



Notice of Competitive Funding Opportunity

Urban and Community Forestry Program South Carolina Forestry Commission

2019 Funding Information and Application Package

Application Deadline: Friday, February 28, 2020 at 5:00 p.m.

Submit to:

Urban and Community SCFC Program
South Carolina Forestry Commission
5500 Broad River Road
Columbia, SC 29212

Electronic submissions are encouraged and accepted. Please send to
fwaite@scfc.gov

A voluntary informational webinar will be held from 11:30 a.m. to 12:30 p.m. on Wednesday, January 22, 2020. If your organization would like to attend this webinar please email Frances Waite at SCFC (fwaite@scfc.gov) to register and obtain a link for the webinar. The webinar will also be made available after January 22, 2020 on the SCFC website, <http://www.state.sc.us/forest/urban.htm>.

This Notice of Funding Opportunity is incorporated into any cooperative agreement administered by the South Carolina Forestry Commission under the Urban and Community Forestry Program. Please retain a copy for your records to reference for all aspects of your cooperative agreement, activities, reimbursements and reporting.

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I. OVERVIEW

The mission of the South Carolina Forestry Commission (SCFC) is to protect, promote, enhance, and nurture the forest lands of South Carolina in a manner consistent with achieving the greatest good for its citizens. Responsibilities extend to all forest lands, both rural and urban, and to all associated forest values and amenities including, but not limited to, timber, wildlife, water quality, air quality, soil protection, recreation, and aesthetics.

As part of the South Carolina Forestry Commission 2008 Strategic Plan, SCFC established the goal of providing technical, educational and financial assistance in urban and community forestry to local governments and organized groups living and working within established developing and populated areas. To further this goal, SCFC administers the Urban and Community Forestry program as described below.

Program Authority

Federal support to the South Carolina Urban and Community Forestry Program is authorized by the Cooperative Forestry Assistance Act of 1978 (P.L. 95-313) as amended. The program operates as a cooperative partnership between SCFC and USDA Forest Service, Southern Region.

Program Eligibility

SCFC funds may be awarded to any unit of local or state government, public educational institutions, approved non-profit 501(c)(3) organizations and other tax-exempt organizations. **While SCFC encourages all eligible applicants to apply, priority for funding will be assigned as follows:**

Priority 1: Municipalities with Tree City USA status shall be given priority for funding.

Priority 2: Municipalities/County Governments

Priority 3: Non-profit and other tax-exempt organizations

II. AVAILABLE FUNDS, MATCHING CONTRIBUTION REQUIREMENTS, AND TIMELINE

Available Funds

SCFC has approximately \$80,000 available to fund eligible projects. Requests for assistance should range between **\$1,000 and \$15,000**. Exceptions are described under **Special Funding Projects** (see page 7). Funding requests for more than \$15,000 will be reviewed only after consultation with the SCFC Administrator **prior** to application. Funding is for programs, projects or activities not currently being funded and cannot be used to substitute for existing funds. Funds may be used within existing programs to initiate new program development or program expansion. **Entertainment, food and beverages, computers, tree maintenance, or construction and landscape supplies/equipment are unallowable costs under the SCFC program and may not be used for match funding.**

Matching Contributions

The Urban & Community Forestry SCFC Program funds must be matched equally (dollar for dollar) with non-Federal funds. Match may be in the form of *cash purchase* or *in-kind contributions*, and all such contributions must come from non-Federal sources. Matching funds for this project may not be used as a match for any other Federal cost-share project. All

matching funds must be specifically related to the proposed project. Documentation of all matching support must be maintained and submitted with reimbursement.

Cash Purchases are direct, out-of-pocket expenditures for eligible project activities that are supported by paid invoices, cancelled checks, signed receipts or official payroll records. Cash match must be associated with a specific project budget cost.

In-Kind Contributions are third party donations of services, supplies or equipment, including the value of time (including fringe benefits) and equipment spent by volunteers on eligible project activities. Rates for volunteers performing tasks the same as their normal line of work are calculated at their current job rate. Rates for volunteers performing activities that are not the same as their normal line of work shall value the work as established below. Assistance provided by Federal employees or South Carolina Forestry Commission employees **may not** be claimed as part of the local match.

In-Kind Matching Guidelines

- Adult volunteers - \$24.69/hour
- Youth volunteers - \$7.25/hour (Federal minimum wage)
- Donated professional services – use customary rates for services provided
- Current personnel/staff – use hourly wage rates (may also include fringe benefits)
- Donations of materials – use customary retail rates
- Equipment – use established rates per hour, per mile, etc.
- Vehicle mileage – \$0.575/mile (current state standard mileage rate, business use)

Indirect Costs

Indirect costs are eligible for reimbursement under the program. The indirect cost rate may be a rate negotiated and approved by the subrecipient's cognizant Federal agency. If the subrecipient does not have a Federal indirect cost rate, SCFC may negotiate an indirect cost rate with the subrecipient that complies with 2 CFR Part 200, Subpart E or the subrecipient may elect to use the 10% de-minimis indirect cost rate described at 2 CFR 200.414(f) if the entity is eligible.

Ownership of Equipment and Supplies Purchased with Program or Match Funds

Unless otherwise specified, title and ownership of all equipment and supplies vests with the subrecipient throughout their useful life span, to be used *exclusively* for activities related to the project or for other activities consistent with the goals and objectives of the Urban and Community Forestry Program. If these conditions cannot be met, the subrecipient must reimburse SCFC the fair market value equivalent to SCFC percentage contribution to the project.

Ineligible Expenses for Reimbursement or Match

- Expenses incurred *before or after* the agreement period
- Any expense not part of an *approved* budget
- Food, drinks and refreshments for meetings, volunteers, etc. (cannot count as match)
- Costs associated with *preparing* the application
- Salaries of current staff, although they **may** qualify as match if they are working on direct project activities – SCFC will evaluate this match on a case-by-case basis
- General overhead and administration charges
- Expenses not supported by proper documentation (such as paid receipts, invoices, etc.)
- Shrubs, flowers or groundcovers, although they may qualify as match, if approved
- Costs associated with regular and persistent tree maintenance
- Purchase of construction and landscape supplies/equipment
- Purchase of computers

Program Income

Income from agreement-supported activities (such as **workshop registration fees**, revenues from the sale of publications, royalties, etc.) must be included in the budget and applied to achievement of the project (i.e. spent to support a budget cost). The most common type of program income is excess workshop registration fees where funds are used to defray workshop costs (speaker fees, room rental, educational handouts, etc.).

[In cases where a profit is realized from an agreement-supported activity, subrecipients must report to SCFC the amount of profit and apply it directly to the SCFC-funded project, reducing the overall amount, or toward another SCFC-eligible activity. Should this situation occur, contact the administrator to discuss options.]

Please consult 2 CFR 200.307 for further guidance on program income.

Cooperative Agreement Timeline

SCFC subrecipients will be given **12 months** to complete their project. Approved projects may begin only after agreement forms are signed and submitted by the subrecipient and a fully executed agreement is returned to the subrecipient by SCFC.

February 28, 2020 – Application Deadline. Proposals must be **received** at SCFC's office, 5500 Broad River Road, Columbia, SC, 29212, **by 5:00 P.M on Wednesday, February 28, 2020**, or via email to fwaite@scfc.gov.

April 30, 2020 – Approximate Notification Date. All applicants will be formally notified of the outcome of their application. Following notification, agreements will be developed and sent to those organizations selected for funding. Agreements are to be signed and returned **within 20 days**.

June 1 to July 1, 2020 (approximate) – Begin Project. Agreement Period scheduled to begin.

January 15, 2021 – Mid-Year Status Report due. Report covers agreement activities from beginning of subrecipient agreement up to December 31, 2020.

June 30, 2021 (all projects will have an end date no later than 6/30/2021) – End Project. Agreement Period ends. No further work can be carried out for the project, unless a time extension has been previously approved. Submissions of the Final Accomplishment Report and the Final Request for Reimbursement are due **within 15 days** of the agreement end date, or approved time extension deadline.

III. PROJECT EXAMPLES

Projects will benefit from having clearly stated goals, realistic budgets, and well-planned scheduling that utilizes volunteers, creates local partnerships, promotes development of local community forestry programs, has a long-term focus and benefits, and/or has an educational or technology transfer component. The program is designed to support **new and innovative initiatives** or **expand existing programs** that would not occur without SCFC funds. It is not intended to substitute for current funding levels.

Proposals may fit into one or more of the following categories. Some project examples, which support the program's objectives, are offered as a guide below.

Project Categories

Category 1: Urban & Community Forestry Program Development

This category is specific for communities who do not currently have a community forestry program in place. SCFC funding may assist with:

- Creation and training of a Tree Board or Shade Tree Commission

- Development of a Tree Ordinance or Tree Conservation/Preservation Ordinance
- Conducting a Tree Risk Assessment
- Holding a public meeting on the benefits of trees

Category 2: Urban & Community Forestry Program Improvement

This category is provided to encourage improved management of a community's forest. Priority will be given to projects that enhance a local government's ability to maintain a comprehensive urban management program. SCFC funding may assist with:

- A. Conducting a Tree Inventory and Analysis** – Projects designed to inventory public trees on streets, parks, school campuses, etc. The applicant must demonstrate that the inventory will be tied to its tree maintenance activities as well as plans for future tree planting. A management plan *should* accompany or be developed after an inventory. The purchase of inventory software, data access subscription and rental of field data recorders is allowed using SCFC funds; however, SCFC funds cannot be used to purchase a desktop, laptop or notebook computer.
- B. Conducting a Resource Assessment** – Projects designed to assess local natural resources either on public or private properties. A resource assessment will result in a document or database containing specific, standardized information on groups of trees, other natural resources, and other features (such as the built environment) in the community. For example:
- Canopy Assessment A satellite imagery or aerial photography study that identifies current vegetative cover types and land uses. The study may include an analysis of the changes in tree cover.
 - GIS Based Study Use GIS data such as land use, land cover and topography to map, analyze, and assign value to the ecosystem services in a given area.
 - i-Tree Eco (or similar type of analysis) Analysis using randomly located plots to model the environmental services provided by a community's forest.
 - A survey of public property to identify available tree planting locations including community street rights-of-way, park land, and other public properties.

Resource assessments should be developed by *professional staff* with experience in conducting assessments and must be conducted using industry-standard data collection, analysis and presentation techniques and protocols. Volunteers involved in an assessment must be trained and proficient in the industry standard protocols and techniques.

- C. Development of Management Plans or Street Tree Master Plans** - A management plan is a detailed document, or set of documents, developed from professionally-based resource assessments/inventories, which outlines future management of the community's trees and forests. A management plan addresses the systematic planning, planting, protecting, conservation, storm damage mitigation, and/or maintenance of community trees. The plan should reflect the goals and objectives established by the City Forester, a local tree board, and/or City Council. A current tree inventory/resources assessment is generally a prerequisite for any type of management plan. Types of plans include:
- Urban Forest Master Plan This plan establishes the goals and direction for a community's urban forest. It often includes public input and development can be led by a consultant. The plan provides a shared vision for the future of the urban forest.
 - Street Tree Planting and Maintenance Plan These types of plans, based on an inventory of trees and available planting spaces, include prioritized lists of tree-pruning and

removals, prioritized lists of replacement and new tree plantings, a recommended yearly budget, and a list of recommended tree species for replanting.

- City Parks Vegetation Management Plan This plan includes recommendations for the mitigation of identified tree risks, reforestation, and removal of identified invasive species in city parks as part of the management of the entire urban forest.
- Tree Risk Assessment and Replanting Plan These types of plans are based on an inventory of public trees specifically focused on identifying high-risk trees. The plan includes steps for mitigation and if removals are recommended, a replanting strategy.
- Tree Emergency Response Plan This plan, based on assessment and analysis, details how a community will respond to a natural weather event or man-made disaster.

D. Revising an Existing Tree Ordinance/Policy – Projects to revise an ordinance are eligible. The ordinance or policy should address the establishment of municipal authority over public trees and set maintenance and management standards. Specific department or staff personnel should already be in place and assigned to enforce and implement policies on the local level. The ordinance or policy may also address issues such as tree preservation during development, watershed preservation or buffer requirements, natural area preservation, reforestation and building restrictions, or other tree related issues.

E. Professional Certification – Projects that promote an increased level of professionalism within the community forest management program. Proposals may include the costs associated with ISA training and certifications/qualifications.

Category 3: Information, Education and Training

- In-House Training and Continuing Education – Intended to enhance the technical skills of individuals involved in planning, development and maintenance of community forests. Proposals may include costs associated with attending an educational event (registration, travel, and lodging expenses) and/or the purchase of reference materials for self-study.
- Public Education/Workshops – Funds may be used to conduct local seminars, training sessions and workshops regarding arboriculture and/or community forestry topics. Funds may cover brochure development, mailings, speaker fees, audio/visual equipment rental and related costs.
- Attendance Costs – Workshops and Conferences – Registration and travel costs for attending seminars, training sessions and workshops regarding arboriculture and/or community forestry topics.
- Materials/Brochures for public use/training – Intended for development or purchase of educational materials that increase public awareness and understanding of urban tree values and the benefits of tree care. Materials may be for general distribution or may target a specific audience. In general, SCFC funds may not be used to develop materials that replicate existing products that are available for purchase.

Additional Requirement for Workshops or Training Programs: For approved SCFC projects, an Attendee sign-in or Registration List with attendee's names, their business or organization name, email, and the city or town in which their business or organization is located will be required when requesting a reimbursement.

Category 4: Special Funding Projects – *You are strongly encouraged to contact the urban forestry staff to discuss these options prior to submitting a proposal.*

- **Regional and Statewide Special Projects (maximum SCFC request is \$20,000)** This category is intended to encourage creative and innovative proposals to address urban and community forestry needs and issues on a regional or statewide scale.

IV. ADMINISTRATIVE MATTERS

A voluntary informational webinar will be held from 11:30 a.m. to 12:30 p.m. on Wednesday, January 22, 2020. If your organization would like to attend this webinar please email Frances Waite at SCFC (fwaite@scfc.gov) to register and obtain a link for the webinar. The webinar will also be made available after January 22, 2020 on the SCFC website, <http://www.state.sc.us/forest/urban.htm>.

Cooperative Agreement Requirements

Subrecipients must comply with all applicable state and Federal regulations. Project records must: (1) comply with generally accepted accounting principles; (2) document allowable costs; (3) be supported by source documentation such as canceled checks, paid bills, payrolls, time and attendance records, general ledgers, project ledgers, and contracts; and be **maintained for 3 years** following the end of the agreement period.

Each organization selected for funds will undergo a risk assessment evaluation. In accordance with 2 CFR 200.331, SCFC must determine the ability of the subrecipient to comply with Federal statutes, regulations, and the terms and conditions of the sub-award agreement. Some factors to be considered by SCFC during this risk assessment include:

1. SCFC prior experience with subrecipient (i.e. on-time reports, accurate invoicing, communication)
2. Results of previous site visits or audits
3. New or frequently changing personnel and/or substantially changed internal control systems
4. Extent and results of any prior Federal awarding agency monitoring, debarment, suspension or delinquency on Federal debt.

Organizations deemed at-risk by SCFC may still receive funding. However, SCFC is authorized to impose special conditions on high risk sub-recipients as listed in 2 CFR 200.207. Examples of special conditions may include additional measures for project monitoring, requiring the recipient to obtain technical assistance, and/or more detailed or frequent financial reporting.

Unique Entity Identifier/Data Universal Number System (DUNS) Requirement and SAM.gov Registration

All subrecipients are required to have a Unique Entity Identifier/DUNS number to receive SCFC funds. A DUNS number is a nine-character code that identifies your organization and is issued by Dun & Bradstreet. Full instructions on applying for and receiving this number are available at <http://fedgov.dnb.com/webform/displayHomePage> .

All subrecipients will be required to register in the Federal System for Award Management (SAM.gov) before they can receive a funding agreement. Information on registration can be obtained at <https://www.sam.gov/SAM/>. You will need your DUNS number in order register.

Evaluation Criteria

Funds are allocated on a competitive basis, subject to an evaluation system as described below. Proposals will be evaluated by a panel of SCFC and industry professionals. Proposals with the highest mean scores will be recommended for awards until funding is exhausted.

Proposal will also be evaluated for the following, and SCFC may ask for clarification from the applicant or negotiate the below before offering the applicant an award:

Criteria	Maximum Points
Project addresses one or more of the Federal and state Program Objectives for the U&CF Grant Program	10
Project has multiple partnerships or utilizes volunteer groups	8
Project is innovative	8
Listed activities are reasonable and sufficient to accomplish proposed project	8
Project involves a Tree City USA community	7
Project has potential for continuation or duplication	6
Project has educational benefits	6
Organization has experience completing similar projects	6
Project brings environmental value to the community	6
Deliverables are appropriate with project goals	6
Project reaches diverse population groups in community	6
Application packet has letters of support	5
Project utilizes personnel that have appropriate qualifications	4
Community has professional (Arborist, landscape architect, forester) on staff or on contract.	3
Community has a landscaping plan relating to natural resources	3
Community has an advocacy group such as a Tree Board or Beautification Committee	3
Community has a landscape ordinance	3
Applicant has not received U&CF funding before	2
Total possible points	100

- Budget: cost effective, supports project objectives, complete and meets the required match from appropriate source(s)
- Realistic time frame for project completion (project can be completed in one year)
- Clearly defined plans for site-specific projects
- Clarity and completeness of application and budget

Payment Process

SCFC payments are made on a **reimbursement basis**. Subrecipients must file a request for reimbursement; submit documentation/records for all SCFC-funded expenditures, all cash and all in-kind matches prior to payment, including salary and time reports. The funds being requested for reimbursement must be accompanied an equal match amount. Up to four

reimbursements may be claimed throughout the award period. SCFC will withhold payment until adequate documentation has been submitted to support SCFC and match expenditures.

Program Income

Program income generated as a result of this award must be used to provide additional services or finished products in line with the recipient's approved activities. Program income may also be used to meet the match requirement. Anticipated program income must be included in the application budget. Any program income not used for eligible purposes must be returned to SCFC. SCFC's requirements for program income are compliant with 2 CFR 200.307.

Program income is gross income directly generated by the SCFC-supported activity or earned only because of the SCFC funding during this period of performance. Program income includes, but is not limited to, income from fees for services performed; the sale of commodities or items fabricated under an award (this includes items sold at cost if the cost of producing the item was funded in whole or partially with SCFC funds); registration fees for conferences.

Competitive Bidding for Consultants

Arborists or urban foresters must be either an International Society of Arboriculture (ISA) Certified Arborist or a member of the American Society of Consulting Arborists (ASCA).

Finished Products

Unless prior arrangements are made, a **minimum of two (2) copies of all finished products** funded or otherwise developed under the agreement must be furnished to SCFC when the final request for reimbursement is submitted (costs to send the two copies of materials may be included in the proposed budget). Examples include copies of reports and publications produced, such as: tree inventory reports, master plans, landscape plans, brochures, newsletters (add SCFC to mailing list), publications, and videos. **Other documentation requires one (1) copy:** the actual reimbursement request form, all expense/match/volunteer documentation, and workshop/training registration lists (with attendee's names, their business or organization name, email, and the city or town in which their business or organization is located).

Publications

All publications, videos or CDs created for distribution to the public for informational or educational purposes must be submitted to SCFC for approval *prior* to reproducing (excluding announcement flyers) and include a statement of non-discrimination. Given that the funds provided are Federally sourced, SCFC does not limit usage of materials or data by the Subrecipient in the post-award period. This includes and permits university faculty to publish scholarly works for publication in peer review journals and students to publish or defend a thesis or dissertation. However, all above materials produced as a result of this SCFC funding (including announcement flyers, scholarly works and theses) **must** recognize the funding support of this program by including the following statement, or alternate acknowledgement **pre-approved** by SCFC:

"Funding for this project was provided in part through Urban & Community Forestry from the South Carolina Forestry Commission, in cooperation with the USDA Forest Service, Southern Region."

Copyright

Subrecipients are permitted to copyright documents developed as part of a SCFC project, however, the USDA Forest Service and SCFC shall reserve a royalty-free, nonexclusive, and

irrevocable right to reproduce, publish, or otherwise use, and to authorize others to use, the work for government purposes.

Acknowledgement Letters

All approved subrecipients will be required to compose and send a letter to their respective US Representative and both South Carolina Senators. The letter should acknowledge receipt of the SCFC funds as part of the Farm Bill from the US Forest Service, administered by SCFC, and stress the importance of the funds in helping local communities develop or expand their urban forestry programs and managing their urban forests in a sustainable, productive manner.

The names and addresses of current US Representatives can be found at the web site – <http://www.house.gov/representatives/find/> and current Senators can be found at the web site – <http://www.senate.gov/>.

V. PROPOSAL FORMAT

The proposal includes **4 parts**: 1. Application Form, 2. Budget Proposal, 3. Project Schedule, and 4. Proposal Narrative; plus any additional supplements required. *Unless absolutely necessary, all proposals and copies should minimize or eliminate use of non-recyclable or non-reusable materials such as plastic report covers, plastic dividers, vinyl sleeves, and GBC binding.* Binder clips, paper clips, and staples are acceptable. Applications may also be sent via email to fwaite@scfc.gov. Email submission is encouraged. This Notice of Funding Opportunity, the Application Form, the Budget Proposal form and the Project Schedule/Timeline form are available on the SCFC website at <http://www.state.sc.us/forest/urban.htm>.

1. **Application Form** Complete the Application Form and be sure that the authorizing signatures are in blue ink. Also be sure to fill in your organization's Federal Employer Identification Number (EIN), your organization's Fiscal Year End date (month and day), and your organization's Unique Entity Identifier/Data Universal Numbering System (DUNS) number.
2. **Budget Proposal** Provide an itemized budget of all SCFC expenditures requested **and** for the match – indicate amounts for cash and in-kind contribution values, as well as what they will provide. Each major project component from the proposal narrative **must** have a corresponding budget component, such as tree inventory and analysis, tree ordinance, Arbor Day Festival, educational brochure, or other product or service.

Budget estimates and match values must be reasonable and directly related to accomplishing the project objective. Refer to the sample budget for guidance, use multiple pages if needed. All expenditures must occur within the approved project period whether funded by the SCFC or with matching funds and should be represented in the timeline.

3. **Project Schedule/Timeline** Provide a project outline, with the project steps: what will be done, who will do it, when it will be done, and accomplishments upon completion of each step (that is, significant events, deadlines, responsible parties, and measurement of success). All major activities listed must occur within the approved project period whether funded by the SCFC or with matching funds and should be represented in the budget.
4. **Proposal Narrative** The narrative section is limited to **a maximum of 4 typewritten, double-spaced pages**, not including supplements and additional information required for tree planting and other site-specific projects. The narrative should be specific and to the point. Departures from the format described below may result in automatic rejection.

SCFC requests for regional and statewide special projects and new staffing positions are not subject to the 4-page limit, however, we ask that you be reasonable and include only pertinent information necessary to adequately describe the project.

Project Title: A short, but descriptive title.

Background: Briefly describe your community, agency or organization's current community forestry program/activities.

Objectives: Briefly describe what you plan to accomplish. List the objectives in order of priority. Objectives should be realistic, measurable and attainable within the agreement period.

Statement of Need: Briefly explain why this project is important **and** justify how it will enhance the community forestry program. Public relations, education, and the potential for continuation of the project should also be included.

Strategy/Methods: If further detail is necessary beyond the Project Schedule/Timeline, describe in detail the activities (or steps) that will take place to achieve the stated objectives. For projects with multiple objectives, this section may be divided into the major components and organized around specific activities or measurable objectives, such as tree inventory and analysis, tree ordinance, Arbor Day Festival, educational brochure, or other product or service.

Visibility and impact: Explain how this project will be communicated to the public, stakeholders, public officials, targeted groups, etc. Describe the long-term impact this project will have in the community, any impact the project will have on public education concerning urban forestry, and what future plans or projects will arise from this project.

Project Coordinators, Partners and Cooperators: Provide a primary contact (name, title and brief description of qualifications), for each individual responsible for: (1) overall project coordination, (2) financial matters, and (3) technical matters. List any partnering/cooperating organizations/agencies and describe their role. Describe any volunteer involvement/partners.

Final Products and Accomplishments: Provide a bulleted list of measurable accomplishments and/or final products which will result from completion of this project, and which will be submitted in the final report.

Outreach: Describe any specific strategies to reach out to and include underserved populations and those with the greatest need, and how they will benefit from this project.

Supplements (if applicable): *Does not count toward 4-page narrative limit*

Location Map and Site Plan: This is required for all demonstration and site-specific projects, including tree planting. Include a general location map and a site plan for all on-the-ground projects. The site plan may be a sketch but should be detailed enough to show what you propose to accomplish.

Supporting Documents (Optional): This includes letters of support within your organization and from partners as well as committed volunteer organizations, community groups or schools. Sample documents, photos, etc. may also be included.

Indirect Costs Justification

Please include the basis for indirect costs claimed in the budget. If the applicant has a Federally negotiated indirect cost rate agreement, please include as an attachment.

Please state the basis for other indirect costs included in the budget (i.e. municipal cost allocation plan or 10% di minimis rate as eligible)

VI. CONTACT INFORMATION AND SUBMISSIONS

For additional information about this program, contact:

Frances Waite
Urban Forestry Program Coordinator
South Carolina Forestry Commission
5500 Broad River Road
Columbia, SC 29212
E-mail: fwaite@scfc.gov
Office Phone: 803-896-8894

SCFC staff can give general information about the process but cannot answer individual questions over the phone. All questions pertaining to the application or specific projects must be emailed to Frances Waite at fwaite@scfc.gov. All questions must be submitted by February 14, 2020. Answers to all questions submitted in writing will be published on the SCFC website (<http://www.state.sc.us/forest/urban.htm>) by February 19, 2020. Any amendments to the process or application timeline will also be published by this date at the website.

Visit our website to obtain copies of this document, project ideas and appropriate forms:
<http://www.state.sc.us/forest/urban.htm>

All applications should be signed by the authorized representative of the agency or organization applying. Applications may be submitted electronically to fwaite@scfc.gov. Electronic submission is encouraged. Paper applications are also accepted. Paper applications, one (1) original and five (5) copies of the complete proposal package, must be sent to:

**Urban and Community Forestry Program
South Carolina Forestry Commission
5500 Broad River Road
Columbia, SC 29212**

APPLICATION DEADLINE 5:00 pm, Friday, February 28, 2020

The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and marital or family status (Not all prohibited bases apply to all programs). Persons with disabilities who require alternate means of communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at 202-720-2600 (voice and TDD).

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-A, Whitten Building, 14th and Independence Avenue, SW, Washington, DC 20250-9410 or call (202) 720-5964 (voice or TDD). USDA is an equal opportunity provider and employer.