



WASHINGTON STATE DEPARTMENT OF
NATURAL RESOURCES

**2018 Small Community Forestry Assistance Grant
DNR Solicitation: RFP 18-15
Project Letters of Interest**

Funds for this program are made available through the USDA Forest Service, administered by the Washington State Department of Natural Resources (DNR) Urban and Community Forestry Program.

PERIOD OF PERFORMANCE

May 1, 2018 – up to April 31, 2020

AVAILABLE FUNDING

\$45,000 total available;
minimum request \$5000
maximum request \$15,000

MATCH REQUIRED

Minimum match required = 30%

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PROPOSAL DUE DATE & TIME

**Thursday, November 30, 2017
4:00 pm (PST)**

APPLICANT ELIGIBILITY

This procurement is open for those state and local government agencies, with populations of less than 10,000.

RFP CONTACT

Linden Lampman, Urban & Community
Forestry Program Manager
Washington State Department of
Natural Resources
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MS 47037
Olympia, WA 98504-7037
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1. INTRODUCTION

The United States Department of Agriculture (USDA) Forest Service Urban and Community Forestry Assistance Program is designed to partner with national and local organizations to provide a comprehensive approach to the stewardship of urban trees and forest resources. The Program provides financial and technical assistance to plan, protect, establish, and manage trees, forests, and related resources. The outcome is to restore and sustain the health and quality of the natural and human environments in urban areas. Washington State grants are awarded through this program to encourage community involvement in creating and supporting long-term and sustainable urban and community forestry programs at the local level.

1.1 Background and Purpose

The expanded forestry title of the 1990 Farm Bill includes authorization of the Community Forestry Assistance Program. This program was re-authorized in the most recent Farm Bill (2014) and funding has been provided to the USDA Forest Service to implement the program. The USDA Forest Service, in turn, has allocated funds to the Washington State DNR Urban and Community Forestry Program to distribute and administer.

The mission of the Washington State Department of Natural Resources (WDNR) Urban and Community Forestry Program is to provide leadership and assistance to communities that are working to create self-sustaining urban and community forestry programs that preserve, plant and manage forests and trees in urban settings for public benefits and quality of life.

The purpose of this grant is to provide financial assistance to small communities (defined as under 10,000 population) to help develop long-term, sustainable and resilient community forestry programs. The intent of this grant is to assist smaller communities to implement community forestry-related projects which may not otherwise receive local funding, and to provide focused technical assistance to assure project success.

1.2 Eligible Grantees

Eligible applicants include tribal and local governments with populations under 10,000. Community tree volunteer groups and neighborhood associations, while not directly eligible to apply, are encouraged to develop proposals in partnership with one of the eligible entities listed above.

1.3 Scope of Work

Examples of authorized activities may include:

- Conduct tree resource inventories that result in the development of maintenance and/or management plans.
- Develop a management plan for trees and associated resources in the community, including open space and green infrastructure.
- Analyze data on the community forest resource, including canopy assessments and resource inventories, to increase public understanding of the energy conservation, economic, social, environmental and psychological values of trees and open space in urban and community environments.

- Prune trees to restore the health and structural stability of trees within the community forest.
- Implement tree planting demonstration projects that have a public education component.
- Tree planting that implements objectives within existing management plans.
- Tree planting to replace trees lost within the last three years as a result of natural events, (storms, floods, fires, earthquakes, or landslides, etc.)
- Educational assistance to expand knowledge and enhance the technical skills of individuals involved in community tree care, planning, development and maintenance.
- Developing a community tree standards of care manual.

1.4 Eligible Costs:

- Charges necessary and reasonable to accomplish the objectives of the contract during the grant period as proposed on the budget worksheet, including the cost of hiring seasonal employees or special staff to carry out the projects (intern), as well as costs related to hiring a professional consultant or contractor for the project, (certified arborist, landscape architect, landscape designer, planner, etc.)
- Project specific software (tree inventory software, for example)
- Landscape-size trees ≥ 1.5 " caliper: containerized, bare-root or balled-and-burlapped (B&B)
- Planting materials: stakes, ties, and root collar protectors proportional to number of trees being planted; wood chip surface mulch
- Watering supplies, (water bags, hydrogel, etc.)
- Inspection: Applicant may contract with an ISA Certified Arborist to inspect trees upon delivery and after installation to ensure best quality stock and planting practices, and/or to assure compliance to specifications for maintenance projects
- Services of an ISA Certified Arborist for maintenance and structural pruning

1.5 Ineligible Costs:

- Although not reimbursable with grant funding, ineligible costs may be used as match.
- Staff salaries, wages, and overhead for local units of government, educational institutions, or tribal governments.
- Construction or fabrication activities.
- Capital outlays including purchase of land.
- Tree seedlings, live stakes, and shrubs.
- Equipment, including computer hardware or tools.
- Food and refreshments.
- Any items disapproved from the budget worksheet are considered ineligible costs.

1.6 Cost Share Requirements

Applicants are required to provide a minimum of 30% match to the grant share being requested. For example, a \$15,000 grant will require the city to match the funds with a minimum of \$5,000. Match may be in the form of financial/cash share, in-kind contributions, or

cash donations. Federal matching funds or in-kind contributions from Federal partners cannot be used as a match.

1.6.1 Applicant Share

- Salaries of project participants or applicant staff shall be designated as applicant share.
- Project costs incurred for services, equipment, wages, supplies, etc. that are directly incurred by the applicant.
- Costs of other project items listed as ineligible costs in Section 4.3.2 above.

1.6.2 In-Kind Share

In-kind matches, such as any third-party non-cash donations of time, services, equipment or supplies are valid and encouraged. In-kind matches may take the form of volunteer hours, donated materials, donated office space or equipment associated with the project, etc. A rate of \$30.04 per hour (Washington State 2016 value of volunteer time published by [Independent Sector](#)) will be used as the value of volunteer time unless the volunteer is performing tasks in their normal line of work. In that situation, the match will be calculated at their current billable pay scale.

1.6.3 Cash Donations

Cash donations are any third party donations of money (cash, check, or electronic transfer) toward the project.

1.7 Minimum Qualifications

Applicants must be local government agencies with populations under 10,000, or tribal governments. A minimum 30% match is required by the applicant.

1.8 Funding

DNR will select up to five (5) letters of interest from applicants during this solicitation to move forward with full proposal development. Tree City USA communities, or those communities working toward the Tree City USA designation, may receive preference in the review process. Additional letters may be selected if funding levels allow. A second review of full proposals will be used to determine which projects will be funded for project implementation. DNR staff will work closely with selected applicants to develop final proposals for funding. Being selected by DNR for full proposal development is not a funding commitment. Applicants may request up to fifteen thousand dollars (\$15,000) per project. DNR has \$45,000 available for projects in this grant cycle.

1.9 Period of Performance

Proposals can be submitted for projects lasting from one to two years. The period of performance of the contract(s) resulting from this RFP is estimated to begin **05/01/18** and may run through **4/31/20**, if needed. A final project report and request for reimbursement is due thirty (30) days from the agreed upon end date.

SECTION 2 - GENERAL INFORMATION

2.1 RFP Coordinator

The RFP Coordinator is the sole point of contact in WDNR for this procurement. All communication between the Applicants and the WDNR shall be with the RFP Coordinator, as follows:

Name	Linden Lampman
Mailing address	1111 Washington Street SE
Street Address	MS 47037
City, State, Zip Code	Olympia, WA 98504-7037
Phone Number	(360) 902-1703
FAX Number	(360) 902-1757
E-Mail Address	linden.lampman@dnr.wa.gov

Communication with individuals other than the RFP Coordinator will be considered unofficial and non-binding on DNR. Applicants are to rely on written statements issued by the RFP Coordinator. Communication directed to parties other than the RFP Coordinator may result in disqualification of the Applicant.

2.2 Estimated Schedule of Activities

Letters of Interest due to DNR	November 30, 2017 @ 4:30 pm PST
WDNR evaluates Letters of Interest	December 4, 2017
WDNR selects applicant letters for full proposal development & notifies all applicants of status	December 15, 2017
Final proposals completed	February 15, 2018
Finalize Contract	March 30, 2018
Period of Performance (project may begin when contract is signed by <i>both</i> parties)	May 1, 2018 – (up to) April 31, 2018
Last Date for Final Report & Request for Reimbursement (no more than thirty (30) days after project end date)	May 31, 2020

Note: WDNR reserves the right to revise this schedule.

2.4 Submission of Letters of Interest

Applicants are encouraged to submit their materials to the RFP coordinator listed in section 2.1 as an email attachment, but may choose hand delivery or postal mail. In the case of postal mail, applicants are encouraged to send a certified letter.

Documents, however delivered, must arrive at the WDNR no later than 4:30 pm, local time, on the date specified in Section 2.2 above.

Applicants should allow for normal mail delivery time to ensure timely delivery of their letters to the RFP Coordinator. The Applicant assumes the risk for the method of delivery they choose. WDNR assumes no responsibility for delays caused by a delivery service.

SECTION 3 – PROPOSAL CONTENTS

Proposals must provide information in the same order as presented in the list below, with the same headings.

2.5 Project Proposal Section

Applicants are required to submit one (1) copy of their letter of interest. The letter of interest must be signed by an official authorized to enter into an agreement with DNR and other partners. The letter must be completed on the fillable form provided by DNR and should include the following information:

- **Basic Information**
 - Project name (five words or less)
 - Applicant name (organization)
 - City/Town population
 - Address
 - Contact person name and title
 - phone number
 - email address
- **Estimated budget**
 - Grant funds requested
 - Expenditures to be paid for with grant funds,
 - Applicant match provided ([A minimum 30% match is required](#) (\$5000 for a \$15,000 grant, for example)
 - Items, Activities or other costs covered by applicant match
- **Project Description**, including
 - Project location
 - Project goals and objectives
 - Proposed activities
 - Project partners
 - Anticipated results
- **Project Merits**, including but not limited to
 - Need for the project or impact it will have

- Innovative methods, technologies, or techniques
- Unique Partnerships, features or outstanding values of the project
- Why the project will be successful