

Call for Proposals

Urban & Community Forestry Inflation Reduction Act Subaward Program for Federally Recognized Tribes of Oregon

Supported by Region 6 of the United States Forest Service (USFS) State, and Private, and Tribal Forestry and the State of Oregon Department of Forestry (ODF)



This Call for Proposals (CFP) is issued by ODF to identify and fund outstanding proposals in the areas of community and urban forest planning; tree propagation, planting, and maintenance; and forest-centered education, outreach, networking, workforce development, and storytelling. Eligible entities are invited to submit proposals that align with ODF's Urban & Community Forestry (UCF) Program's mission and subaward program priorities.

Proposal submission period: Proposals may be submitted on an ongoing basis starting on May 1, 2024, until June 30, 2026.

Funding period: October 1, 2024 – September 30, 2028

Project/Program funding range: \$10,000 to \$1,000,000 (no match required)

Informational Session: A virtual information session will be organized with a date and time forthcoming. This time will be used to share information about the ODF-issued Call for Proposal, answer questions, and receive feedback from those interested from the nine Federally Recognized Tribes of Oregon. Recording will be available on request, as will individual and direct dialogue with ODF.

ODF Urban & Community Forestry Subaward Program Contact Information:

- Scott Altenhoff (Program Manager, UCF Program):
scott.r.altenhoff@odf.oregon.gov, (971) 428-7380
- Hilary Olivos-Rood (Grant Program Administrator, UCF Program):
hilary.olivos-rood@odf.oregon.gov, (971) 707-8946
- Evan Elderbrock (Community Assistance Forester, UCF Program):
evan.m.elderbrock@odf.oregon.gov, (971) 719-0345

The U.S. Forest Service and Oregon Department of Forestry are equal opportunity employers. Funding for this subaward program was provided by the U.S. Forest Service.

TABLE OF CONTENTS

1. Introduction 3

 ODF Urban & Community Forestry Program Mission and Vision 3

 Inflation Reduction Act (IRA) Funding Opportunity..... 3

 UCF Subaward Program Priorities 3

2. Subaward Program Details 4

 Subaward Funding..... 4

 Subaward Timeframe 4

 Eligible Entities 4

 Eligible Lands..... 5

 Eligible Expenses 5

 Ineligible Costs 6

3. Subaward Proposal Process 7

 Subaward Assistance Questionnaire 7

 Proposal Requirements 7

 Submission Guidelines 8

 Proposal Review, Evaluation Criteria, and Scoring 8

4. Subaward Administration 10

 Subaward Agreement 10

 Reimbursement and Advance Payment 10

 Subaward Progress and Closeout Reports..... 11

 Monitoring and Site Visits 11

 Program/Project Progress Expectations 11

 Recognition 11

Subaward Process Flow Chart..... 12

1. INTRODUCTION

The Oregon Department of Forestry (ODF), in cooperation with the United States Forest Service (USFS), announces the Urban and Community Forestry (UCF) Subaward Program for the nine Federally Recognized Tribes of Oregon. This funding opportunity is designed to support programs and projects that promote the protection and enhancement of urban and community forest ecosystems.

ODF Urban & Community Forestry Program Mission and Vision

ODF's Urban & Community Forestry (UCF) Program's mission is to advance equity, well-being, and resilience for all communities in Oregon by promoting investments in trees and green infrastructure. Our vision is for every community forest in Oregon to thrive with good planning and management, while fostering statewide recognition of trees and forests as vital contributors to the State's social, economic and environmental well-being.

Inflation Reduction Act (IRA) Funding Opportunity

The Inflation Reduction Act (IRA) provides up to \$1.5 billion to the USFS Urban and Community Forestry Program to provide multiyear, programmatic, competitive grants for urban and community forestry investments. This program is intended to foster 1) increased and more equitable access to urban tree canopy, 2) broadened community engagement in urban and community forest planning, tree planting, and management activities, and 3) improved community and urban forest health and resilience. The USFS awarded \$250 million nationally to state urban and community forestry programs and \$1.13 billion in additional funding through a competitive grant process.

The Oregon Department of Forestry's (ODF's) Urban and Community Forestry (UCF) Program received \$26.6 million in IRA grant funding from the USFS to stand up two subaward programs—\$10 million devoted specifically to Federally Recognized Tribes, and \$12.5 million that will be available to all eligible entities in the state of Oregon—to promote community and urban forest investment and tree equity for overburdened and underserved communities.

Funding for this subaward program comes from Federal Financial Assistance Award **24-DG-11062765-084** with Assistance Listing Number **10.727** (Inflation Reduction Act Urban & Community Forestry).

UCF Subaward Program Priorities

The overarching goal of this program is to help advance Federally Recognized Tribes' community and urban forestry efforts. Specifically, this subaward program priorities are to:

- Support community and urban forestry assessment, planning, and prioritization
- Support culturally responsive community and urban forestry education, engagement, recreation, and community-building initiatives
- Build capacity with collective impact through a community and urban forestry network
- Support community forestry and natural resource-related workforce development
- Significantly expand tree production, planting, and maintenance
- Support monitoring, adaptive management, and lesson sharing

The USFS and ODF UCF Program have also identified projects/programs related to first foods and improving community access to green space (e.g., developed parks or natural areas) as additional priorities for this funding opportunity.

The ODF UCF Program acknowledges that the program areas outlined above may not fully reflect each Tribal Nation's community and urban forestry needs and priorities. The primary goal of this funding is to support connections between Tribal communities and broader forest ecosystems. The UCF Program recognizes that working with the nine Federally Recognized Tribes of Oregon through this federal funding opportunity is critical to strengthening relationships and supporting the needs of Tribal communities to enhance cultural, socio-economic, and environmental priorities. In summary, proposals should address at least one of the above program priority areas or clearly demonstrate how the proposed project or program supports Tribal community connections to trees and/or forests.

2. SUBAWARD PROGRAM DETAILS

Subaward Funding

- Subawards may range from \$10,000 to \$1,000,000.
- There is no match requirement for this funding.
- Applicants can submit multiple proposals, but the total funding for any single Federally Recognized Tribe may not exceed \$1,000,000.

Subaward Timeframe

- Proposals will be accepted starting on May 1, 2024.
- Proposals will be accepted anytime between May 1, 2024, and June 30, 2026.
- Proposals will be reviewed on a quarterly basis.
- All subaward activities and expenditures must be completed by September 30, 2028.

Eligible Entities

- Only Federally Recognized Tribes of Oregon are eligible to apply for this funding opportunity.
- All entities that receive a federally funded award must:
 1. Have a Federal Tax ID Employer Identification Number (EIN)
 2. Be registered in the system for award management (SAM.gov) and have a Unique Entity Identifier (UEI). Active SAM.gov registration must be maintained throughout the entire duration of subaward.
- For more information on FEIN, see <https://www.irs.gov/businesses/small-businesses-self-employed/employer-id-numbers>.
- To check SAM.gov entity status, or for information on SAM.gov registration and getting a UEI, see <https://sam.gov/content/entity-registration>.
- Although only Federally Recognized Tribes may be primary applicants, applicants are encouraged to collaborate with other organizations/entities as project partners (e.g., local

government entities, non-profit or for-profit organizations, public school districts, consultants/contractors, etc.).

Eligible Lands

Funding may be used for projects on non-Federal lands, which include:

- Tribal land (includes fee and Trust land)
- Private lands (*Note: while private lands are eligible, work on private land should provide community benefits*)
- State and local government
- Homeowner associations

Lands owned or administered by the federal government are not eligible for this funding opportunity except for lands held in trust for Native American Tribes and individuals (i.e., Trust lands).

Eligible Expenses

The UCF Subaward Program for Federally Recognized Tribes is intended to support new programs and projects not currently being funded through other sources, or to expand existing programs that would not occur without subaward funds. This subaward program is not intended to substitute for current funding levels or long-term expenses (such as rent or utilities). A project is a singular and unique undertaking with clearly defined deliverables and scope, while programs are focused on achieving broader organizational goals and may include planning, utilizing shared resources, and managing multiple projects.

Eligible project and program components include, but are not limited to:

- Hiring employees or contractors to support community and urban forestry program/project development, implementation, and management.
- Developing and supporting community forestry or natural resource-related youth development programs, training programs, internships, apprenticeships, and professional certifications.
- Training community forestry or natural resource staff or volunteers.
- Conducting community forestry or natural resource-related public outreach and education.
- Building community and urban forestry partnerships/relationships
- Developing community or urban forestry strategic or management planning.
- Tree ordinance development and/or revision.
- Growing, planting, and maintaining trees in community and urban forests.
- Evaluating and monitoring trees or community forests (data collection and technology transfer).
- Site preparation (when directly related to tree planting, tree maintenance, first foods, or community forest access), including cultural burning, first foods cultivation, invasive species removal, or limited concrete/asphalt removal.

All project or program proposals will be initially reviewed by the USFS to determine if they fit, as described, under the USFS Urban and Community Forestry Program authority.

Eligible costs are those necessary for developing the program or completing the project(s) that are incurred during the funding period. Costs must be documented, reasonable and consistent with the project scope. Eligible costs include:

- Direct costs:
 - Includes salaries and fringe benefits of people working directly on the project/program.
 - Includes value of labor, services, supplies, and travel spent on the project/program.
- Indirect costs (i.e., administrative expenses):
 - Up to 10% of the [modified total direct costs \(MTDC\)](#), or the rate set in a Negotiated Indirect Cost Rate Agreement (NICRA). *Note: Modified total direct costs include all direct costs except for equipment rentals.*
 - Includes facility operation and maintenance, rent, utilities, administrative staff, which are sometimes called “overhead costs.”
 - Includes supplies like printers or computers that are used for more than the IRA project/program are considered administrative expenses.

Ineligible Costs

The following project expenses are not eligible for funding under Urban and Community Forestry Authorities:

- Research: Basic research as defined in 2CFR 422.1, “Systematic study directed toward fuller knowledge or understanding of the fundamental aspects of phenomena and of observable facts without specific applications towards processes or products in mind.” *Note: Technical transfer, education, and outreach activities associated with applying research can be included in the proposal.*
- Construction and capital improvements. Examples of construction include facilities, infrastructure, roads, new buildings, culverts, and boardwalks.
- Land acquisition (conservation easement and fee simple) projects.
- Cost-share, reimbursement, and other types of payment provided directly to private landowners. However, Urban and Community Forestry funding may be used to perform work on private lands; for example, an eligible entity could pay for trees to be planted on private lands with the written permission of the landowner.
- Small business start-up funding.
- Equipment purchases. Equipment is defined as an article of nonexpendable, tangible personal property having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit. *Note: Equipment rentals are allowable costs that should be listed under the “Other Costs” budget category.*
- Gift cards
- Food
- Childcare services

3. SUBAWARD PROPOSAL PROCESS

Subaward Assistance Questionnaire

Applying for and managing subawards are significant workloads that can be barriers to seeking subaward funding. To minimize these burdens, ODF has allocated funding specifically to support the applicant's subaward proposal and administrative processes. ODF has the ability to support the subaward proposal process with UCF Program staff time and through contractual agreements with third-party grant writers. Any proposals that are awarded funding will be eligible to receive additional support with subaward tracking and reporting from contracted third-party subaward administrator.

To receive support in the subaward proposal process, the applicant can complete a short questionnaire, email, or call the designated ODF UCF subaward program staff (contact information on the cover page of this Call for Proposals). Questionnaire link available at <https://forms.office.com/g/ZZs1AY3vXU>

Proposal Requirements

The subaward proposal format and questions are designed to support program or project development. Proposals must include the following components:

1. **Program/Project Team** – An overview of the program/project team's experience completing similar programs/projects, managing grants/subawards, and collaborating with partner organizations. This may include letters of support or correspondence from partner organizations expressing their backing, encouragement, or endorsement for the program/project.
2. **Program/Project Title** – A brief and descriptive name that summarizes the main focus of the project in a clear and concise manner (no more than 25 words).
3. **Program/Project Description** – A description that serves as a roadmap, outlining what the program or project aims to achieve and how it will be implemented. It provides an overview of the objectives, scope, activities, and deliverables of a particular initiative (maximum 500 words).
4. **Program/Project Goals** – Goals that serve as guiding principles or vision for the program/project and help to define its scope, objectives, and success criteria.
5. **Program/Project Activities** – Specific tasks or actions that need to be completed to achieve the program/project objectives.
6. **Program/Project Timeline** – A detailed schedule that clearly outlines when program/project activities and tasks take place.
7. **Program/Project Risks** – The events, circumstances, or situations that can negatively impact program/project goals, activities, timeline, outcomes, or budget.
8. **Program/Project Outcomes** – The specific objectives, impacts, or changes that are expected as a result of the project/program. They should be clear, measurable, achievable, relevant, and time bound.
9. **Budget** – A financial plan that provides a detailed list of anticipated expenditures and overall program/project costs.

10. **Budget Narrative** – A detailed explanation or justification for each of the items included in a budget proposal. It provides context and reasoning behind the anticipated expenditures presented in the budget.

Note: During the proposal development process, if any of the questions pose a conflict with Tribal sovereignty or safekeeping of knowledge/practices, please reach out for further discussion with the designated ODF UCF subaward program staff.

Submission Guidelines

ODF will accept proposals on a rolling basis starting on May 1, 2024, through June 30, 2026. Proposals will be reviewed on a quarterly basis.

For example, proposals submitted before June 30, 2024, will be reviewed between July 1 and September 30. Applicants who submitted proposals prior to June 30 will be notified whether their proposals were awarded or need to be revised and resubmitted by September 30.

Based on this timeline, ODF advises applicants to begin proposal planning and development at least 6 months before funding is needed.

Completed proposals must be submitted via email to UCF.Program@odf.oregon.gov, and a receipt of submission will be provided via email by the ODF Urban & Community Forestry Program.



Proposal Review, Evaluation Criteria, and Scoring

Upon submission, subaward proposals will be assessed by the USFS UCF Program to ensure the project or program is within the parameters of the USFS funding opportunity. This process allows the applicant to clarify and modify activities or components of the proposal to optimize their chances of a successful evaluation.

The review panel will consist of partners or cooperators for Tribal Nations, subject matter experts, and grant professionals. The committee will evaluate each proposal for strengths, opportunities, and risks before providing funding recommendation.

Proposals that meet the CFP eligibility requirements will be assessed by the review panel based on the five evaluation criteria listed below. Make sure to clearly address all components included for each criterion.

Criteria 1: Relevance to the UCF Subaward Program Priorities	Component 1.1: Does the program or project proposal support the overarching goal of advancing Federally Recognized Tribes’ community and urban forestry efforts?
	Component 1.2: Does the proposal clearly demonstrate how the program or project supports Tribal community connections to trees and/or forests?
	Component 1.3: Does the proposal demonstrate how this funding will support community and urban forestry after the life of the subaward?
Criteria 2: Feasibility and clarity of the implementation plan	Component 2.1: Does the program or project description align with the proposal's timeline, budget narrative, and activities?
	Component 2.2: Are the program or project activities clear, measurable, and achievable?
	Component 2.3: Does the proposal clearly describe how the program or project activities will lead to the desired goals/outcomes?
Criteria 3: Potential impact of the program/project	Component 3.1: Are program or project outcomes clearly defined (i.e., is it clear what this project will accomplish during the life of the subaward)?
	Component 3.2: Are program or project outcomes in line with the goals of the funding opportunity?
Criteria 4: Budget realism and cost-effectiveness	Component 4.1: Is it clear how the funding will be spent?
	Component 4.2: Is the budget reasonable and justifiable given the scope of work and goals/objectives of the proposal?
Criteria 5: Qualification of the program/project team	Component 5.1: Does the applicant demonstrate how the organization(s) (or the individuals at the organizations) involved in implementing the work are prepared/qualified to take on their specified roles? Has the applicant worked on or implemented similar programs or projects in the past? Has the applicant received federal subaward funding previously?
	Component 5.2: Does the applicant have a proven track record of collaboration and relationship-building with outside organizations?

Proposals will be scored using the following scoring system:

- Each component will be scored on a 1 to 5 scale, with 1 being the lowest and 5 being the highest possible score.
- Review criteria score = average of component scores (for example, Criteria 1 is the average score of Components 1.1, 1.2, and 1.3).

- Proposal overall score = average of review criteria scores.
- Proposals with an overall score greater than 3 will be eligible for funding. Those with a score below 3 will be asked to confer with ODF staff, then to revise and resubmit.

The panel will also provide feedback outlining the proposal’s strengths and concerns that will be shared with the applicant.

If your proposal is recommended for funding, one of two pathways will be provided to the applicant.

- Notice of Subaward (NOS): The NOS will specify the funding terms and specific conditions. The applicant will receive a NOS, moving directly to the grant agreement process and disbursement scheduling.
- Proposal Clarification: Applicant will receive correspondence that funding has been approved but requires revision or refinement of proposal before the applicant receives a NOS.

Proposals that are not recommended for funding will receive comments from the review panel and ODF technical staff reporting the strengths and areas for improvement/clarification. This feedback is intended to be a constructive guide for applicants to strengthen their proposals for future submissions. ODF guidance can be provided for any applicants during the rolling grant cycle.

Reference Subaward Process Flow Chart at the end of this document for an overview of the grant process.

4. SUBAWARD ADMINISTRATION

Subaward Agreement

- A subaward agreement is an agreement between a pass-through entity (i.e., ODF) and the subrecipient to carry out part of the federal award received by ODF. The agreement includes contact information, scope of work, funding schedule, federal and state provisions, and exhibits.
- Subaward agreements will be prepared by ODF in cooperation with the grant subrecipient and may be reviewed for legal sufficiency by the Oregon Department of Justice in accordance with CFR 200.332.

Reimbursement and Advance Payment

- To receive payments from ODF, subrecipients must be registered in [OregonBuys](#) and have an active SAM.gov registration status.
- The funds awarded under the subawards are available on a reimbursement basis in accordance with a payment schedule agreed to in advance. The subrecipient must maintain records of expenditures (e.g., invoices, receipts) as documentation of all costs to ODF and submit a reimbursement request forms to ODF (as frequently as monthly).
- Advance payments can be requested during the subaward agreement process and award phase. Advance payments may require a payment schedule and a list of anticipated costs before ODF can disburse the funds. ODF will assess and approve requests on a case-by-case basis.
- ODF and USFS reserve the right to request additional information prior to approving a payment.

Subaward Progress and Closeout Reports

- Subrecipients will be expected to submit quarterly programmatic and fiscal progress reports documenting the program/project expenditures and accomplishments in relation to the proposed outcomes. Progress reports should be submitted no more than 30 days after the end of each quarter (Quarter 1: January 1 – March 31; Quarter 2: April 1 – June 30; Quarter 3: July 1 – September 30; Quarter 4: October 1 – December 31).
- Upon conclusion of the subaward, a closeout report will be cooperatively worked on between the ODF and the subrecipient. Closeout reports must be submitted within 60 days of program/project completion. For more details see [2 CFR 200.344](#).

Monitoring and Site Visits

- ODF will monitor your progress and expenditures through programmatic and financial reporting procedures. These monitoring procedures are necessary to maintain transparency and prevent fund misuse. All subaward documents may require disclosure under Oregon Public Records Law.
- ODF may arrange visits to project sites or meetings with the subrecipients. These visits provide an opportunity for two-way communication and technical assistance to support program/project success.
- Specific goals of each site visit may vary. They may be used to determine whether a program/project is being executed according to its work plan and/or is on schedule. Site visits can enhance communication and understanding of information provided in written progress reports or determine if performance expectations are being achieved.

Program/Project Progress Expectations

- Subrecipients are subject to the Office of Management and Budget (OMB) guidance in subparts A through F of 2 Code of Federal Regulations (CFR) Part 200 as adopted and supplemented by the USDA in 2 CFR Part 400 and must confirm they do not have active exclusion in SAM.gov.

Awardees must show project progress within the first year after the award agreement is finalized. If no progress is documented, ODF may initiate a notice to resume progress or modify the subaward agreement.

Recognition

Any IRA funded projects must acknowledge project funding in publication and signage. Signage costs may be included in the subaward requests. All published (print and digital materials) should acknowledge USFS funding and include the following statements:

- [USDA partner non-discrimination statement](#) (the short version is acceptable): “This institution [or name of subrecipient] is an equal opportunity provider.”
- “Funding is provided by the USDA Forest Service’s Inflation Reduction Act Urban and Community Forestry Grant Program through Oregon Department of Forestry.”

SUBAWARD PROCESS FLOW CHART

