

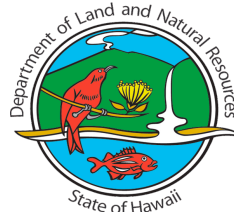


# KAULUNANI urban & community FORESTRY PROGRAM.

## REQUEST FOR PROPOSALS

### Hawai'i Urban and Community Forestry Inflation Reduction Act (IRA) 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*



**Pre-proposal opens:** September 15, 2023

**Pre-proposal deadline:** October 15, 2023 (11:59pm HST)

**Invitations to apply issued (anticipated):** November 20, 2023

**Proposal application deadline\*:** February 9, 2024 (11:59pm HST)

**Awards announced:** April 1, 2024

**Project period:** April 1, 2024 - March 31, 2027

**Information Webinar (with Q&A):** Tuesday September 12, 12pm - 1pm via  
Zoom. [Register here](#)

**Questions:** Visit <https://dlnr.hawaii.gov/forestry/lap/kaulunani/grants/> or contact  
Koki Atcheson, Kaulunani IRA Community Partnerships Coordinator.

[koki.b.atcheson.researcher@hawaii.gov](mailto:koki.b.atcheson.researcher@hawaii.gov)

**\*You must fill out a pre-proposal and receive an invitation to apply to be eligible.**

## 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 supports projects that promote the Justice40 Initiative, the America the Beautiful Initiative, and Federal and State of Hawai'i Forest Action Plans (FAP) through 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, learn, 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 capacity:**
  - Build local community capacity to grow, manage, and care for urban and community trees and forests.
  - Assist communities in developing and implementing sustainable urban and community forest management programs.
  - Enhance the technical skills of those involved in planning, managing, or maintaining urban and community forests.
- **Advance equity and justice in urban and community forestry:**
  - 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).
  - Support equitable and resilient communities by incorporating urban and community forestry in climate adaptation and resilience strategies including food sovereignty.
  - Create a diversified and inclusive workforce in urban forestry and arboriculture.
- **Build partnerships and community involvement:**
  - Build urban forest resilience and mitigate the impacts of invasive pests and catastrophic events.
  - 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.

- Promote volunteerism and involvement of nonprofit organizations in implementing urban and community forestry programs.

These objectives are informed by Hawai'i Forest Action Plan priorities of climate change, education and outreach, emergency management, health and well-being, invasive species, ordinances and legislation, urban tree care, water quality and green infrastructure, and Wildland-Urban Interface. Applicants will be asked to identify which of these objectives their work will directly impact.

## 2024-27 IRA GRANT DETAILS

### **Funding:**

Up to \$1,200,000 total in available funding may be distributed for the projects that align with the purposes stated above.

A single grant request may be in the range of \$30,000 to \$300,000.

A single entity may submit multiple requests to fund discrete projects.

### **Application Process:**

In anticipation of a large number of applicants for this competitive opportunity, a two-step process will be implemented:

1) Pre-proposal - Applicants are strongly encouraged to contact Kaulunani staff to discuss potential projects before a pre-proposal is submitted.

2) Invitation-only full proposal - **To be eligible to submit a full proposal, you must fill out a pre-proposal and receive, by email, an invitation (invitations will be issued via email during the week of November 20<sup>th</sup>, 2023).**

The Kaulunani Advisory Council will evaluate pre-proposals and invite full proposals for the top applicants. Full proposals will also be evaluated and ranked by the Council who will recommend applications for funding. An invitation to submit a full proposal does not guarantee an award.

### **Key Dates:**

Description	Date
<b>Information Webinar (with Q&amp;A):</b> <a href="#">Register here</a>	Tuesday, 9/12/2023, 12pm - 1pm via Zoom
<b>Pre-proposal open:</b>	9/15/2023 - 10/15/2023 (11:59 PM HST)
<b>Invitations to apply issued (via email)</b>	Week of 11/20/2023

<b>Proposal application open:</b>	11/21/2023 - 2/9/2024 (11:59 PM HST)
<b>Awards announced:</b>	4/1/2024
<b>Project period:</b>	4/1/2024 - 3/31/2027

**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 or utilities).

**Eligible project components** include, but are not limited to:

- urban forestry strategic or management plan
- tree ordinance development/revision
- public outreach and education
- monitoring, evaluation, and technology transfer
- staff or volunteer training
- tree board or volunteer group development
- tree planting and maintenance
- site prep including invasive species removal, pavement removal, or deconstruction (when directly related to tree planting).

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. Staff costs, including fringe benefits, may be included.
- value of labor, services, supplies, equipment (no more than \$5,000 per equipment item)
- **up to 10%** of the grant request may cover expenses related to invasive species removal at the discretion of the Kaulunani Advisory Council. The most competitive proposals will balance tree removal and planting.
- **up to 20%** of the grant request may cover *administrative* expenses (different from staff or contracted personnel costs). If your organization has an existing Negotiated Indirect Cost Rate Agreement (NICRA), it will be capped at 20%.
  - Administrative expenses (up to 20% of request) include: facility operation and maintenance, rent, utilities, administrative staff, sometimes called “overhead costs.” Supplies like printers or computers that are used for more than the IRA project are considered administrative expenses.
  - Staff or contracted personnel expenses (no limit) include: wages and fringe benefits for hired personnel and contractors working directly on project activities.

**Ineligible activities** include, but are not limited to:

- construction projects (such as trails, shelters, buildings, and site grading) **not** directly related to planting.
- land clearing or stump removal projects **not** directly related to tree planting.
- land or boundary surveys or title search, appraisal, sale or exchange of real property.
- purchases of \$5,000 or more per item.
- research that does not include a specific process or product application.
- food & beverage.
- property acquisition (land or interests in land).

**Who can apply:**

Non-profit organizations, schools, religious centers, community groups, state and county agencies. **Private companies are not eligible** for this opportunity but can partner with, and receive funds through, an eligible entity. 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).

A project that has been awarded funding through the **USDA Forest Service Urban & Community Forestry Inflation Reduction Act Notice of Funding Opportunity (NOFO)** is not eligible for a grant through this State of Hawai'i IRA grant program.

Project work must not take place on federally managed lands. Projects must take place in a priority community in Hawai'i. Most areas of Hawai'i qualify, but please demonstrate that your project area is in a priority community (as defined by these funding requirements) by utilizing the Tree Canopy Viewer below.

- [Tree Canopy Viewer Hawai'i](#)
  - How to use: Check the IRA layer button (top right) and zoom in on your community/communities. Turn layers on or off to determine which metrics are met by your project area. Contact [info@kaulunani.org](mailto:info@kaulunani.org) for support with this tool.

Partnerships are encouraged!

This program is federally funded and is subject to the USDA USFS Urban and Community Forestry authorities. It is a USDA policy to ensure that no person is subject to prohibited discrimination in programs and activities funded in whole or part by the USDA based on race, color, national origin, gender, religion, age, disability, political beliefs, marital or family status, income or because of receipt of public assistance.

**We strongly encourage the use of the following resources:**

- [Tree Canopy Viewer Hawai'i](#)
- [Plant Pono](#)

- [SelecTree Pacific Islands](#)
- [Stewardship Mapping and Assessment Project](#)
- [Hawai'i Forest Action Plan](#)

Visit [our grant page](#) for further details on the Kaulunani Grant Program and to see examples of previously funded projects.

## FUNDS DISPERSAL

Typically these funds require a one-to-one match; however, the Hawai'i Urban and Community Forestry IRA Grant Program received a match waiver from the US Forest Service. This waiver will be conveyed to Kaulunani awardees, which means that there is no requirement to contribute an equal amount of non-federal funds.

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, and approval of eligible expenses.

Therefore, applicants should be able to initiate projects with their own funds before requesting reimbursement. **Some 501(c)(3) organizations may be eligible for a partial, one-time advance of the award for start-up funds in cases when this is a hardship. To discuss please contact the IRA Community Partnerships Coordinator (Koki Atcheson, [koki.b.atcheson.researcher@hawaii.gov](mailto:koki.b.atcheson.researcher@hawaii.gov)) during the pre-proposal application phase.**

## EVALUATION CRITERIA

The Grants & Awards Committee of the Kaulunani Advisory Council will score and rank the pre-proposals and proposals based on their relative strengths. Pre-proposals must meet all eligibility requirements to be considered for invitation to submit a full proposal. Meeting all requirements does not guarantee an invitation to submit a full proposal.

## REPORTING REQUIREMENTS

Grantees will be required to report all expenditures, accomplishments in relation to proposed deliverables, number of volunteers engaged, and volunteer hours. Grantees will be required to submit semi-annual reports and a final report using an online submission form. Significant changes to deliverables or budget categories will require consultation with program staff and a written (email) record.

## GRANT PREPARATION ASSISTANCE

Assistance from Kaulunani staff in developing proposals is available to all potential applicants. 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 pre-proposal is submitted.

**Please reach out with any questions:**

Heather McMillen, Hawai'i State Urban Forester, Kaulunani Program Manager

[heather.l.mcmillen@hawaii.gov](mailto:heather.l.mcmillen@hawaii.gov)

Koki Atcheson, IRA Community Partnerships Coordinator

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