



MICHIGAN DEPARTMENT OF NATURAL RESOURCES - FOREST, MINERAL & FIRE MANAGEMENT

**2004-2005 COMMUNITY FORESTRY GRANT PROGRAM  
URBAN AND COMMUNITY FORESTRY PROGRAM  
JUNE 2004**

**APPLICATION INFORMATION**

*This information is provided by Authority of Part 5 of Act 451, P.A. 1994, as amended.*

**Co-sponsored by**

U.S. Department of Agriculture Forest Service, State and Private Forestry Program  
Michigan Urban and Community Forestry Council

**DUE JULY 15, 2004**

*This document available on our website at: [www.michigan.gov/dnr](http://www.michigan.gov/dnr)*

**GENERAL INFORMATION:**

Michigan Department of Natural Resources - Forest, Mineral and Fire Management (FMFM), in cooperation with the USDA Forest Service and the Michigan Urban and Community Forestry Council, has established the Community Forestry Grants program. Funding is with federal money received from the USDA Forest Service, State and Private Forestry Program, Urban and Community Forestry Program (CFDA 10.664).

Cost-share funds will be available to communities and organizations on a competitive basis for urban and community forestry projects. Additionally, organizations designated as "Cool City Catalyst Grant" recipients, are especially encouraged to apply this year. A total of up to \$75,000 may be granted to eligible projects. This is a 50-50 cost share match program. The applicant's matching funds cannot come from other Federal funds. Project must be completed by **August 15, 2005**.

Trees improve environmental quality and quality of life in the urban, suburban, and rural communities where people live. Urban and community forestry is the management of natural resources in a developed environment. Management is intended to sustain tree health and optimize vegetation structure to improve environmental and human health and well being (from John F. Dwyer, David J. Nowak). Whether it is a single tree on a street, or in a city park, taking care of trees in our community is important to the ecosystem and vital to our well being. Healthy trees mean a healthy community. Urban forest management, particularly activities such as tree inventories and management planning, are a priority for funding consideration this year.

The purposes of this program include: improving the understanding of the benefits of preserving existing community tree cover; developing long-term community forestry plans that include citizen involvement; creating and maintaining ecosystem-based sustainable urban and community forests; encouraging property owners to maintain trees and expand cover; providing urban and community forestry technical and educational assistance to local organizations; providing competitive matching grants to local units of government and other approved organizations for urban and community forestry projects; promoting projects that illustrate the benefits of trees; implementing tree planting programs; and enhancing the technical skills of individuals involved in establishing or maintaining urban and community forests.

**This is a reimbursement grant program: Federal grant monies awarded under this program will be paid only upon evidence of completion of granted projects.**

For additional information, visit the DNR web page at [www.michigan.gov/dnr](http://www.michigan.gov/dnr) (see Forests, Land & Water, Urban & Community Forestry Program) or contact:

COMMUNITY FORESTRY GRANT PROGRAM  
FOREST, MINERAL & FIRE MANAGEMENT  
MICHIGAN DEPARTMENT OF NATURAL RESOURCES  
PO BOX 30452  
LANSING MI 48909-7952

(517) 241-4632

## Useful Websites:

USDA Forest Service—Urban and Community Forestry:

<http://www.fs.fed.us/ucf/>

<http://www.na.fs.fed.us/spfo/urbanforestry/ucf.htm>

TreeLink International:

<http://www.treelink.org>

National Arbor Day Foundation:

<http://www.arborday.org/>

Michigan State University Department of Forestry:

<http://www.for.msu.edu/>

Michigan State University Cooperative Extension:

<http://www.msue.msu.edu/home/>

Greening of Detroit:

<http://www.greeningofdetroit.com>

Global ReLeaf of Michigan:

<http://www.globalreleaf.org/>

Michigan Department of Agriculture:

<http://www.michigan.gov/mda>

Michigan Association of Conservation Districts:

<http://www.macd.org/macdpage.html>

Points of Light Foundation:

<http://pointsoflight.org/>

Michigan Forestry and Park Association:

<http://www.for.msu.edu/>

International Society of Arboriculture:

<http://www.isa-arbor.com>

Urban Horticulture Institute Publications:

<http://www.hort.cornell.edu/department/faculty/bassuk/uhi/>

## HOW TO APPLY:

### Submit the original application and two copies.

Applications will be accepted from local units of government (municipality, township, county, school district, public university and other legal entities of local government), tribes, and non-profit organizations ([501(c)(3)] or other granted legal status.) Please do not enclose materials in folders or binders.

### The grant application must demonstrate that grant funds are not substitutions for existing program expenditures.

Applications must include a Project Narrative including technical information, a budget, a tree planting plan, and a tree maintenance plan (if applicable). Failure to include these items will disqualify the application.

**Narrative Information:** The narrative should include short and long-term project performance, results and evaluation, organizations involved and people responsible for project implementation and follow-up, impact on the community, and how the project will be continued beyond grant funds (if applicable). Applications should include detailed information for the evaluation committee to review when rating your proposal.

**Budget Information:** Applications must include the total project cost, grant amount request (no more than 50% of the total project costs), and the amount and type of matching funds (cash, in-kind contributions, etc.). Federal monies from other sources may NOT be used as matching funds. In-kind contributions such as in-house or volunteer labor costs, goods, services, etc. should be identified. Volunteer labor/services should be valued as: Adults - \$16.50/hour; Youths (up to age 16) - \$8.25/hour. Professional or technical services contributed by businesses or companies may be estimated at commercial/professional rates that are reasonable and customary.

Applicants that have an approved overhead/indirect rate from a Cognizant Federal Agency may include indirect costs as part of their match portion. Proof of certification will be required. This amount will be limited to 20% of the grant funds requested, based on MDNR directives. All matching funds must be directly related to the community forestry project.

The project budget breakdown must include the following information in a similar format:

### Example:

Project: Tree inventory; Total Project Cost: \$15,000

	<u>Federal</u>	<u>Non-federal Match (municipal share)</u>
Personnel		\$3,000
Fringes		\$1,000
Tree inventory contract	\$7,500	\$3,500

Notes: Personnel: 150 hrs. @ \$20/hr. fringes @ 33%; Contract inventory software and tree assessment

Applicant must provide (when requested) quarterly, semi-annual and/or annual project reports. Project records must be available for audits for up to 3 years and site reviews for up to 5 years. Applicants must comply with all applicable state and federal requirements and regulations.

**Non-Profit Information:** If the project is being performed by a non-profit organization on public land, permission by the landowning authority must be documented (i.e., City Forester, City Manager). Lands owned by non-profit organizations and Tribal lands are eligible for use, but applicants must submit a letter from the organization or Tribe insuring that the lands are public or open to the public for educational purposes.

**Volunteer Information:** Information about urban and community forestry and working with volunteers can be found at: <http://www.pointsoflight.org>

## ELIGIBLE PROJECTS:

Several types of projects will be eligible for funding under the program: Local government program development, education and technology transfer projects, library and nature center reference material acquisition, and tree planting projects.

Maintenance projects are not eligible, for example, tree removals, routine trimming, and stump removal. Selected examples include:

Local government program development, such as staffing (students, interns, etc.), tree ordinance development and revision, staff development, community tree board formation and development, hazard tree management, community/citizen tree care programs, tree protection activities, tree inventory, and comprehensive community forestry management plans. (Maximum grant request: \$20,000.00)

Technology transfer or information and education projects such workshops, training sessions, youth programs, public service materials, brochures, exhibits, and video production and distribution. Technology transfer projects may be projects that test the practicality and applicability of community forestry techniques, programs, and models. They must have state, regional and/or national applicability, and include a mechanism for information dissemination. Examples of technology transfer projects might be creating a slide program on hazard tree training, or a Michigan-based urban and community forestry education unit for schools. (Maximum grant request: \$10,000.00)

Library and nature center resource material acquisition projects to obtain current and new reference materials (books, periodicals, videos, slide/tape programs, etc.) for use in communities. This grant is open to public libraries and non-profit nature centers. Materials must be available for use by the public at no charge (no required membership or entry fees.) Materials must be in circulation for at least 5 years. A list of approved publications is available on request; any materials not on the list must be submitted and approved by DNR FMFM. Grant funds may only be used for purchase of materials. Local match may include additional purchase of materials, sponsoring workshops, or other educational activities. (Maximum grant request: \$ 500.00)

Tree Planting Projects (Please read carefully). **Priority consideration will be given to applicants who have not received funding through the DNR's Urban & Community Forestry or Emerald Ash Borer grant programs in the last year.**

Tree planting projects such as parks, rights-of-way, city streets, nature study areas, schools and school grounds' planting, and neighborhood revitalization projects. All trees must be planted on public land or land open to the public. Reimbursement shall apply to purchase of trees only. (Maximum grant request: \$3,000.00).

The tree species selected must be appropriate for the planting location, including distance from overhead and underground utility lines. Native tree species are encouraged, as well as species diversity. Colorado Blue Spruce, Norway Maples, and Bradford Pears are discouraged due to their susceptibility to insect, disease,

and storm damage. **No varieties of Ash species shall be planted, reimbursed or used towards match through this program.**

All planting projects must comply with minimum planting stock, tree planting and maintenance standards. Base standards are: American Standards for Nursery Stock (ANSI Z60.1-1996); American National Standards for Tree Care Operations: Tree, Shrub, and Other Woody Plant Maintenance--Standard Practices (ANSI A300-1995); American National Standards for Tree Care Operations: Pruning, Trimming, Repairing, Maintaining, and Removing Trees, and Cutting Brush--Safety Requirements (ANSI Z133.1-1994), and Michigan Insect Pest and Plant Diseases Act (Public Act 189, 1931).

Examples and instructions based on these standards may be found in the Street Tree Factsheets, Editors Henry D. Gerhold, Lacasse, Norman L., Wandell, Willet N., The Pennsylvania State University, 1993; How to Prune Trees, USDA Forest Service, Northeastern Area, State and Private Forestry (NA-FR-01-95); Tree Planting Detail (IC 4108, MDNR, 6/94); and Tree Planting Zones (IC 4109, MDNR, 6/94).

Trees damaged by fire, tornado or other natural disaster should be salvaged or pruned to improve tree health but do not have to be replaced.

**Tree Planting Stock Size:** Trees to be planted must not exceed the following sizes:

Balled and burlapped: 2-2½ inch diameter, 12-16 feet height (shade tree). Soil ball diameter 20-27 inches. Tree diameter is measured at 6 inches above ground. Maximum reimbursement shall not exceed \$125 per tree.

Bare root: 1 to 1¾ inch caliper, 6-10 feet height (shade tree). Tree caliper is measured at 6 inches above ground. Roots should be numerous and fibrous. Maximum reimbursement shall not exceed \$40 per tree.

Containerized/Potted (Sm.-Med.): tree 1-3 feet height, container 6 inches high, inside bottom diameter 5-6 inches; tree 2-4 feet height, container 8 inches high, inside bottom diameter 6½ to 7-¾ inches; tree 4-6 feet height, container 9 inches high, inside bottom diameter 8½ to 9½ inches. Maximum reimbursement shall not exceed \$40 per tree.

Containerized/Potted (Lg.): tree 6-10 feet height, minimum container depth 12 inches and minimum bottom diameter of 15 inches (10 gal). Typical minimum caliper size of ¾". Maximum reimbursement shall not exceed \$55 per tree.

Planting stock selection should be determined based on species, planting location, etc. Tree planting stock that is larger than listed above is only reimbursable to a maximum of \$125 per tree.

**All planting projects must include a detailed 3-year maintenance plan.** A maintenance plan should address watering, pruning, damage control/management and other routine and corrective actions. The Tree Maintenance Guidelines (IC 4108-1) may be used as a minimum

guideline. You may reference this publication as part of your maintenance plan, but citing it, or attaching it as your complete 3-year maintenance plan will be considered adequate, not excellent, during the grant application review process. Only costs of the first year of maintenance can be used as a match.

Planting stock must be obtained from a nursery stock dealer or grower certified by the Michigan Department of Agriculture. Planting stock from out-of-state must be accompanied by a Michigan Department of Agriculture certificate. Stock obtained from municipal or government nurseries must meet appropriate standards (Michigan Insect Pest and Plant Disease Act, Public Act 189, 1931.)

## RATING CRITERIA:

**Submit the original application (PR 4107) and two copies.** Applications will be rated based on two criteria: project/program goals and project quality. Project/program goals include responsiveness to Community Forestry Program objectives of improving environmental quality and quality of life in communities, and responsiveness to community needs. Project quality includes completeness of application, project effectiveness, project outcomes, short and long-term impacts, cost effectiveness, and evaluation methods.

In addition, several items related to statewide program administration will be considered when determining grant awards including: community size, geographic location, balance of urban and rural communities participating in the program, project variety, and project relevance. MDNR reserves the right to refine or alter the criteria at any time.

## GRANT AWARD AND EXECUTION OF CONTRACT:

Grants will be awarded to the highest rated proposals, as determined by the Michigan Department of Natural Resources, based on application comparisons and other considerations. Following the rating, each applicant will be notified of their status (award and allocation, or no award). Official notification should be made within 8-10 weeks of the application closing date.

Projects meriting funding consideration, but not at the requested amounts, may be offered reduced awards. Grant recipients will receive grant documents for processing following the initial notification. In addition, grant recipients may be required to meet with DNR FMFM Urban and Community Forestry program staff prior to starting the grant to review project plans and activities.

Grant monies awarded will be paid ONLY upon evidence of completion of project. Project must be completed by August 15, 2005.

Recipients must comply with all applicable state and federal regulations and requirements.

Projects receiving funds must acknowledge the support of the Michigan Department of Natural Resources, Urban and Community Forestry Program and Council, and the USDA Forest Service, State and Private Forestry Program.

Michigan Department of Natural Resources, FMFM reserves the right to withhold award of available grant monies.

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Applications for the 2004-2005 grant program must be **received by July 15, 2004**. No facsimiles will be accepted.

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### MDNR NONDISCRIMINATION STATEMENT

#### Equal Rights for Natural Resource Users

The Michigan Department of Natural Resources (MDNR) provides equal opportunities for employment and access to Michigan's natural resources. Both State and Federal laws prohibit discrimination on the basis of race, color, national origin, religion, disability, age, sex, height, weight or marital status under the Civil Rights Acts of 1964 as amended (MI PA 453 and MI PA 220, Title V of the Rehabilitation Act of 1973 as amended, and the Americans with Disabilities Act). If you believe that you have been discriminated against in any program, activity, or facility, or if you desire additional information, please write:

HUMAN RESOURCES  
MICHIGAN DEPARTMENT OF NATURAL RESOURCES  
PO BOX 30028  
LANSING MI 48909-7528

**Or** → MICHIGAN DEPARTMENT OF CIVIL RIGHTS  
CADILLAC PLACE  
3054 W GRAND RIVER BLVD, SUITE 3-600  
DETROIT MI 48226

**Or** → OFFICE FOR DIVERSITY AND CIVIL RIGHTS  
US FISH AND WILDLIFE SERVICE  
4040 NORTH FAIRFAX DRIVE  
ARLINGTON VA 22203

For information or assistance on this publication, contact the MICHIGAN DEPARTMENT OF NATURAL RESOURCES, FOREST, MINERAL AND FIRE MANAGEMENT, PO BOX 30452, LANSING MI 48909-7952, (517) 373-1275.

TTY/TTD: 711 (Michigan Relay Center)

This publication is available in alternative formats upon request.