



Call for Proposals

Growing Equity: Urban & Community Forestry Inflation Reduction Act Subaward Program Funding Opportunity

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)

1. SUMMARY INFORMATION

This Call for Proposals (CFP) is issued by ODF to identify and fund outstanding proposals that promote urban and community forest investment and tree equity in overburdened and underserved communities. Specifically, this subaward program will fund projects and programs in the areas of urban and community 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 (found on pages 4-5).

Proposal Submission Period: Proposals may be submitted, starting on July 15, 2024, to October 15, 2024 (11:59 p.m., PDT). We plan to announce a second Call for Proposals in 2025.

Funding Period: January 1, 2025 – September 1, 2028.

Funding Type: Successful project applicants will be required to meet all requirements, terms and conditions of prime grant awards from the USFS to ODF, Federal Entity Award Identification Numbers 24-DG-11062765-084 or 23-DG-11062765-093. ODF will enter into subaward agreements with successful applicants. The Federal Assistance Listing number and name 10.727 Inflation Reduction Act Urban & Community Forestry.

Program/Project Funding Ranges: Two funding levels will be available for this competitive subaward program. We recognize that potential applicants are at various stages of program/project development, and we want to invite entities at all stages to apply. Entities funded through this subaward program may also apply for implementation funding through subsequent funding opportunities.

1) Planning, Partnership, Project Development, and Small-Budget Project Subawards (\$10,000 to \$100,000). This funding level is intended for entities in the initial stages of urban and community forestry program/project development or those with small-scale projects.

2) Program or Project Implementation Subawards (\$100,001 to \$750,000). Entities with existing programs and staff, existing partnerships, or a well-developed project plan consistent with UCF program priorities are encouraged to apply for implementation subawards, which may be used to expand ongoing programs, or implement a program/project with clear outcomes.

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.

Eligible Entities: The following entities are eligible to apply for and receive funding through this subaward program:

- Federally recognized Tribes and Tribal organizations
- Local government entities (e.g., city, county, or regional government; public school districts; soil and water conservation districts; etc.)
- Public and state-controlled institutions of higher education (e.g., Oregon University System)
- Non-profit and community-based organizations

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, contractors, etc.)

SAM.gov Registration: In order to apply, the primary applicant must have an active registration in the system for award management ([SAM.gov](https://sam.gov)) and have a Unique Entity Identifier (UEI).

Geographic Eligibility: 100% of program/project benefits must go to 1) Federally recognized Tribes of Oregon, or 2) disadvantaged communities in Oregon, as defined by the [Climate and Economic Justice Screening Tool \(CJEST\)](#), the [Environmental Protection Agency \(EPA\) IRA Mapping Tool](#), [Title 1-A school campuses](#), or other government-sponsored vulnerability tools that are applicable to the scope of work to be performed in or for disadvantaged communities. The USFS and ODF UCF will have final approval on geographic eligibility for proposals using “other government-sponsored vulnerability tools”. Proposals must include the tool(s) referenced to demonstrate the designation of the disadvantaged community your program/project will be serving. Please reach out to UCF Program if you are unsure whether your program/project proposal meets the geographic eligibility requirement.

ODF UCF Program Contact Information: To connect with the ODF UCF subaward program, please contact the team using the following options.

- **Email:** UCF.Program@odf.oregon.gov
- **Phone:** (503) 945-7390
- **Booking site** (to set up a meeting with an ODF UCF staff):
<https://outlook.office365.com/owa/calendar/UCFProgram@stateoforegon.onmicrosoft.com/bookings/>
- **ODF UCF Program office hours:** ODF UCF staff are available to answer questions and support proposal development on Mondays, 3 - 4 PM (Zoom link: <https://odf.zoom.us/j/91639263800>). *Please note office hours will be held through the end of July 2024.*
- **Subaward Assistance Questionnaire:** To receive support in the subaward proposal process, the applicant can complete a short questionnaire or email the ODF UCF subaward program. The subaward assistance questionnaire link is available at <https://forms.office.com/g/VhzDdsXWJr>.
- **Subaward Program Webpage:** Reference the UCF subaward program webpage (<https://www.oregon.gov/odf/forestbenefits/Pages/ucf-subaward-programs.aspx>) for additional resources and to access the subaward application portal.
- **Informational Sessions:** A series of virtual sessions will be announced, recorded, and made available on the ODF UCF subaward program webpage. Topics may include but are not limited to a CFP kick-off, performance and financial reporting, subaward monitoring and close out.

TABLE OF CONTENTS

1. Summary Information	1
Proposal Submission Period	1
Funding Period	1
Funding Type	1
Program/Project Funding Ranges.....	1
Eligible Entities	2
SAM.gov Registration	2
Geographic Eligibility	2
ODF UCF Program Contact Information	2
2. Introduction	4
ODF Urban & Community Forestry Program Mission and Vision	4
Inflation Reduction Act (IRA) Funding Opportunity	4
UCF Subaward Program Priorities	4
3. Subaward Program Details	6
Subaward Funding	6
Subaward Timeframe	6
Eligible Lands	6
Eligible Expenses	7
Ineligible Costs.....	8
4. Subaward Proposal Process	8
Subaward Assistance Questionnaire	8
Proposal Requirements	9
Submission Guidelines.....	10
Proposal Review, Evaluation Criteria, and Scoring.....	10
5. Subaward Administration	11
Subaward Agreement.....	11
Reimbursement and Advance Payment.....	12
Subaward Progress and Closeout Reports	12
Monitoring and Site Visits	13
Federal Requirements and Compliance	13
Recognition.....	13
Subaward Process Flow Chart	14

2. 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 All-Entities. 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 urban and community 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 urban and community forest investment and tree equity for overburdened and underserved communities.

UCF Subaward Program Priorities

The overarching goal of this program is to help advance urban and community forestry efforts throughout Oregon. Proposals should address at least one of the program priority areas outlined below and clearly demonstrate how the proposed program/project supports overburdened and underserved communities' connections to trees and/or forests (*note: the most competitive proposals will address multiple UCF subaward program priorities*).

Subaward program priorities (and project examples):

- ***Support urban and community forestry assessment, planning, and prioritization***
 - ***Example:*** A small city contracts with a consulting arborist to inventory and assess existing trees, draft an urban forest equity vision and action plan, and identify tree planting sites and mature tree maintenance priorities in disadvantaged neighborhoods.
- ***Support culturally responsive urban and community forestry education, engagement, immersive/experiential outdoor recreation, and community-building initiatives***

- Example 1: A non-profit organization partners to offer volunteer tree planting and tree maintenance workshops for families from disadvantaged communities.
- Example 2: A school district, in collaboration with a local non-profit and a consulting arborist, develops and implements a plan to involve students from Title 1 schools in tree planting on school grounds, teach youth about the health benefits of urban forests, and provide age-appropriate information on training and job opportunities in the field of urban forestry.
- ***Build capacity with collective impact through an urban and community forestry network***
 - Example: A non-profit provides network coordination services to facilitate communication between workforce development organizations to develop green infrastructure jobs that are accessible to individuals from disadvantaged communities.
 - *Note: ODF UCF plans to support the formation of a state-wide urban forestry network to facilitate communication among diverse sectors and alignment on goals and priorities for Oregon's urban and community forests. Before submitting a proposal related to this goal, please discuss your ideas and interests with UCF Program staff.*
- ***Support urban and community forestry workforce development***
 - Example: A community college and a local workforce development non-profit conduct outreach in disadvantaged communities and offer scholarships for an arborist certification program, paid internships, and job placements in urban forestry.
- ***Significantly expand urban and community forestry tree production, planting, and maintenance***
 - Example 1: A non-profit organization works with a number of Oregon nurseries to expand production of climate resilient tree species and manages advance orders for tree saplings by partner organizations and governments.
 - Example 2: A city implements an existing urban forest action plan to plant 800 trees in disadvantaged neighborhoods and nurture their health and survival over a 3-year establishment period.
- ***Support urban and community forestry monitoring, adaptive management, and lesson sharing***
 - Example 1: A Tribal organization partners with a city's parks department and an outdoor youth engagement program to create a mural depicting cultural land use practices, including cultural burning, acorn harvesting, camas digging, and salmon fishing.
 - Example 2: As a part of a tree planting and establishment initiative, a city creates a public database to collect detailed information about each tree planted (e.g., species, location, and maintenance activities) in an overburdened and underserved community. The city commits to publishing an annual report (extending beyond the subaward funding opportunity) to identify which species performed best in different site conditions to support future climate resilient urban forest planting initiatives.
 - *Note: Before submitting a proposal related to this goal, please discuss your ideas and interests with UCF Program staff.*

3. SUBAWARD PROGRAM DETAILS

Subaward Funding

- Subawards may range from \$10,000 to \$750,000.
- Subaward funding will be tiered into two funding levels (see *Project/Program Funding Levels* section on page 1 for details).
- A list of the entities eligible to apply for funding under this subaward program are listed in the *Eligible Entities* section on page 2.
- 100% of program/project activities must be devoted to providing direct, meaningful, and assured benefits for 1) Federally recognized Tribes of Oregon, or 2) disadvantaged communities (see *Geographic Eligibility* on page 2 for details).
- There is no match requirement for this funding opportunity.
- Applicants can submit multiple proposals, but the total funding for any single project may not exceed \$750,000.
- *Note: Insufficient subaward program funds may prevent a proposal from being fully funded. Successful applicants may be asked to accept a partial award. If a partial amount is awarded, the applicant must rescope the project to the partial award, source the remainder of the program/project funding independently, or reapply for future funding opportunities.*

Subaward Timeframe

- Call for Proposals opens on May 31, 2024.
- ODF UCF staff are available to discuss proposals and provide technical support starting June 3, 2024.
- Proposals will be accepted starting on July 15, 2024.
- Proposals will be accepted before October 15, 2024, at 11:59 PM Pacific Time.
- All applicants will be notified in writing of subaward decision within 2 to 3 months of submission close date.
- All subaward activities and expenditures must be completed within the funding period (by September 1, 2028).

Note: Refer to the flow chart at the end of this document for an overview of the Subaward process.

Eligible Lands

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

- Tribal lands (includes fee and Trust land)
- Private lands (*Note: while private lands are eligible, work on private land should provide community benefits, and will require landowner agreement*)
- State and local government-owned land
- Homeowner association managed private land

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 is intended to support new programs and projects in the State of Oregon not currently being funded through other sources, or to expand existing programs. This subaward program is not intended to substitute for current funding 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, program development, and managing multiple projects.

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

- Hiring employees or contractors to support urban and community forestry program/project development, implementation, and management.
- Developing and supporting urban and community forestry or natural resource-related youth development programs, training programs, internships, apprenticeships, and professional certifications.
- Training urban and community forestry, arboriculture, or natural resource staff and volunteers.
- Conducting urban and community forestry or natural resource-related public outreach and education.
- Building urban and community forestry, Tribal, and arboricultural partnerships/relationships.
- Developing urban and community forestry strategic, canopy cover analysis, or management plans.
- Tree ordinance development and/or revision.
- Completion of certification for Tree City designation
- School greening and urban or community forestry curriculum development.
- Growing, planting, and maintaining trees in urban and community forests.
- Evaluating and monitoring trees in urban or community forests (data collection and technology transfer).
- Site preparation (when directly related to tree planting, tree maintenance, and community forest or first food 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 ODF and USFS to determine if they are eligible 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.

- o Includes value of labor, services, supplies, and travel spent on the project/program.
- Indirect costs (i.e., administrative expenses):
 - o 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.*
 - o Includes the portion of facility operation and maintenance, rent, utilities, and administrative staff supporting this specific program/project (i.e., overhead costs).
 - o 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 USFS 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 or catering services
- Childcare services

4. SUBAWARD PROPOSAL PROCESS

Subaward Assistance Questionnaire

Applying for and managing grant subawards can be quite time consuming and burdensome, especially for small, grassroots organizations that don’t have a lot of staff capacity or grant expertise. To minimize these burdens, ODF has allocated funding specifically to support the applicant’s subaward proposal and

administrative processes. ODF can 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.

The subaward assistance questionnaire link is available at <https://forms.office.com/g/VhzDdsXWJr>.

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.
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.
11. **Partner Letters of Support** – A set of letters expressing support or endorsement from partner organizations for the program/project. The letter(s) should specify what roles or services the partner has committed to if the proposal is funded.

Note: During the proposal development process, if any of the questions pose a potential conflict of interest, breach of confidentiality, or accesses privileged information, please reach out for further discussion with ODF UCF subaward program staff.

Submission Guidelines

ODF is issuing the Call for Proposals on May 31, 2024, and will be accepting applications from July 15 through October 15, 2024. Applications will be submitted online in a grant management system. Please reference the ODF UCF subaward programs webpage for the latest updates and access to the online system (<https://www.oregon.gov/odf/forestbenefits/Pages/ucf-subaward-programs.aspx>). Proposals will be reviewed after the application submission window closes.

Proposal Review, Evaluation Criteria, and Scoring

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

The review panelists will consist of community service providers, Tribal partners, local and state government staff, subject matter experts, and federal 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 panelists based on the five evaluation criteria listed below. Make sure to clearly address all components included for each criterion.

Criterion 1: Relevance to the UCF Subaward Program Priorities	Component 1.1: Does the program or project proposal support the overarching goal of advancing urban and community forestry subaward program priorities?
	Component 1.2: Does the proposal clearly demonstrate how the program or project supports connections to trees and/or forests?
	Component 1.3: Does the proposal demonstrate how this funding will support urban and community forestry after the life of the subaward?
Criterion 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?
Criterion 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?
	Component 3.3: Does the proposal clearly describe how the program or project directly benefit overburdened and underserved communities or populations?

Criterion 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?
Criterion 5: Program/Project team Experience	Component 5.1: Does the program/project team have experience developing or implementing similar programs/projects?
	Component 5.2: Does the program/project team have demonstrated experience with collaboration, community organization, and/or relationship-building?

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 and will be assessed and ranked relative to other eligible proposals based on overall merit, geographic distribution, and subaward program priorities.

All applicants will be notified in writing of the competitive subaward funding decision within 3 months of submission close date. If your proposal is recommended for funding, you will receive a Notice of Subaward (NOS). The NOS will specify the funding terms and conditions. Upon receipt, the applicant will move directly to the subaward agreement development process, which will include completing associated exhibits (e.g., disbursement scheduling). A list of funded programs/projects will be available on the UCF subaward program webpage.

Proposals that are not recommended for funding will receive comments from the review panel and ODF technical staff reporting on the proposal’s strengths, areas for improvement, and other opportunities. This feedback is intended to be a constructive guide for applicants to strengthen their proposals for future submissions or other grant opportunities. ODF guidance can be provided for any interested applicant during the IRA subaward program period.

5. SUBAWARD ADMINISTRATION

Subaward Agreement

- A subaward agreement is an agreement between a pass-through entity (i.e., ODF) and the subawardee 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.
- Depending on the nature of the work being performed for a program/project could require securing insurance coverage to protect the assets of the subawards. Cost of insurance may be covered by the subaward.

- All subawards are subject to the terms and conditions, cost principles, Federal requirements ([2 CFR 200](#) and [2 CFR 400](#)), and other programmatic considerations deemed proper for the performance and administration of the project.
- Subaward agreements will be prepared by ODF in cooperation with the subrecipient and may be reviewed for legal sufficiency by the Oregon Department of Justice in accordance with [2 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 and financial reporting cycle, agreed to in advance. The subrecipient must maintain records of expenditures (e.g., invoices, receipts) as documentation of all costs to ODF and submit reimbursement request forms to ODF quarterly, unless monthly is required as terms of the subaward agreement. Frequency may be subject to change.
- Advance payments can be requested during the subaward agreement process and award phase. Advance payments will 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. Some considerations for advance payments may include but are not limited to requesting for minimum amount needed, duration the payment request will apply to, and using the advanced funds before future payments can be approved.
- ODF reserves the right to request additional information prior to approving a payment.

Subaward Progress and Closeout Reports

- Subrecipients will be expected to submit quarterly programmatic performance and fiscal progress reports documenting the program/project expenditures and accomplishments in relation to the proposed outcomes.
- Expenditures require source documentation including but not limited to receipts, invoices, and documents which validate the legitimacy of every subaward expense. This documentation will be required with each quarterly report.
- Progress reports should be submitted before 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](#).
- At the conclusion of the subaward, subrecipients are required to return any unspent funds plus any interest accrued.
- All subaward documents may require disclosure under the Oregon Public Records Law and adhere to [2 CFR 200.334](#) Federal record retention requirements.

- ***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.***

Monitoring and Site Visits

- ODF will monitor your progress and expenditures through programmatic performance and financial reporting procedures. These monitoring procedures are necessary to maintain transparency and prevent fund misuse.
- ODF may conduct virtual or in-person site visits and may require copies of subrecipients documents or reports for review. These visits provide an opportunity for two-way communication, allow for technical assistance to support program/project success, and ensure compliance with subaward program requirements.
- 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 understanding of information provided in written progress reports or determine if performance expectations are being achieved.

Federal Requirements and Compliance

- The Code of Federal Regulations Title 2 (2 CFR) contains the codified laws and regulations pertaining to federal grants and agreements. Subrecipients are subject to the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards contained in [2 CFR 200](#) and [2 CFR 400](#).
- 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.
- Subrecipients will be responsible for the consistent application of federal regulations, Oregon Statute, local, Tribal, and territorial laws; ensuring any contractors or consultants also comply.
- In accordance with Federal law and U.S. Department of Agriculture policy, subrecipients are prohibited from discriminating based on race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410, or call (202) 720-5964 (voice and TDD). USDA is an equal opportunity provider and employer.

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:

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

SUBAWARD PROCESS FLOW CHART

