

Request for Proposals for the 2015 Lake Erie Watershed Canopy Restoration Grant Program

Federal Grant ID: 15-DG-11420004-017, Reducing Urban Run-off, Engaging Communities and Restoring Tree Canopy in the Cuyahoga River AOC
15-DG-11420004-018, Reducing Urban Run-off, Engaging Communities and Restoring Tree Canopy in the Black River AOC

Purpose

Funds, supplied by the USDA Forest Service, are intended to aid local jurisdictions in the response and recovery of urban forests from the Emerald Ash Borer (EAB), and require a 50% match. The planting of trees along public rights-of-way or on other public lands are the only eligible reimbursement costs.

Eligibility

Only cities, villages, and townships located entirely or partially within the Cuyahoga River and Black River Areas of Concern (AOC) or watersheds that drain to the AOC are eligible to submit proposals for consideration under this competition. Priority will be given to those projects in the AOC.

Area of Concern Boundary Maps:

http://www.epa.gov/greatlakes/aoc/cuyahoga/pdfs/Cuyahoga_Final_State_Approved2.pdf

http://www.epa.gov/greatlakes/aoc/blackriver/pdfs/Black_Final_State_Approved.pdf

Or on Google Maps:

<https://www.google.com/maps/d/edit?mid=z-gES4NxuspQ.kztTl7m0Q0tA&usp=sharing>

Submission Instructions and Timeline

The 2015 Lake Erie Watershed Canopy Restoration application instructions and application form are enclosed. Please submit your proposals to tyler.stevenson@dnr.state.oh.us in electronic form, **no later than 5 pm on July 31, 2015**. Required information should not exceed three (3) pages (response to evaluation criteria are in addition to the 3 page limit), with a print font size of 12pt. Additional information such as maps, tables, and letters of support may be included in addition to the proposal on 8.5" x 11" paper (a combined single pdf is preferred). Grant requests must not exceed \$25,000 nor be less than \$3,000. Projects are to commence in spring 2016, and are required be completed by spring 2017. The Division of Forestry will complete the review of proposals and develop a recommended list of projects by September 2015.

Grant Program Goals

- To contract with local governments for the replacement of ash trees on land owned or controlled by local governments.
- To improve watershed health.
- To enhance the quality of life in participating cities, villages, and townships.
- To promote urban forestry benefits through the proper planting and care of trees.
- To strengthen and support existing comprehensive community tree care programs.
- To ensure that urban forests provide communities with clean air and water, increased property values, reduced erosion and stormwater runoff, wildlife habitat, as well as moderate temperatures, lessened energy demands, and offer year-round enjoyment.
- To promote Ohio's arboriculture and landscape industries through tree removal and planting contracts.

Reply Due July 31, 2015 to
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General Information

- The deadline for electronic receipt of proposals is **July 31, 2015** by 5pm.
- All applicants will be notified of their status by September 2015.
- All work must be completed by May 15, 2017.
- This is a 50/50 match program based on reimbursable costs.
- Grant requests must not exceed \$25,000 nor be less than \$3,000.
- No part of the grant can be used to pay for land or land charges.
- When contracting for tree planting or removal, firms with International Society of Arboriculture Certified Arborists should be used. Firms must have appropriate insurance and Workers Compensation.
- All trees must be selected, planted, and maintained according to specifications outlined in:
 - American Standard for Nursery Stock (ANSI Z60.1);
 - ANSI A300 – Best Management Practices Planting Combo (2012 & 2014);
 - ANSI A300 – Best Management Practices Pruning Combo (2008);
- Anyone removing trees must adhere to OSHA 1910.266, *Logging Operations: Occupational Safety and Health Standards* and the latest revision of the ANSI Z133.1, *Pruning, Repairing, Maintaining, and Removing Trees and Cutting Brush – Safety Requirements*.
- Only non-Federal/State Money (defined as funds acquired from other than the Federal or State Government) can be used as part of a community's grant match.
- In-kind labor contributions (volunteers) must not exceed the Bureau of Labor Statistics volunteer wage rates www.bls.gov/bls/blswage.htm.
- Partial funding of proposals is possible.
- Application approval will be based on scoring and previous grant performance.

Requirements and Evaluation Criteria

1. Provide a *Budget* that outlines the proposal request, and includes the specifics of the cost share match. The cost-share match may include tree removal and in-kind contributions directly associated with the project.

Example: If the identified community project will cost \$10,000, then the grant request and match may appear as follows:

\$10,000 Project
\$5,000 Grant Request – To plant trees
\$5,000 City/Village/Township Match

2. Provide a *Scope of Work* using to the following criteria:
 - a. An Emerald Ash Borer Management Plan
 - b. Describe how minimum EAB Management Plan elements have been implemented.
 - c. Clearly state the objective of the project.

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- d. Describe the location(s) where the tree planting will take place and how many trees will be planted by size. The proposal shall include vicinity maps showing site locations.
 - e. Specify the personnel, their qualifications and experience, and who will be responsible for supervising the project.
 - f. Describe the plan for urban forest diversification.
 - g. Describe the plan for tree establishment maintenance.
 - h. Describe a cost-effective approach toward accomplishing the objective(s) of the project(s).
 - i. Successful applicants will accommodate a preliminary meeting, periodic inspections, and a post-audit by the Ohio Division of Forestry.
3. Briefly describe your comprehensive tree care program, if applicable, i.e., legal authority, funding (source and history), staffing, projects, history of work, etc.
 4. Include a letter from the local tree board, commission, or council supporting this project.
 5. Include an authorizing resolution by council.
 6. Include a completed application form.

Proposals will proceed for ranking only if they meet all of the required elements listed in the program instructions. If you have any questions, regarding the types of projects or components that can be considered, please contact State Urban Forestry Coordinator, Tyler Stevenson, at 614-265-6707 or tyler.stevenson@dnr.state.oh.us.

Rating Criteria

Your application will be rated based on how well it addresses the following:

1. A written Emerald Ash Borer Management Plan that addresses at least the minimum elements recommended by the Ohio Division of Forestry
2. Implementation of *at least* the ash tree inventory, ash reduction, or canopy replacement plan elements of a community Emerald Ash Borer Management Plan.
3. A legally responsible department and citizen commission charged with the development and administration of a comprehensive community tree care program.
4. A community tree care ordinance which, as a minimum, describes public policies for tree installation, maintenance, and removal.
5. An ongoing urban forestry program funded by a minimum of \$2.00 per capita (potential grant monies not included). This need not be a line item amount in the community budget, but could include expenditures for tree removal, administration expenses, volunteer labor, and other activity involved in managing a community's forest resource.

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6. Adhering to tree selection, planting, and maintenance specifications outlined in the ANSI Z60.1 and ANSI A300 and avoidance of invasive species.
7. Have you received an Ohio Division of Forestry Grant in the past year?

Proposal Rating

Your proposal will be evaluated and ranked by the Urban Forestry Assistance Program. The criteria listed below will be used to rate each project. A multiplier assigned to each criterion will be used to determine a project's final score; the highest possible score is 230.

Criteria: (from 0-5)	Multiplier	Highest Possible Score
1. Written EAB Management Plan	5	25
2. Implemented EAB Management Plan	5	25
3. Written Urban Forest Management Plan	5	25
4. Legal Authority	5	25
5. Street Tree Ordinance	5	25
6. Diversification Plan	5	25
7. Post Planting Care	5	25
8. Program Funding	5	25
9. Tree Commission	3	15
10. Public Access	3	15
TOTAL		230

The following factors, in the order listed, will be used to break any scoring ties:

1. The number of years the EAB Management Plan has been implemented,
2. The date the proposal was received.

Award and Execution of Contract

The highest rated community proposals, based on stated criteria and minimum requirements, will be recommended for funding with available monies. Following approval from the Director of the Ohio Department of Natural Resources, applicants will be notified of their status.

Two agreements (contracts) shall be signed by the successful grant recipient and returned promptly to the Division of Forestry for final execution. Receipt of a fully executed contract will serve as official notification for the community to begin their project. *Do not start the approved project or incur any match costs prior to receiving a fully executed agreement.*

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Payment

Payment shall be made only to the contracted community for invoices paid by the city/village/township. Communities can expect payment within 45 days after the Ohio Department of Natural Resources' receipt of completed reimbursement forms containing valid invoice(s) and/or canceled check(s). Only *one reimbursement payment* will be made to the contracted community upon completion of all phases of the project. The planting of trees along public rights-of-way or on other public lands are the only eligible reimbursement costs.

Eligible Community Matching Costs

The following costs are allowable as a community's match for the project:

1. Ash tree removal for the specified project.
2. Administrative cost directly related to the project.
3. Volunteer hours directly related to the project (See the Bureau of Labor Statistics website - www.bls.gov/bls/blswage.htm).

*Future maintenance and any project costs incurred prior to the formal approval of this proposal are **ineligible** for matching purposes.*

Application Instructions

- Project Applicant:** Identify the entity responsible for conducting the fiscal and performance accountability of the project.
- Project Location:** Proposals should identify the county and Area of Concern in which project activities will be targeted.
- Project Lead:** Provide the name and contact information (address, phone, fax, and email) of the grant administrator who will serve as principal contact for the project.
- Funding requested:** Applicant must identify amount of state funds being requested.
- Scope of Work:** Provide a detailed narrative (2 pages maximum) that addresses each of the appropriate evaluation criteria.
- Budget:** Outline your proposal request, and include how the cost share match will be made.
- Partners:** List and/or describe any significant partners who will be involved and their level of commitment. Attach letters of support, as appropriate.
- Time line:** Provide a brief, approximate schedule showing intermediate steps and major milestones.

Application Form

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Project Applicant:	
DUNS Number:	
Project Location:	
Project Lead Name:	
Address:	
Phone number:	
Fax number:	
E-mail address:	
State Funding Requested:	\$
Scope of Work:	



Application Form

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Budget (please itemize for direct grant expenses and cost share match)

	Direct Grant Expenses	Local Match
Personnel		
Fringe		
Travel		
Supplies		
Equipment		
Contractual		
Indirect		
Other:		
TOTAL		

Partners: List and/or describe role of any significant partners. Attach material letters as appropriate.

Timeline: Provide a brief, approximate schedule showing intermediate steps and major milestones. Please indicate if a specific start date is critical.

Appropriate Community Official Signature:

