



WASHINGTON STATE DEPARTMENT OF  
**Natural Resources**  
Peter Goldmark - Commissioner of Public Lands

## **Community Forestry Tree Inventory Grant Request for Applications**

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**Funds for this grant are made available through the USDA Forest Service, administered by the Department of Natural Resources (DNR) Urban and Community Forestry Program.**

### **PERIOD OF PERFORMANCE**

April 1, 2015 – May 31, 2017

(note: this timeline permits 12 months for the inventory contractor to perform the work, and an additional 12 months for successful applicants to fulfill their obligations to DNR as the funding agency.)

### **APPLICANT ELIGIBILITY**

This grant may be awarded to local units of government, educational institutions, or tribal governments.

**PROPOSAL DUE DATE & TIME  
4:00PM PDT, DECEMBER 19, 2014**

### **CONTENTS OF THIS REQUEST FOR APPLICATIONS**

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- A. Example Memorandum of Understanding
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### **GRANT CONTACT**

Urban Forestry Program  
Washington State Department of  
Natural Resources

1111 Washington St SE  
MS 47037  
Olympia WA 98504-7037

Phone: 360-902-1703  
Toll-Free: 800-523-TREE  
FAX: 360-902-1757  
E-mail: [urban\\_forestry@dnr.wa.gov](mailto:urban_forestry@dnr.wa.gov)

## **SECTION 1 – INTRODUCTION**

The United States Department of Agriculture (USDA) Forest Service Urban and Community Forestry Assistance Program is designed to partner with national and local organizations to provide a comprehensive approach to the stewardship of urban trees and forest resources. The Program provides financial and technical assistance to plan, protect, establish, and manage trees, forests, and related resources. The outcome is to restore and sustain the health and quality of the natural and human environments in urban areas. Washington State grants are awarded through this program to encourage community involvement in creating and supporting long-term and sustainable urban and community forestry programs at the local level.

### **1.1 Background and Purpose**

The expanded forestry title of the 1990 Farm Bill included authorization of the Community Forestry Assistance Program. This program was re-authorized in the most recent Farm Bill (2008) and funding has been provided to the USDA Forest Service to implement the program. The USDA Forest Service, in turn, has allocated funds to the Washington State DNR Urban and Community Forestry Program to distribute and administer.

The mission of the Washington State Department of Natural Resources (DNR) Urban and Community Forestry Program is to provide leadership and assistance to communities that are working to create self-sustaining urban and community forestry programs that preserve, plant and manage forests and trees in urban settings for public benefits and quality of life.

The Community Forestry Tree Inventory grants provide financial assistance for the execution of projects that further the mission of the DNR Urban and Community Forestry Program. Initial tree inventory grant awards will be up to \$10,000 in value per community; funding may increase depending on the pool of grantees. A further goal of this grant is to gain a diverse representation of Washington State's community forests.

### **1.2 Eligible Grantees**

Grants may be awarded to local units of government, educational institutions, or tribal governments.

### **1.3 Period of Performance**

The period of performance of the contract resulting from this grant application is tentatively scheduled as April 1, 2015 through May 31, 2017. No amendments extending the period of performance will be accepted by DNR.

## SECTION 2 - GENERAL INFORMATION

### 2.1 Grant Coordinator

The Grant Coordinator is the point of contact in DNR for this application. All communication between the applicants and DNR shall be with the Grant Coordinator or other DNR Urban and Community Forestry Program staff.

<b>Name</b>	<b>Linden Lampman, UCF Program Manager; Grant Coordinator</b>
Street Address Mailing Address	1111 Washington St SE MS 47037
City, State, Zip Code	Olympia, WA 98504-7037
Phone Number	360-902-1703
FAX Number	360-902-1757
E-Mail Address	linden.lampman@dnr.wa.gov

<b>Name</b>	<b>Ben Thompson, UCF Specialist</b>
Street Address Mailing Address	1111 Washington St SE MS 47037
City, State, Zip Code	Olympia, WA 98504-7037
Toll-Free	800-532-8733
FAX Number	360-902-1757
E-Mail Address	ben.thompson@dnr.wa.gov

Communication with individuals other than the Grant Coordinator or UCF Program staff will be considered unofficial and non-binding on DNR. Applicants are to rely on written statements issued by the Grant Coordinator or UCF Program staff. Communication directed to parties other than the Grant Coordinator or UCF Program staff may result in disqualification of the Applicant.

### 2.2 Estimated Schedule of Activities

<b>Proposals Due</b>	<b>4:00pm PDT, December 19, 2014</b>
Proposals Evaluated	Dec. 22, 2014 – Jan. 16, 2015
Notification to Applicants	January 16, 2015
RFQQ for Inventory Contract Issued	January 23, 2015
Bids Reviewed and Contractor Selected	March 6, 2015
Finalize Contract and Issue Grantee MOU's	March 13, 2015
Execute MOUs with Grantees	March 13, 2015 – March 31, 2015
Period of Contract Performance (Inventory)	April 1, 2015 – May 31, 2016
Period of MOU Performance (Obligations)	April 1, 2015 – May 31, 2017
Grantee Satisfies all MOU Obligations	On or before May 31, 2017

DNR reserves the right to revise this schedule as necessary.

## **2.3 Submission of Proposals**

Applicants are required to submit four (4) copies of each proposal. One copy must have an original signature; three copies may have photocopied signatures.

The proposal is to be sent to the Grant Coordinator at the address listed in Section 2.1 above. The envelope must be clearly marked to the attention of the Grant Coordinator.

The proposal, whether mailed or hand delivered, must arrive at the DNR no later than 4:00pm, Pacific Daylight Time, on the date specified in Section 2.2 above.

Applicants should allow for normal mail delivery time to ensure timely delivery of their proposals to the Grant Coordinator. The Applicant assumes the risk for the method of delivery they choose. DNR assumes no responsibility for delays caused by a delivery service.

Proposals that are submitted late or otherwise received after the deadline will be automatically disqualified. All proposals and any accompanying documentation become the property of DNR and will not be returned.

## **2.4 Public Disclosure**

Proposals submitted in response to this request for applications shall become the property of DNR and are subject to disclosure under the Public Records Act (RCW 42.56). All information in the proposal the Applicant claims as exempt from disclosure under the provisions of RCW 42.56 must be clearly designated as such by the Applicant. The page must be identified and the particular exemption from disclosure relied upon by the Applicant must be identified. Marking the entire proposal exempt from disclosure or as proprietary information will not be honored.

If a public records request is made for the information that the Applicant has marked as exempt, DNR will notify the Applicant of the request and of the date that the records will be released to the requester unless the Applicant obtains a court order enjoining that disclosure. If the Applicant fails to obtain the court order enjoining disclosure, DNR will release the requested information on the date specified. If an Applicant obtains a court order from a court of competent jurisdiction enjoining disclosure pursuant to Chapter 42.56 RCW, DNR shall maintain the confidentiality of the Applicant's information per the court order.

A charge will be made for copying and shipping records to a requester as outlined in RCW 42.56. No fee shall be charged for inspection of contract files, but twenty-four (24) hour notice to the Grant Coordinator is required. All requests for information should be directed to the Grant Coordinator.

## **2.5 Failure to Comply**

If the Applicant fails to comply with any requirement of the Grant, DNR will reject the proposal.

## **2.6 Signatures**

Proposals must be signed and dated by a person authorized to bind the Applicant to a contractual arrangement.

## **2.7 Rejecting Proposals**

DNR reserves the right at its sole discretion to reject any and all proposals received without penalty and to not issue a contract from this application.

## **2.8 Acceptance Period**

Proposals must provide sixty (60) business days for acceptance by DNR from the due date for receipt of proposals.

## **2.9 Responsiveness**

All proposals will be reviewed by the Grant Coordinator to determine compliance with administrative requirements and instructions specified in this grant application. The Applicant is specifically notified that failure to comply with any part of the grant application may result in rejection of the proposal as non-responsive.

DNR also reserves the right, at its sole discretion, to waive minor administrative irregularities.

## **2.10 Most Favorable Terms**

DNR reserves the right to make an award without further discussion of the proposal submitted. Therefore, the proposal shall be submitted initially on the most favorable terms that the Applicant can propose. There will be no best and final offer procedure. DNR does reserve the right to contact an Applicant for clarification of the proposal during the evaluation process. In addition, if the Applicant is selected as an apparent successful grantee, DNR reserves the right to enter into contract negotiations with the apparent successful Grantee, which may include discussion regarding the terms of the proposal. Contract negotiations may result in the incorporation of some or the Applicant's entire proposal. The Applicant is to be prepared to accept this grant application for incorporation into a contract resulting from this grant application. It is also understood that the proposal will become part of the official file.

## **2.11 Obligation to Contract**

This application does not obligate the State of Washington or DNR to contract for the project described.

## **2.12 Cost to Propose**

DNR will not be liable for any costs incurred by the Applicant in preparation of the proposal submitted in response to this request for grant applications, or any other activities related to responding to this request for grant applications.

## **2.13 Commitment of Funds**

The Commissioner of Public Lands or his delegate is the only individual who may legally commit DNR to the expenditure of funds for a contract resulting from this grant application. Inventory work will not begin until a Memorandum of Understanding (MOU)

document is signed by both parties. The contract must be signed by both the applicant and DNR; both DNR and the Grantee must possess a copy of the dually signed contract before it is considered “fully executed”..” A sample Memorandum of Understanding (contract) is included in Attachment A of this grant application package.

## **2.14 Indemnity and Insurance Coverage**

The applicant must indemnify and have adequate insurance coverage to hold DNR and the State harmless for any claims arising out of or resulting from the contract.

## **2.15 Federal and State Regulations**

Grantees must comply with all federal regulations pertaining to federal grants. Grantees are referred to Sections 3015, 3016, and 3017 of the Code of Federal Regulations and to cost principles outlined in OMB Circulars A-21, A-87, A-102, A-110, and A-122. These may be viewed online at [http://www.whitehouse.gov/omb/circulars\\_index-slg](http://www.whitehouse.gov/omb/circulars_index-slg).

## **2.16 Auditable Records**

Records will be maintained according to all federal regulations. Records shall comply with generally accepted accounting principles with all expenditures, match, and in-kind contributions documented. Records will be supported by source documentation, such as canceled checks, paid bills, payrolls, time and attendance records, contracts, etc. Invoices must be marked paid and be referenced as to how payment was made, i.e. check number. Records must be maintained for three (3) years following payment.

## **2.17 Acknowledgement**

USDA Forest Service support shall be acknowledged in all publications including websites or audiovisuals in accordance with 7 CFR 3015, Subpart 4, 3015.200. All projects must include an acknowledgement of funding sources, which may be recognized as follows:

*“Funds for this project were provided by the USDA Forest Service Urban and Community Forestry Program, administered through the State of Washington Department of Natural Resources Urban and Community Forestry Program.”*

Appropriate agency logos may be used in addition to the above statement, and are supplied to successful applicants. Logos may also be found on the DNR UCF grant resources webpage at

[http://www.dnr.wa.gov/ResearchScience/Topics/UrbanForestry/Pages/rp\\_urban\\_grant\\_resources.aspx](http://www.dnr.wa.gov/ResearchScience/Topics/UrbanForestry/Pages/rp_urban_grant_resources.aspx)

In some circumstances, logos from the USDA Forest Service and the Washington State Department of Natural Resources may be considered the most appropriate form of accreditation, and should be used in lieu of the textual accreditation. Such instances will be evaluated on a case-by-case basis by DNR staff in consultation with the USDA Forest Service. DNR reserves the right to require the use of logos either in conjunction with, or in lieu of the textual accreditation, with permission from the USDA Forest Service.

## **SECTION 3 –PROJECT PURPOSE and SCOPE**

A public tree inventory is a first step toward proper management of trees within a community. The data collected during an inventory is essential to developing a long-term management strategy that leads to a safe, healthy and sustainable community tree resource that provides a multitude of benefits.

### **3.1 Project purpose**

The purpose of this project is to fund an inventory of public trees and available planting spaces that will be used as a basis for managing a community's urban forest. The intent of the inventory is collect information on trees that require individualized attention and maintenance.

- For purposes of this grant, an inventory is defined as a field-based, tree-by-tree collection of attributes for individual trees, completed by a DNR contractor, for the purpose of recording tree locations, species, and physical conditions to inform tree management.
- For purposes of this grant, public trees are defined as any tree (at least 1.5" in diameter for deciduous trees or 6 feet in height for conifers) , growing on publicly-owned property in environments that have been improved or designed, such as public rights-of-way, developed city parks or other intensively managed public landscapes. Trees in natural areas, unimproved rights-of-way, or those in locations with limited or no public access are generally not eligible for inventory under the auspices of this grant.

### **3.2 Project scope**

Inventory collection will be undertaken by professional arboriculture consultants under contract with DNR's Urban and Community Forestry Program. Data collection is standardized, but allows flexibility to meet individual community needs.

Note: The DNR Urban and Community Forestry program uses an ArcGIS-based Tree Inventory software program known as TreeWorks™. On the front end of the project, TreeWorks™ provides the data collection standards used by DNR. On the back end of the project, TreeWorks™ is a toolbar designed to interface with ArcGIS software. TreeWorks™ is not a stand-alone software program. Successful applicants have the option to purchase TreeWorks™ or any other tree inventory software, However software is not provided to applicants under the auspices of this grant.

If a community is interested in exploring available software, the USDA Forest Service maintains a listing of commercially available tree inventory software programs at the following web address:

<http://www.na.fs.fed.us/urban/inforesources/inventory/Tree%20Inventory%20and%20Management%20Software%20-%20October%202014.pdf>

### **3.3 Project results**

A brief report summarizing the composition and condition of the community's urban forest, along with pertinent resource management recommendations, is provided to each applicant upon completion of the inventory. Collected data will be provided to successful applicants either in a geographical information system (ArcGIS) format, a database

(M.S. Access) format or a spreadsheet (M.S. Excel) format. Applicants should understand the functionality of resulting inventory data in each format:

- ArcGIS: Applicants who possess ArcGIS software and have staff skilled in its use will have the greatest capacity to query, analyze, and map tree inventory data provided by this grant. ArcGIS will enhance capacity to manipulate, synthesize, query and/or update the resulting inventory dataset. ArcGIS is recommended for applicants that want to display their data visually.
- M.S. Access: Applicants skilled in the use of Microsoft access or other database management software will maintain full capacity to manipulate, synthesize, query and/or update the resulting inventory data set, however the data cannot be mapped. Trees can still be located in the field according to their latitude and longitude (with a GPS unit) and with the aid of other recorded data, such as addresses and/or place names and unique tree attributes, however this process is more challenging and less accurate than using ArcGIS. M.S. Access is recommended for applicants who do not have ArcGIS but do have staff that is fluent with database management.
- M.S. Excel: The resulting inventory data set is stored in multiple tables which can be opened as separate spreadsheets in Microsoft Excel. Data from various spreadsheets can be aggregated via cutting and pasting the data, and spreadsheets can be sorted and filtered to manipulate and query the data. This process is less powerful and more time-consuming than using M.S. Access. Tree locations cannot be mapped, however trees can still be located in the field according to their latitude and longitude (with a GPS unit) and with the aid of other recorded data, such as addresses and/or place names and unique tree attributes. This process is more challenging and less accurate than using ArcGIS. M.S. Excel is recommended for applicants who do not have ArcGIS and lack expertise in database management.

UCF staff is available for technical assistance with resulting tree inventories. Funding for the development of management plans based on the inventory may be available through the Community Forestry Assistance Grants.

## **SECTION 4 – COMMITMENT**

Project proposals should clearly demonstrate a commitment to the long-term sustainable management of a community's tree resources. Prepared statements should reflect the applicant's interest and commitment to managing these resources.

To make productive use of the tree inventory data, applicants' need the in-house capacity to manage a spreadsheet, a database, or a geographic information system (GIS). Applicants must certify they can commit at least one (1) in-house staff person who possesses the technical ability to manipulate, synthesize, query and/or update the resulting inventory dataset, either with a spreadsheet (such as Microsoft Excel), a database (such as Microsoft Access), or a geographic information system (such as ArcGIS).

**If a tree inventory grant is awarded, DNR shall:**

- Provide the services of a professional certified arborist for public tree inventory.
- Provide an inventory project summary report that includes field observations, general maintenance and management recommendations.
- Provide collected data as either an excel spreadsheet, access database or geodatabase
- Provide technical assistance toward «Applicant» maintenance and management plans.
- Provide technical assistance toward achieving the Tree City USA designation, if applicable.

**If a tree inventory grant is awarded, successful applicants shall:**

1. Applicants must provide the following information to DNR before inventories can be executed:
  - a. Provide **geo-rectified aerial photos in the same coordinate system DNR is using**: Projection: Lambert Conformal Conic. Aerial imagery for the area selected for the inventory must be at 1 meter resolution or finer.
  - b. Street rights-of-way are often inconsistent. Please be prepared to provide direction for **defining public rights-of-way** where trees grow, to assure accurate collection of public tree inventory data; a right-of-way layer available in GIS, maps showing rights-of-way within the community, or a description of how to define the right-of-way (ten feet from the curb line, for example) will speed up the collection process.
  - c. **Provide area maps** with prioritized areas clearly marked and ranked, if applicable.
  - d. Inventory projects with greater than 2500 trees and planting spaces combined, **must prioritize areas** within the project area. There is no guarantee that funding will be available for projects exceeding that threshold.
  - e. While planting sites will be collected as part of the project, if you have large contiguous treeless areas, consider prioritizing those areas where planting spaces will be collected; major arterials, major parks, special project areas, etc. Collecting tree health, condition and maintenance tasks is often the first priority in planning, managing and budgeting your tree program.
  - f. Be prepared to provide direction for defining planting sites; parameters for available space (width of planting strips in relation to mature size of tree), surface preparation (will planting sites only include open ground, or are you willing to create spaces by removing concrete or asphalt), etc.
2. Applicants must be able to meet with the inventory data collection team and DNR for an initial pre-work meeting to orient staff to the inventory process and to provide site-

specific information to the inventory contractor, such as work zones, names of parks and neighborhoods, etc.

3. Applicants must promote the project. At least one (1) formal press release, vetted by DNR staff, with appropriate recognition given to DNR and the USDA Forest Service must be included as evidence of project promotion.
4. Upon completion of the inventory field work and delivery of the final report, successful grant partners must supply a document detailing the proposed course of action for management of the tree resource based on the inventory and final report. The action plan must be completed within one year of receiving the inventory data and report.
5. Successful applicants will be asked to respond to a brief phone interview or survey to gauge project efficacy.

In the years following the completion of an inventory, additional funding may be available through the Community Forestry Assistance Grant for further resource analysis, development of an urban forest management plan, systems for improved management, and other programmatic urban forestry tools.

## **SECTION 5 – PROPOSAL CRITERIA**

### **5.1 Proposal Section**

Proposals must provide information in the same order as presented in this document.

This will help reviewers evaluate the proposals and should assist Applicants' in preparing thorough proposals. The proposal narrative shall not exceed five (5) standard letter-size pages in 12-point font.

Each item is mandatory and must be included as part of the proposal for the proposal to be considered responsive.

#### **5.1.1 Applicant Information**

1. Name and location of the project, the Applicant's name, address, telephone number, fax number and Federal tax identification number.
2. Contact information for the primary project liaison, including name, address, phone number and email address.
3. Name and signature of the designated staff person with the technical ability to manipulate, synthesize, query and/or update the resulting inventory dataset, either with a spreadsheet (such as Microsoft Excel), a database (such as Microsoft Access), or a geographic information system (such as ArcGIS)
4. Application form must be signed by an authorized representative of the Applicant.

#### **5.1.2 Overall Project**

1. Commitment
  - Clearly define the purpose, objective and need for the inventory.

- Certify that at least one (1) in-house staff person who possesses the technical ability to manipulate, query, or synthesize the resulting inventory dataset, either with a spreadsheet (such as Microsoft Excel), a database (such as Microsoft Access), or a geographic information system (such as ArcGIS), will be assigned to this project.
- Describe how the community/institution proposes to use inventory results to manage the community's tree resource.
- Estimate the number of trees and planting spaces on which data will be collected.

NOTE: Inventory projects with more than 2500 trees and planting spaces combined should prioritize areas within the project area. There is no guarantee that funding will be available for projects exceeding the above threshold.

## 2. Planning

- Complete and thorough application
- Clarity of the proposal
- Clearly defined purpose and objective(s) for the project
- Compliance in all respects with all applicable local and county ordinances, and all applicable state and federal laws and regulations.

## 3. Support

- Identify staff resources available to support and manage inventory data.
- Provide aerial imagery for the inventory, 1 meter (minimum).
- Demonstrate local support in the form of letter(s) of support from community leaders or other members of the community.

## 4. Impacts

- Describe how the inventory will be used, updated and maintained over time.
- Describe activities that may follow from the inventory results.

### **5.2.2 Cost Sharing Requirements**

Applicants are not required to provide matching funds.

### **5.2.3 In-Kind Share**

In-kind matches are valid and encouraged. In-kind matches may take the form of volunteer hours, donated materials, donated office space or equipment associated with the project, etc. A rate of \$26.72 per hour (2013 rate) will be used as the volunteer rate unless the volunteer is performing tasks in their normal line of work. In that situation, the match will be calculated at their current billable job rate. Applicants are encouraged to report in-kind contributions along with their final proposed course of action.

## **SECTION 6 – EVALUATION AND GRANTEE AWARD**

### **6.1 Evaluation Weighting and Scoring**

Proposals will be evaluated and grantees will be selected based on the following information:

1. Completeness of proposal.

2. Applicant's ability to satisfy the obligations outlined in Section 4 of this application.
3. Applicant's plan per proposal to incorporate inventory data into work scheduling, future planning and management.
4. Applicant's certification that at least one (1) in-house staff person who possesses the technical ability to manipulate, query, or synthesize the resulting inventory dataset, either with a spreadsheet (such as Microsoft Excel), a database (such as Microsoft Access), or a geographic information system (such as ArcGIS), will be assigned to this project.
5. Current or working toward achieving Tree City status within the current year.
6. Diversity of geographical location within Washington State.

## **6.2 Notification to Unsuccessful Applicants**

Applicants whose proposals have not been selected for further negotiation or award will be notified via mail at the address provided in the proposal.

## **6.3 General Terms and Conditions**

The apparent successful Applicants will be expected to enter into a Memorandum of Understanding (MOU) with DNR for a period of 24 months; see Attachment A for an example of a DNR MOU.

## **6.4 Protest Procedure**

Applicants who responded to this solicitation may file a protest concerning the selection of the winning proposals with the Grant Coordinator within three (3) business days of receiving a letter of unsuccessful application from DNR.

Applicants protesting the non-selection of their project shall follow the procedures described below. DNR will not consider protests that do not follow these procedures. This protest procedure constitutes the sole administrative remedy available to Applicants under this procurement.

All protests must be written and signed by the protesting party or an authorized Agent. The protest must state the grounds for the protest with specific and complete statement of the action(s) being protested. A description of the relief or corrective action being requested should also be included. All protests shall be addressed to the Grant Coordinator.

Only protests raising one or more factually supportable issues concerning the following subjects shall be considered:

- A matter of bias, discrimination or conflict of interest on the part of an evaluator;
- Errors in computing the score; and/or
- Non-compliance with procedures described in the procurement document.

Upon receipt of a written protest, DNR will hold a protest review. The Commissioner of Public Lands or his delegate will consider all available facts and issue a decision in five (5) business days of receiving the protest. If additional time is required, the protesting party will be notified of the delay.

If a protest might affect the interest of other Applicants that submitted a proposal, those Applicants will be given an opportunity to submit its views and any relevant information on the protest to the Grant Coordinator.

The final determination of the protest shall:

- Find the protest lacking in merit and uphold DNR's action; or
- Find only technical or harmless errors in DNR's acquisition process and/or conduct and determine DNR to be substantially in compliance and reject the protest; or
- Find merit in the protest and provide DNR options which may include:
  - Correct the errors and re-evaluate all proposals
  - Reissue the solicitation document
  - Make other findings and determine other courses of action as appropriate.

If DNR determines that the protest is without merit, DNR will enter into a contract with the apparently successful contractor.

# 2015 Community Forestry Tree Inventory Grant Proposal

## APPLICATION FORM

Project name (five words or less) \_\_\_\_\_

Location (City) \_\_\_\_\_ Tree City USA  Y  N

Name of Applicant (Organization) \_\_\_\_\_

Daytime Phone # \_\_\_\_\_ Applicant's Federal I.D. Number \_\_\_\_\_

Address of Applicant \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Contact Person \_\_\_\_\_ Daytime Phone # \_\_\_\_\_

Fax # \_\_\_\_\_ E-mail Address \_\_\_\_\_

Applicant will use (select one):

ArcGIS/ M.S. Access/ M.S. Excel to manage tree inventory data

\_\_\_\_\_  
Printed name and signature of staff person designated to manage inventory data and skilled in the format selected above

By signing this grant proposal application form, the undersigned agrees that all information is accurate to the best of their knowledge.

\_\_\_\_\_  
Name and Title of Authorized Representative Date

\_\_\_\_\_  
Signature of Authorized Representative Date

**Attachment A**  
**Memorandum of Understanding**



## *SAMPLE MEMORANDUM OF UNDERSTANDING*

### **MOU No. «GrantNumber»**

This Memorandum of Understanding (MOU) is between the Urban Forestry Program, Resource Protection Division of the Department of Natural Resources, 1111 Washington Street SE, Olympia, WA 98504, referred to as DNR, and the «Applicant», referred to as the «Applicant».

The purpose of the MOU is to define the roles of DNR and the «Applicant» to complete a public tree inventory project within City jurisdictional boundaries. We agree to the provisions and statements outlined below.

#### **1.01 Definitions :**

Department of Natural Resources - an agency of the State of Washington.

Memorandum of Understanding - DNR enters into memoranda of understanding, in good faith, with public agencies to collaborate on and/or coordinate programs, and to define institutional linkages along broad areas of concern. Memoranda of understanding are not legal contracts and do not strictly obligate the resources of the Department.

Tree Inventory - a record of location, species composition, and physical condition of trees that informs management goals and objectives.

<Inventory Contractor> - professional tree inventory specialist contracted with DNR.

City or organization - public agency that will receive tree inventory

#### **2.01 Objectives.**

- Provide an accurate record of the structure and condition of the tree resource to inform management plans, and budgets.
- Identify management priorities and create a plan of work to address priorities in order to provide maximum public benefits from a safe, healthy tree canopy.

- Quantify the value of the public tree resource.
- Identify potential planting sites.

**3.01 Work Activity:** The tree inventory will be conducted by Community Forestry Consultants contracted through an agreement with DNR. Although the major scope of work will be accomplished by the Contractor, the «Applicant» staff will meet with DNR and the Contractor for a pre-project meeting to discuss the scope of work and data deliverables.

Based on the final summary report, the «Applicant» staff will provide DNR with a written proposed course of action toward managing the tree resource.

**4.01 Functions/Roles/Tasks of Agencies/Parties:**

DNR shall:

- Provide the services of a professional certified arborist for public tree inventory.
- Provide an inventory project summary report that includes field observations, general maintenance and management recommendations.
- Provide collected data as either an excel spreadsheet, access database or geodatabase
- Provide technical assistance toward «Applicant» maintenance and management plans.
- Provide technical assistance toward achieving the Tree City USA designation, if applicable.

The «Applicant» shall:

- Provide information necessary to complete the inventory as outlined in Attachment B, Technical Data Specifications, in conjunction with the signed Memorandum of Understanding (MOU); within six weeks of notice of award.
- Acknowledge submitted application, which includes the contact person, why the community would like a tree inventory, and how «Applicant» proposes to use the information and reports, as attachment A to this MOU.
- Dedicate staff resources for a pre-inventory meeting with contractors and DNR, and support the inventory effort by providing city-specific information to the contractor.

- Commit staff resources to provide a written proposed course of action to manage the tree resource within one year of delivery of data. Technical assistance will be provided if needed.
- Respond to a brief follow-up phone interview or survey with UCF to gauge progress toward management and maintenance goals set by «Applicant» through the written proposed course of action.

### 5.01 Terms and Conditions

- (1) **Effective Dates.** This MOU is effective upon final execution by both parties and will end on two years (24 months) from the day of execution, unless terminated sooner as provided herein.

This timeline affords the contractor up to 12 months to conduct the inventory and provide deliverables to DNR. The second 12 month period affords time for the grantee to query their data and provide a written proposed course of action to DNR staff, and for DNR staff to follow up and provide technical assistance to the grantee, if needed.

- (2) **Amendments.** This MOU shall be amended only by written mutual consent of the parties.

- (3) **Termination.** Either party may terminate this MOU by notifying the other party, at the addresses given, of the termination and specifying the termination date. The terminating party shall deliver the notice at least 15 days prior to the termination date.

(4) **Printed Materials**

- All printed materials, signs, and other products including websites resulting from this grant must be reviewed by DNR prior to publishing.
- USDA Forest Service support shall be acknowledged in all publications or audiovisuals in accordance with 7 CFR 3015, Subpart 4, 3015.200. All projects must include an acknowledgement of funding sources, which may be recognized as follows:  
*“Funds for this project were provided by the USDA Forest Service Urban and Community Forestry Program, administered through the State of Washington Department of Natural Resources Urban and Community Forestry Program.”*

Appropriate agency logos may be used in addition to the above statement, and are supplied to successful applicants. Logos may also be found on the DNR UCF grant resources webpage at [http://www.dnr.wa.gov/ResearchScience/Topics/UrbanForestry/Pages/rp\\_urban\\_grant\\_re sources.aspx](http://www.dnr.wa.gov/ResearchScience/Topics/UrbanForestry/Pages/rp_urban_grant_resources.aspx).

- USDA Equal Opportunity statement must be included in all publications:  
*“The USDA is an equal opportunity provider and employer.”*

**6.01 Project Coordinators.**

- (1) The Project Coordinator for the «Applicant» is «Contact\_PersonGrant\_Mgr», Telephone Number «Telephone\_».
- (2) The Project Manager for the DNR is Urban & Community Forestry program manager, Linden Lampman, 360-902-1703.

«Applicant»

Dated: \_\_\_\_\_, 2013

By: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

STATE OF WASHINGTON  
DEPARTMENT OF NATURAL RESOURCES

Dated: \_\_\_\_\_, 2015

By: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

Date: \_\_\_\_\_

**Attachment B**  
**Technical Data Specifications**

## Technical Data Specifications

Applicants must provide the following information to DNR before inventories can be executed:

- a. Provide **geo-rectified aerial photos in the same coordinate system DNR is using**: Projection: Lambert Conformal Conic. Aerial imagery for the area selected for the inventory must be at 1 meter resolution or finer.
- b. Street rights-of-way are often inconsistent. Please be prepared to provide direction for **defining public rights-of-way** where trees grow, to assure accurate collection of public tree inventory data; a right-of-way layer available in GIS, maps showing rights-of-way within the community, or a description of how to define the right-of-way (ten feet from the curb line, for example) will speed up the collection process.
- c. **Provide area maps** with prioritized areas clearly marked and ranked, if applicable.
- d. Inventory projects with greater than 2500 trees and planting spaces combined, **must prioritize areas** within the project area. There is no guarantee that funding will be available for projects exceeding that threshold.
- e. While planting sites will be collected as part of the project, if you have large contiguous treeless areas, consider prioritizing those areas where planting spaces will be collected; major arterials, major parks, special project areas, etc. Collecting tree health, condition and maintenance tasks is often the first priority in planning, managing and budgeting your tree program.
- f. Be prepared to provide direction for defining planting sites; parameters for available space (width of planting strips in relation to mature size of tree), surface preparation (will planting sites only include open ground, or are you willing to create spaces by removing concrete or asphalt), etc.