



KAULUNANI urban & community FORESTRY PROGRAM.

REQUEST FOR PROPOSALS

Urban and Community Forestry Community Cost-Share Grants

*Supported by Region 5 of the USDA Forest Service, State and Private Forestry,
and by the Hawai'i Department of Land and Natural Resources (DLNR) Division
of Forestry and Wildlife*



Application deadline: July 20, 2023 (11:59pm HST)

Awards announced: August 14, 2023

Project period: September 30, 2023 - September 1, 2024

Apply online: [Click here](#)

Information Webinar (with Q&A): Monday June 12, 12pm - 1pm via Zoom

[Register here](#)

Questions: Heather McMillen. Hawai'i State Urban Forester

heather.l.mcmillen@hawaii.gov

INTRODUCTION

The Hawai'i Division of Forestry & Wildlife's Kaulunani Urban and Community Forestry Program and the U.S. Department of Agriculture Forest Service (USFS) have partnered for more than 30 years to deliver the Urban & Community Forestry Grant program. This program is designed to encourage projects that promote the protection and enhancement of urban and community forest ecosystems – tree planting, the care of trees, and education on tree issues where we live, work, and play.

The Kaulunani Advisory Council invites grant proposals that amplify Kaulunani's mission:

*The mission of Kaulunani is to support all of Hawaii's communities, with a focus on **equity**, to cultivate **well being and resilience** through restorative and environmental justice, planting, caring for and growing relationships with the trees and forests that we live with and that are crucial to the ecosystems on which we rely.*

The purposes of the grant program are to provide financial and technical assistance to:

- Build local community capacity to grow, manage and care for community trees and forests.
- Assist communities in developing and implementing sustainable community forest management programs.
- Address environmental justice and equity issues by engaging and involving our priority communities as defined in our [Equity & Justice statement](#) and the underserved communities as defined by Federal Executive Order [13985](#) (Advancing Racial Equity and Support for Underserved Communities Through the Federal Government).
- Improve public awareness and understanding of the benefits of preserving, maintaining and expanding urban and community tree cover.
- Facilitate partnerships among residents and public, private, and nonprofit organizations to encourage stewardship of urban and community forests.
- Enhance the technical skills of those involved in planning, managing, or maintaining urban and community forests.
- Support equitable and resilient communities by incorporating urban and community forestry in climate adaptation and resilience strategies.
- Create a diversified and inclusive workforce in urban forestry and arboriculture.
- Build urban forest resilience and mitigate the impacts of invasive pests and catastrophic events.
- Promote volunteerism and involvement of non-profit organizations in implementing urban and community forestry programs.
- Improve understanding of the benefits of preserving existing tree canopy cover.
- Facilitate implementation of the State of Hawai'i Forest Action Plan through supported projects.

2023-24 COMMUNITY FORESTRY GRANT DETAILS

Funding:

Up to \$100,000 total in available funding may be distributed for the following project categories:

- Urban and Community Forestry Technology Tools
- Tropical Urban Forestry Professional Training
- Education & Public Outreach
- Tree Planting & Tree Care Projects

A single grant request may be in the range of \$5,000 to \$20,000.

Eligibility:

The Kaulunani Grant Program is intended to support new initiatives, programs, projects, staff time, and activities not currently being funded through other sources or to expand existing programs that would not occur without grant funds. It is not intended to substitute for current funding levels or long term expenses (such as rent, utilities, ongoing salaries etc).

Eligible project components include, but are not limited to:

- urban forestry strategic or management plan;
- tree ordinance development/revision;
- public outreach;
- staff or volunteer training;
- tree board or volunteer group development; and
- tree planting, maintenance and removal.

Ineligible activities include, but are not limited to:

- construction projects (such as trails, fences, shelters, buildings and site grading) not directly related to planting;
- land clearing or stump removal projects not directly related to tree planting or removal;
- land or boundary surveys or title search, appraisal, sale or exchange of real property.

Eligible costs are those necessary for completing the project and incurred during the project period. Costs must be documented, reasonable and consistent with the project scope.

Examples include:

- salaries and fringe benefits of people working directly on the project **NEW! Staff costs, including fringe benefits, may be included (up to 20% of the grant request)**
- cost of services, supplies, tools/equipment (under \$5,000) etc used on the project;
- value of labor, services, supplies, equipment or facilities donated to the project by third parties (for match calculations);
- removal of invasive species as part of a tree planting project **NEW! Up to 10% of the grant request may cover expenses related to invasive species removal (conditions apply - including one-for-one replacement and is at the discretion of the Council)**

Ineligible expenses include: Equipment purchases of more than \$5,000; Food & beverages; land acquisition.

Who can apply:

Non-profit organizations, private organizations, schools, religious centers, community groups, state and county agencies. All awardees must be in compliance with State Government vendor requirements and provide Hawai'i Compliance Express certification ([click here](#) to register or check your status). Projects must take place in Hawai'i.

Partnerships are encouraged!

We strongly encourage the use of the following resources:

- [Tree Canopy Viewer Hawai'i](#)
- [Plant Pono](#)
- [SelecTree Pacific Islands](#)
- [Stewardship Mapping and Assessment Project](#)

Visit www.Kaulunani.org for further details on the Kaulunani Grant Program and to see examples of previously funded projects.

MATCH & REIMBURSEMENT

Urban and Community Forestry Grant Program funds must be matched equally (dollar for dollar) with non-federal funds. These non-federal funds cannot be used as a match for any other Federal cost-share project. The match may include in-kind contributions, volunteer assistance, and private and public (non-Federal) monetary contributions. All matching funds must be specifically related to the proposed project. The latest hourly rate for volunteers in Hawaii is \$33.48 (from [The Independent Sector, Value of Volunteer Time report](#)). For professional services, equipment loan and other in-kind match recording please use commercial rates, as if you had paid for the goods or service.

This is a reimbursement grant program and funds are paid upon completion of project milestones and proof of expenditure. Federal grant monies awarded under this program will be paid only upon evidence of project milestones, approval of eligible expenses and required 1:1 non-federal match.

This means that Kaulunani prefers to release funds for project costs on a reimbursement basis consistent with guidance found in 2 CFR 200.305(b)(3). Therefore, applicants should be able to pay project costs from their own funds before requesting reimbursement. **NEW! 501(c)(3) organizations may be eligible for a partial advance of the award. To discuss please contact the Program Manager prior to execution of the Grant Agreement.**

From time to time, you may need to adjust the terms of your grant project after the award. You must have all changes approved in writing by the Kaulunani Coordinator in advance of any actions. This includes budget revisions, changes to tree selections, planting plan revisions etc,

EVALUATION CRITERIA

The Grants & Awards Committee of the Kaulunani Advisory Council will score and rank the applications based on their relative strengths.

The criteria for rating proposals include:

1. Proposal will result in sustained improvements in local capacity for excellent urban and community forestry management
2. Project involves members of the community where the project will take place. Community members should be involved from conception to planning to implementation to evaluation
3. Budget and timeline are reasonable, accurate, and clearly presented
4. Clearly-defined purpose or objective of project
5. Level of local support and volunteer involvement
6. Sustainability of the project after the grant period
7. Appropriate proposed time frame for completion of the project
8. Clearly-defined maintenance plan for projects that involve any planting
9. Applicant is a Tree City USA, Tree Campus USA, or Tree Campus k-12 community (not an eligibility requirement, but applications may be more competitive)

NOTE: Priority consideration may be given to first-time applicants and/or those demonstrating additional or unique needs related to social, demographic, environmental justice issues using tool(s) listed below or similar:

- [Tree Canopy Viewer Hawai'i](#)
 - Hint: Check the IRA layer button and zoom in on your community

GRANT PREPARATION ASSISTANCE

Assistance in developing proposals is available to all potential applicants, from the Kaulunani team. We will also provide guidance as to a project's suitability under this grant program. Applicants are strongly encouraged to discuss potential projects before a proposal is submitted.

Please reach out with any questions:

Heather McMillen, Hawai'i State Urban Forester, Kaulunani Program Manager
heather.l.mcmillen@hawaii.gov

Kate Wiechmann, Community Partnerships Coordinator kate.e.wiechmann@hawaii.gov