 1) Addressing tree equity,
- 2) Mitigating the effects of extreme heat and climate change,
- 3) Replacing storm damaged canopy,
- 4) Creating greenspaces,
- 5) Reducing stormwater runoff and/or
- 6) Increasing the environmental and social benefits of trees.

All tree planting projects must meet the following **criteria:**

- ☐ 1) Take place on non-federal public property such as city/county parks, schools, playgrounds, greenspaces, rights-of-way, business districts, parking lots, and downtown areas.
- ☐ 2) Include a tree planting site plan and map using aerial photography or GIS. Locations (addresses, zip codes or GPS coordinates) of all trees must be provided by the end of the project. If applicable, include details of impervious surface removal.
- ☐ 3) Include a 3-year maintenance plan.
- ☐ 4) Include a letter of support from the local government or from the Alabama Department of Transportation (ALDOT) if applicant is not the property owner.
- ☐ 5) Include signage in the most visible placement on the planting site for public viewing, near trees planted, recognizing that funding comes from the Alabama Forestry Commission and the USDA Forest Service. Valid logos and verbiage will be provided to successful applicants. As an example, see <https://www.fs.usda.gov/managing-land/urban-forests/ucf/insignia-approval> for the USDA Forest Service's Insignia Approval for Communication Products.

Note: If your application is approved, your project will be assigned to an AFC Forester to review and approve the planting and maintenance plan. If applicable, AFC approval will also be required for the impervious surface removal plan.

The cost of removing and **stump grinding** diseased, high risk or invasive trees to create planting spaces for new trees is an allowable expense. Also eligible are projects that include the cost of **removing impervious surface** to create appropriate planting spaces/soil volume for each tree's critical root space at maturity. These impervious surface removal projects must follow the soil reconditioning technical specifications approved by the Alabama Forestry Commission. Minimal educational materials promoting the value of trees is also permitted. All communications as signage will attribute projects as made possible by a grant from the Alabama Forestry Commission in cooperation with the USDA Forest Service Urban and Community Forestry Program as part of the Inflation Reduction Act (See criteria 5 above).

STREET TREE PLANTING projects including planting strips and cutouts. Cutouts must be at least 4'x10' or equivalent to be considered for funding under the program. Proposed projects with planting strips or cutouts less than 3' wide will not be considered.

RIPARIAN TREE PLANTING in non-Conservation Reserve Enhancement Program (CREP) areas, including urban areas and private lands. Plantings should be a minimum of 35 feet wide. A maximum of 435 seedlings per acre will be paid for by the grant on a 10 x 10 spacing.

URBAN ORCHARDS may be organized to address food insecurity on any public lands. **Food Forests** are eligible if the project's primary focus is establishing canopy to mitigate extreme heat with the secondary benefit being food products. Tree selection for these Food Forest projects should prioritize species that are low maintenance and native to Alabama such as pecan, mulberry, pawpaw, and persimmon.

NEIGHBORHOOD OR NEIGHBORHOODS TREE PLANTINGS may be organized by the local civic groups or neighborhood associations or by the community government. Projects should be located on common grounds or within 35 feet of the roadway.

TURF TO TREES PROJECTS include conversion of regularly mowed lawns greater than 0.1 acres to trees, usually using tree seedlings, saplings, or small potted trees. The cost of tree protection is an allowable expense. Annual mowing between the seedlings is also allowed.

Ineligible projects or activities include, but are not limited to:

- Research
- Property/land acquisition and related costs
- Construction and capital improvement projects
- Equipment or machinery purchases
- Food or beverage purchases
- Gift cards
- Planting or purchase of plant material classified as an invasive species
- Costs incurred before or after the grant period
- Costs not approved by U&CF Program Manager during initial award or any grant modifications

TIME CONSTRAINTS, REPORTING, AND PAYMENTS

Timetable

All applications must be submitted online through the software, "Submittable", on the AFC website found on the title page link under "Click to Start Application" by 5:00 p.m. CDT on Thursday, August 29, 2024. No exceptions.

The Urban Forestry Coordinator will notify successful applicants of funding approval as soon as possible, but with the intent to make notification by September 26, 2024. Successful applicants **must submit required federal forms within thirty (30) days** of the date of the award notice. Municipalities needing city/town council or Board of Supervisor approval must contact the Alabama Forestry Commission if a time extension is needed.

Grant Timeframe

Approved projects can begin only after you have received a fully executed copy of your grant award. Costs incurred **PRIOR TO** the date on your award letter must be pre-approved by the Program Manager. This is a four-year grant, but awardees should plan on the shortest time feasible to complete the project. However, all work and the final report must be concluded by June 1, 2028.

Reports

Periodic progress reports and a final report are required of all grantees. Grants may be terminated for the lack of timely progress toward project objectives. A final report must be submitted at the conclusion of the project prior to final payout.

Payment Process

The funds awarded under the grant are available on a reimbursement basis after report submittal and in accordance with a payment schedule agreed to in advance. Grantees must file a *Request for Reimbursement* (included in award paperwork package) and send records of expenditures along with documentation of all costs to the state. The state reserves the right to make partial payments subject to completion of scheduled work. The Urban and Community Forestry Grant Program Manager (currently Dale Dickens, see contact information on last page) will evaluate the progress of the project to determine eligibility for full payment.

APPLICATION FORMAT

Written proposals, clearly describing the scope and work for the project, will be entered into the grant application online. This includes the initial introductory information on the first page of the application form with signature and Budget Worksheet. The proposal narrative **should not exceed five pages**. Applicants may also include maps, photos, etc. in addition to the narrative. Clear and concise proposals should address an urban and community forestry need and meet one or more of the objectives of the Urban and Community Forestry Assistance Program (see bottom half of page 2). While you can save your application in Submittable as you go, we recommend having most of the information described below in hand before logging in to Submittable, the grant application software.

The narrative and budget include:

1. The **purpose, objective, or mission statement** of the applying organization and the purpose and objectives of the project. The project's purpose should be explained in one concise paragraph.
2. Explain **why the project is important**. Identify the project audience, why they should be addressed and describe what condition will be changed because of the project. The narrative should include these elements:
 - ♦ **Activities** – List all the activities awardee will undertake to finish the project.

- ◆ **Partnerships and Participants** – List project personnel, volunteers, participating organizations, etc.
 - ◆ **Public, Educational Benefits, and Community Engagement** – Strategies for the project should also be described. Communications and signage will attribute projects as made possible by a grant from the USDA Forest Service Urban and Community Forestry Program as part of the Inflation Reduction Act.
 - ◆ **Underserved/Disadvantaged Benefit** – Provide a written description of how funds will benefit underserved and disadvantaged communities in Alabama. Also, provide a screenshot of the geographic area and/or areas from the approved online data tools.
 - ◆ **Administration** – Specify who will be responsible for project management and record keeping.
 - ◆ **Timetable** – Show project start date, project milestone completion dates, and total project completion dates.
 - ◆ **End Product/Result** – List specific **deliverables** to be accomplished with funds (i.e., trees planted, brochures, packets, videos, publications, websites, proposed newsletter articles, street tree inventory, management plans, etc.) and identify the recipients of or target audience for the deliverable (i.e., students, employees, civic organization, Chamber of Commerce, citizens in benefitted community). This may be written as a bulleted list with descriptions.
3. A detailed project **budget** should include sources and description of materials, maintenance costs, and costs of professional services. Applicants should use the budget worksheet attached to this Request for Application Package as a guide. The budget will be compared to the project narrative to determine if proposed expenditures are reasonable and allowable. A maximum of 20% of the total award may be used towards administrative expenses.

Categories that might be used in the budget include:

- ◆ **Personnel*** – List all staff positions by title. Give annual salary, percentage of time assigned to the project, and total cost for the budget period.
- ◆ **Fringe Benefits** – Identify the percentage used, the basis for its computation, and the types of benefits included.
- ◆ **Travel** – Specify the mileage, per diem, estimated number of trips, and other costs for each type of travel. Please visit www.gsa.gov/perdiem to determine the appropriate federal rates.
- ◆ **Supplies** – List all tangible personal property, other than “equipment” which is valued at \$5,000 or more, necessary for the project. Individual supply items must not exceed \$5,000 in value. The budget detail should identify supplies to be purchased.

- ◆ **Contractual*** – Identify each proposed contract and specify its purpose, nature, and estimated cost.
- ◆ **Other** – List each item in sufficient detail for grant administrators to determine the reasonableness of the cost.
- ◆ **Indirect** – You may use the de minimis amount, currently 10% of salary and fringe benefits, or use your Negotiated Indirect Cost Rate Agreement (NICRA) as approved by the Federal Government. A copy of the NICRA paperwork must be included in your grant agreement. Indirect costs do not include administrative costs of the grant.

*State assumes no liability for any contractors, volunteers, or local government employees working on any projects.

PROPOSAL SUBMISSION

1. Fill out and sign as appropriate the **grant proposal application online form with budget table, screenshot of CJEST disadvantaged area, and W9 form.** These documents must be submitted with your proposal package.
2. Non-profit organizations must submit documentation of 501(c)(3) status (IRS letter or copy of annual tax filing).
3. Submit your application online through Submittable.

FUNDING CRITERIA AND PROPOSAL REVIEW

Review of fully correct and complete applications will be based on the following criteria:

- ✓ Clearly defined purpose or objective of project.
- ✓ Goals, purpose, or mission statement of the applicant is clear.
- ✓ Meets a demonstrated urban forestry need.
- ✓ Helps strengthen and develop local urban & community forestry capacity.
- ✓ Meets federal and state program objectives.
- ✓ Involves various partnerships.
- ✓ Local visibility or awareness of the project.
- ✓ Long-term benefit of the project.
- ✓ Clarity of budget presentation and use of budget worksheet (enclosed).
- ✓ Cost effectiveness.
- ✓ Has a realistic time frame for completion.
- ✓ Acknowledgment of IRA UCF contribution language/signage.
- ✓ Can be duplicated and/or used as a model in other cities.
- ✓ Demonstrated ability of the applicant to follow through on project completion.
- ✓ Enhances environmental, social, cultural, historical, psychological, and economical values.
- ✓ Clearly defined maintenance plan for planting.

GRANT PREPARATION ASSISTANCE

Assistance in developing project proposals for this request for applications is available, as time and other resources allow, to all potential applicants from the AFC Urban and Community Forestry Group (U&CF). See contact information below.

Dale Dickens, Urban Forestry Coordinator
Alabama Forestry Commission
513 Madison Avenue
Montgomery, AL 36104
Or
P.O. Box 302550
Montgomery, AL 36130-2550

(334) 467-7971

dale.dickens@forestry.alabama.gov

Website: www.forestry.alabama.gov

Successful applicants will be required to attend an IRA **grant training workshop on October 10, 2024**, or watch the recording of the training shortly after the 10th. We will also provide guidance as to a project's suitability under this grant program and answer questions up until August 28, 2024, the day before the deadline. Applicants are strongly encouraged to discuss potential projects with the U&CF before application submittal.

A copy of this request for applications may be found at: [RFA Online](#).

Appendix A – Sample Budget for Trees4AL Grant Requests**Sample Budget****Urban and Community Forestry Grant Program****Budget Worksheet**

Budget Items by SF 424A Object Class Categories	Grant Share Direct Expenses or Cash Purchases	Totals by Category
a. Personnel		
<i>[Buster Brown - Planting Coordinator, 500 hours at \$37.35/hour</i>	<i>\$18,675.00</i>	
<i>Municipal Employee in charge of planting sites, 10 hours at \$55/hour</i>	<i>\$550.00</i>	<i>\$19,225.00</i>
b. Fringe Benefits		
<i>Fringe benefits for above personnel at 43%</i>	<i>\$8,266.75</i>	<i>\$8,266.75</i>
c. Travel		
<i>Pickup Rental - 160 hours @ \$10.00 per hour</i>	<i>\$1,600.00</i>	<i>\$1,600.00</i>

e. Supplies		
<i>Planting Stock- 50 2.5-inch caliper catalpa @ \$250 each</i>	<i>\$12,500.00</i>	
<i>Planting tools and mulch</i>	<i>\$500.00</i>	<i>\$13,000.00</i>
f. Contractual		
<i>Tree Planters, 30 planters at \$200 per day</i>	<i>\$6,000.00</i>	
<i>Consultant Services</i>	<i>\$3,000.00</i>	<i>\$9,000.00</i>
h. Other		
<i>None</i>	<i>\$0.00</i>	<i>\$0.00</i>
i. Total Direct Charges (sum of a- h)	<i>\$51,091.75</i>	<i>\$51,091.75</i>
j. Indirect Charges claiming 10% de minimis	<i>\$2,749.18</i>	<i>\$2,749.18</i>
k. Totals (i + j)	<i>\$53,840.93</i>	<i>\$53,840.93</i>

Appendix B – First Page Information Worksheet

This is the information to anticipate and gather for the online form. **Do not submit this as a paper form.** All official information and application must be submitted online.

Application Form - First Page
Urban and Community Forestry Grant Program

Project Information							
Project Title (20 words or less):							
Category:							
Brief Description of Project (3 sentences or less):							
Applicant Information							
Organization Name:							
Organization's Federal ID No.:				Unique Entity ID (UEI):			
Project Manager (Person responsible for project reporting and activities. All correspondence will be directed to this contact.)							
First Name:				Last Name:			
Title:							
Mailing Address:							
City:		County :		State :		Zip:	
Daytime Phone:							
E-Mail Address:							
Web Site:							
Financial Information							
U&CF Funds Requested + Total Cash Match + Total In-Kind Match = Total Amount of Project							
U&CF Funds Requested		\$					

Signature of Agreement	
<p>As the duly authorized representative of the applicant named above, I hereby certify that all parts of this grant application have been read and understood and that all information submitted herein is true and correct. If awarded a grant under the Urban and Community Forestry Grant Program of the state, said organization agrees to comply with all Federal and State guidelines for completion of the grant.</p>	
(Actual signature will be an "e-signature" within Submittable.)	
Signature of Authorized Representative	Date
<hr/>	<hr/>
<hr/>	
Name and Title of Authorized Representative (Please print or type)	

