Urban & Community Forestry Subaward Program for Federally Recognized Tribes of Oregon: Subaward Proposal Questions

Proposal Instructions

i.   For proposals to qualify for funding, provide answers to all questions unless marked as "if applicable".
ii. Completed proposals must be submitted via email to UCF.Program@odf.oregon.gov. A receipt of submission will be provided via email by the ODF UCF Program.
iii. Attachments can be included with the email submission.
iv. See the Call for Proposals for additional submission guidance, timelines, and evaluation criteria.
v.   All information submitted will be used in proposal evaluation.

**Please 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 to the designated Oregon Department of Forestry (ODF) Urban and Community Forestry (UCF) subaward program contacts listed in the Call for Proposals to discuss.

Eligibility Questions

1. To qualify for funding through this Federal subaward, all proposed program/project activities must take place on eligible lands, as specified on page 5 in the Call for Proposals.

    a. Do all proposed program/project activities take place on eligible lands?
        ☐ Yes
        ☐ No

2. To qualify for funding through this Federal subaward, the applicant must be registered on the Federal System for Award Management (SAM.gov) and have a Unique Entity Identifier (UEI).

    a. Does the applicant have an active registration in the System for Award Management (SAM.gov)?
        ☐ Yes
        ☐ No

    b. Please provide the 12-character SAM.gov Unique Entity Identifier (UEI):

3. To qualify for funding through this Federal subaward, the applicant must have a Federal tax ID number (EIN).

    a. Does the applicant have a Federal tax ID number (EIN)?
        ☐ Yes
        ☐ No

    b. Please provide the Federal tax ID number (EIN):

**Note: If the applicant answered "No" to any of the questions above, please reach out to the designated UCF subaward program contacts listed on the Call for Proposals.

Applicant and Partner Information

1. Name of Federally Recognized Tribe of Oregon (i.e., Primary Applicant):

2. Primary contact person:

    a. Title/Role:

    b. Email:

    c.   Phone number:

    d.   Address:

    e.   Accepted modes of communication (check all that apply).

        ☐ Email

        ☐ Phone

        ☐ Text

        ☐ Virtual meeting

        ☐ In person

        ☐ Other (please specify):

3. Partner Organizations (*if applicable*)

    a.   Provide the following information for each partner organization:
        i.   Organization name(s):

            1.

            2.

            3.

            4.

            5.

        ii.   Statement of intent highlighting each partner organization's roles/responsibilities (attached as separate documents).

4. Describe your program/project team by providing the following information (*note: the program/project team may include the program/project lead, financial lead, contractors/consultants, and any partner organizations*):

    a.   Experience with <u>grant management</u> (federal, state, and/or private) - provide details about the size of award, scope of work, and monitoring/reporting requirements.

    b.   Experience <u>implementing similar programs/projects.</u>

   c.   Experience with <u>interorganizational collaboration and relationship-building.</u>

Program/Project Narrative

**Note: If the applicant answered "No" to any of the questions above, please reach out to the designated UCF subaward program contacts listed on the Call for Proposals.

1.   **Program/Project description:**

   a.   What is this program/project's title (25 word maximum)?

   b.   Provide a description of the proposed program/project. (500 words maximum)

c. What are the specific challenges or issues this program/project seeks to address?

2. **Program/Project goals:**

   a. Please describe how this program/project will benefit community health, well-being, connection to cultural practices, Tribal sovereignty, and/or access to land.

   b. Please describe how this program/project will benefit natural ecosystems, environments, or wildlife.

3. **Program/Project alignment with ODF UCF Program goals:**
   a. Which of the following UCF Program goals will this program/project support (check all that apply)?

   ☐ Community and urban forest planning (e.g., assessment, inventory, multi-year forest plan, etc.)

   ☐ Community or cultural engagement, recreation, or education

   ☐ Community forestry or natural resource-related workforce training or development

   ☐ Community forest management activities (e.g., tree propagation, planting,   maintenance, etc.)

   ☐ Lesson sharing or storytelling

   ☐ Improving access to first foods

   ☐ Improving access to green space, such as parks or natural areas

   ☐ Partnership or relationship building with other Tribes or organizations

   b. <u>For each of the goals selected in the question above,</u> provide a description of how this program/project supports the goal.

c. How will this program/project continue to foster connections between people and trees/forests after the funding from this subaward ends?

d. Is the applicant interested in connecting or collaborating with other Tribes or organizations that are working on similar programs/projects?

☐ Yes

☐ No

4. **Program/Project activities:**

a. For projects taking place on a specific site(s), provide a description of each site and the environment(s) in which the proposed project will take place. *For example, is the site a designated wetland, a community park, a street, a ponderosa pine forest, a coastal forest, etc.?*

b. For projects taking place on a specific site(s), what is the approximate size of the proposed project area(s)? *Units can be in acres, square feet, square miles, or other measurements of area.*

c. For projects taking place on a specific site(s), how is/are the site(s) currently being used by Tribal members, and how will the site(s) be used after the project is completed?

d. Concisely but thoroughly describe the work activities that will be undertaken and how they will be implemented. *Note: If this project includes planting, make sure to describe how newly planted trees will be monitored and cared for to increase their chances of establishment.*

5. **Program/Project timeline:**

   a. When do you anticipate the program/project work beginning?
   b. What are the key milestones for this program/project? Please describe when you anticipate these milestones will be completed. You may upload a timeline in narrative or table format, as desired. *Project milestone example: a huckleberry restoration project includes a cultural burn as a key milestone of the project to be completed by May 2025.*

c. When do you anticipate the full scope of the project being completed? If the program/project is going to continue past the life of the subaward, when do you anticipate the IRA funded portion of the program being completed?

6. **Program/Project risks:**

   a. List and describe any barriers or challenges that you foresee being obstacles to the completion of the proposed program/project.

   b. Will developing or implementing this proposed program/project present any danger, harm, or risk to the Tribe? If so, please describe how you intend to mitigate or prevent these risks. E*xamples of danger, harm, and risk include, but are not limited to 1) damage to infrastructure, 2) harm to people, 3) negative impacts to environment, wildlife, or cultural resources, or 4) risk to data sovereignty or financial records.*

      ☐ Yes
      ☐ No

7. **Program/Project outcomes (i.e., performance metrics):**

   a. Describe how the program or project activities outlined in question 4d support the program/project goals outlined in questions 2a-b. Please provide at least one outcome for each activity. *For example, if cultural burning and huckleberry planting is used to enhance huckleberry habitat, and a project goal is to improve access to first foods, you could say: "this project will increase access for Tribal members to collect huckleberries."*

   b. How will this program or project support community and urban forestry after the life of the subaward? *For example, a project that enhances huckleberry habitat may increase access for Tribal members to collect huckleberries for generations after the project is complete.*

   c. Which of the following performance metrics apply to this program/project? Check all that apply and provide an estimated quantity for each.

   ☐ Number of management plans generated. _____

   ☐ Number of trees planted. _____

   ☐ Number of tree maintenance visits. *For example, each time a tree is watered, pruned, or inspected would count as one maintenance visit.* _____

   ☐ Number of professional trainings and/or workshops offered. _____

   ☐ Number of participants in educational, recreational, or community-building initiatives. _____

   ☐ Number of degrees or certificates awarded. _____

   ☐ Number of internships or apprenticeships completed. _____

   ☐ Number of new jobs created. _____

d. Are there any additional program/project outcomes or performance metrics that will be tracked as a part of this program/project? If "Yes", please describe.

☐ Yes

☐ No

Budget and Budget Narrative

1. **Budget**:

    a. Using the Budget Template provided, complete a detailed list of anticipated expenditures and estimated program/project costs in the following budget categories.

    b. An example budget is included as a worksheet in the Budget Template.

    c. Here are the broad Budget Categories used in the Budget Template:
        i.   Personnel (i.e., salary and wages)
        ii. Fringe (i.e., personnel benefits)
        iii. Travel (i.e., per diem and mileage)
        iv. Supplies (i.e., items used for projects with per unit cost less than $5,000)
        v.   Contractual (i.e., services provided by a separate entity under a formal financial agreement to perform work for the project, including equipment rental)
        vi. Other costs (i.e., items that do not fit in other budget categories, including equipment rental)
        vii. Indirect costs (i.e., overhead or administrative costs that cannot be readily identified to project activities but are incurred by the Tribe)

2. **Budget Narrative:**

    a. Using the Budget Template provided, outline supporting justification and programmatic relevance for each proposed line item in the budget.

    b. Make sure to clearly identify the basis of the cost estimate (i.e., how the budget number was determined to be fair and reasonable) for each line item as well.

    c. The descriptions in the narrative must match the line items in the budget.

    d. Use the Budget Template to complete the Budget Narrative (an example Budget Narrative is included as a worksheet in the Budget Template).