COMMUNITY ROOTS PROGRAM
ARBOR DAY FOUNDATION FUNDING OPPORTUNITY

> START YOUR
>
> APPLICATION

Applications are due
August 12th, 2024.

Community-based nonprofit organizations are eligible

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Budget Requirements

The Arbor Day Foundation (ADF) is pleased to be a recipient of grant funding from the USDA Forest Service Urban & Community Forestry Program, under the Inflation Reduction Act (Funding Opportunity #: USDA-FS-2023-UCF-IRA-01). We will serve as a national pass-through partner of the Forest Service, providing funding for community-based nonprofit organizations, as defined below.

The Arbor Day Foundation is positioned to drive investments in tree planting and maintenance, planning, and capacity building in selected communities. Subawardees will have access to a cohort of peers and experts within the Arbor Day Foundation and the Urban and Community Forestry Society (UCFS)'s networks and the opportunity to connect with mentors/coaches from around the nation. Subawardees will also be invited to attend the annual Partners in Community Forestry conference to further develop their urban forestry network.

The Period of Performance for this opportunity will start no later than September 30, 2024 and must be completed by September 29th, 2027. No-cost extensions may be available if needed and with approval for an additional 6 months.

Timeline

APPROXIMATE DATES	MILESTONE
July 12, 2024	Subaward application portal opens

APPROXIMATE DATES	MILESTONE
August 12, 2024	Subaward applications are DUE by 5pm, CDT
August 16, 2024	Successful applicants will be notified and an official statement about awardees will be made
August 23, 2024	Subaward Agreements will be sent to successful candidates
September 30, 2024	All Subaward Agreements must be fully executed

Who's Eligible

Community-based nonprofit organizations are eligible. This is defined as a nonprofit organization that supports and/or represents a community and/or certain populations within a community through engagement, education, and other related services provided to individual community residents and community stakeholders. A "community" can be characterized by a particular geographic area and/or by the relationships among members with similar interests and can be characterized as part of a broader national or regional community where organizations can be focused on the needs of urban, rural and/or Tribal areas. All work led by community-based nonprofit organizations must directly impact disadvantaged communities as defined by the Council on Environmental Quality's Climate and Economic Justice Screening Tool (CEJST) or as defined by the Environmental Protection Agency's EPA IRA Disadvantaged Communities tool and be for the benefit of historically underserved or underrepresented communities.

Available Funding

Individual subawards will range from a minimum of $100,000 to a maximum of $1,000,000 total, over a 3-year period, depending on the scope of work, unique needs, and capabilities of the applicant.

A minimum of $4,300,000 in total funding is available.

Additional funding may be awarded at Arbor Day Foundation's discretion.

Cost share or match is NOT a requirement for your subaward agreement. (An example of cost match could be donated trees from a local nursery.)

Methodology and Review of Applications

The Arbor Day Foundation will prioritize proposals that seek to increase tree canopy and address challenges such as nature deprivation, access to green jobs, food insecurity, and urban heat. Applicants should demonstrate a deep

familiarity with the unique needs of their community and have developed a specific plan to collaborate with residents and trusted organizations within the impacted community.

We have 2 project tracks:

Track 1

Submit a project based on the unique needs of your organization and community. You will explain those needs and how you plan to address them.

Track 2

Create a project using an Implementation Template. Implementation Templates are free educational roadmaps authored by expert organizations to help grow capabilities in specific areas of community forestry. They are deep dives into relevant topics with guidance on applying learnings to goals. You may connect with an Implementation Template author to determine if you are ready to pursue a project inspired by an Implementation Template. Your proposal can include budgeting for the work itself and optional coaching from the Implementation Template author.

Subaward application review will be conducted using processes and a scoring rubric that aim for fair and objective assessment of applications, while remaining competitive. Proposals will be evaluated based on the following criteria, with a maximum of 100 points:

Organizational Overview (0 – 10 points)

Community Focus Areas / Tract Locations (EPA IRA Disadvantaged Communities Tool / CEJST Tool) (0 – 30 points)

Project Narrative, Capacity Building, Technical Merit (0 – 50 points)

Budget & Cost Effectiveness (0 – 10 points)

Reporting Requirements

Bi-annual reporting will be required from subawardees. This will help measure and track progress, ensure goals are met, and avoid payment delays. If a no-cost extension is requested and approved, there may be additional reporting periods and requirements.

APPROXIMATE DATES	MILESTONE
January 2025	First bi-annual progress report from subawardees is due
July 2025	Second bi-annual progress report from subawardees is due
January 2026	Third bi-annual progress report from subawardees is due
July 2026	Fourth bi-annual progress report from subawardees is due
January 2027	Fifth bi-annual progress report from subawardees is due
July 2027	Sixth bi-annual progress report from subawardees is due
October 2027	Final reporting due, unless a No-Cost

APPROXIMATE DATES	MILESTONE
	Extension was requested and approved

Additional Information

To ensure applicants have equal access to all information, we will post all questions received via email on our website. If you need any additional information or have questions regarding this funding opportunity, you can contact us for guidance and assistance at: grants@arborday.org

Guidance for Completing the Online Subaward Application

Use the definitions below as a guide to the information you will need to include and describe in the online application form.

> **REMINDER:** APPLICATIONS ARE DUE August 12th, 2024 by 5 PM CDT.

START YOUR

APPLICATION

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For additional questions about the funding process, contact grants@arborday.org.

Partnerships

If you have any partnering organizations, please list them. Partners may include entities such as local community organizations, municipalities, non-profit organizations, schools, local businesses, etc. If any partnering organization will receive funds for their work or play a key role in your project, please attach a letter of support from them.

Community Focus Areas

All subawards must fund work that directly impacts disadvantaged communities as defined by the Climate and Economic Justice Screening Tool (CEJST) or the EPA IRA Disadvantaged Communities tool. Please provide the Census tract numbers using either tool to demonstrate that the proposed work will be in and for the benefit of a disadvantaged community.

- Climate and Economic Justice Screening Tool

CEJST TOOL IMAGE
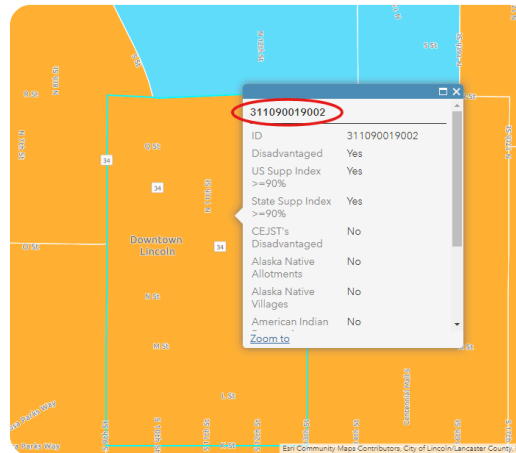
- EPA IRA Disadvantaged Communities Tool

Please provide the tract number and county information for the community location for your project. You can select more than one community area. Be sure to include the tract number for all locations. To get the tract information using the Climate and Economic Justice Screening tool:

EPA IRA Disadvantaged Communities TOOL IMAGE

1. Using the search box at the upper left corner of the CEJST screen to type in your target area zip code. The map will zoom into that zip code and surrounding area.

2. Using your mouse, click on the community areas you intend to focus on. The tract information will open in a box on the right side of the map screen, as shown below circled in red:

You can upload a screenshot of the area(s) you intend to focus on for your project. (Optional)
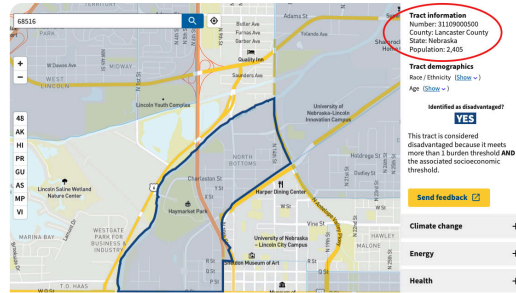
Engagement Timeline

Please provide a general timeline for the events you're planning and the goals you hope to achieve. A brief overview is all that is necessary (your exact dates might not yet be planned out and available.) Projects should be designed for annual milestones.

Project Details

Please provide information on how you will use this subaward to engage communities in urban forestry. Share goals for community engagement, capacity building, proposed outcomes, and the plans to achieve those outcomes.

Your project details should lay out your achievable goals for the first year, second year, and final year of the project. Be sure to include the details on how your project will address target goals such as increasing tree canopy and alleviating challenges associated with nature deprivation, access to green jobs, food insecurity, and urban heat. You are not required to address every one of these targeted goals. Your project details should be no longer than 500 words. Additional information or clarification may be requested at the time of award.

Budget Requirements

Care will be taken to ensure that the program supports a variety of allowable funding usage for work that represents a clear path to increased equitable access to canopy, increased resilience to climate change, and broadened community engagement through collaboration.

Budget Template

(This template is optional; applicants may use a different format for their budget template.)

CATEGORY	DESCRIPTION	TOTAL
Personnel		
Fringe Benefits		
Travel		
Supplies		
Contractual		
Other		
Total Direct Costs		
Indirect Costs		
Total Project Costs (Sum of direct and indirect costs)		

Budget Narrative

Please provide a brief narrative for your budget.

- **Personnel -** List all staff positions by title. Give annual salary, percentage of time assigned to the project, and total cost for the budget period. This category includes only direct costs for the salaries of those individuals who will perform work directly for the program (paid employees of the applicant organization as reflected in payroll tax records).

- **Fringe Benefits -** Identify the percentage used, the basis for its computation, and the types of benefits included. Fringe benefits are allowances and services provided by employers to their employees as compensation in addition to regular salaries and wages.

- **Travel -** Specify the mileage, per diem, estimated number of trips in-state and out-of-state, number of travelers, and other costs for each type of travel. (Travel may include conference attendance, travelling for training or professional development, etc.)

- **Supplies -** "Supplies" means all tangible personal property other than "equipment." The budget detail should identify categories of supplies to be procured (e.g., trees, tree diapers, pruning shears, gloves, etc).

- **Contractual -** Identify proposed contracts, specifying the purpose and estimated cost for typical contractual services and disaggregating any costs for acquisitions of intangible property. Contractual services (including consultant services) are those services to be carried out by an individual or organization, other than the applicant, in the form of a procurement relationship.

- **Other -** List each item in sufficient detail to determine the reasonableness and allowability of the cost. This category should include only those types of direct costs that do not fit in any of the other budget categories including subawards, participant support costs, and additional costs (e.g., insurance, costs for acquiring or improving real property, rental / lease of equipment or supplies, equipment service or maintenance contracts, and printing or photocopying).

- **Indirect Costs -** If indirect costs are budgeted, indicate the approved rate and distribution base. Indirect costs are those incurred by the grantee for a common or joint purpose that benefit more than one cost objective or project and are not readily assignable to specific

cost objectives or projects as a direct cost. Indirect costs must be based on a rate approved by the applicant's cognizant federal agency or the 10% de-minimis rate authorized by 2 CFR § 200.414(f).