



Urban & Community Forestry Subaward Program for All-Entities of Oregon: Subaward Proposal Questions

Proposal Instructions

- i. For proposals to qualify for funding, provide answers to all questions unless marked "if applicable".
- ii. Completed proposals must be submitted online through the subaward program webpage application page.
- iii. Attachments can be uploaded with the application submission.
- iv. All information submitted will be used in proposal evaluation.
- v. Refer the Call for Proposals for timelines, subaward process, and criteria.
- vi. Additional technical guidance for online application submission will be available on the ODF webpage: <https://www.oregon.gov/odf/forestbenefits/Pages/ucf-subaward-programs.aspx>.

***Please 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.*

Eligibility Questions

1. To qualify for funding through this Federal subaward, the primary applicant must be an eligible entity, as specified in the Call for Proposals (page 2).
 - a. What type of entity is the primary applicant?
 - ☐ Federally recognized Tribe
 - ☐ Tribal organization
 - ☐ Local, regional, or special district government
 - ☐ Public or state-controlled institution of higher education
 - ☐ Non-profit organization
 - ☐ Community-based organization
2. To qualify for funding through this Federal subaward, all proposed program/project activities must take place on eligible lands, as specified on page 6 in the Call for Proposals.
 - a. Will all proposed program/project activities take place on eligible lands?
 - ☐ Yes
 - ☐ No
3. To qualify for funding through this Federal subaward, the applicant must have an active registration 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):
4. To qualify for funding through this Federal subaward, the applicant must have a Federal tax ID number (FEIN).
 - a. Does the applicant have a Federal tax ID number (FEIN)?
 - ☐ Yes
 - ☐ No
 - b. Please provide the Federal tax ID number (FEIN):



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5. To qualify for funding through this subaward program, 100% of proposed 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 (CEJST), the Environmental Protection Agency (EPA) IRA Disadvantaged Communities 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.
- Will all of the proposed program/project activities be focused on directly benefiting Federally recognized Tribes of Oregon or disadvantaged communities, as defined above?
☐ Yes
☐ No
 - Which tools/resources were used to determine geographic eligibility (select all that apply)?
☐ Climate & Economic Justice Screening Tool (CEJST)
☐ EPA IRA Disadvantaged Communities Mapping Tool
☐ Title 1-A school campus
☐ Other government-sponsored vulnerability tools (list which resources were used):
 - If geographic eligibility was determined using one or more "other government-sponsored vulnerability tools", please provide a justification for how those tools were used to identify disadvantaged communities:
 - Attach a map (PDF or screenshot) of the program/project area that supports your selection(s) in question 5b (above). Please use the mapping tool provided (<https://experience.arcgis.com/experience/a5df933edc2f48a3b80eb30e4d55fad5>) if CEJST, EPA IRA Mapping Tool, and/or Title 1-A school campus were used to determine geographic eligibility. If "other government-sponsored vulnerability tools" were used, please attach a screenshot.

****Note:** If the applicant answered "No" to any of the questions above, please reach out to discuss with the UCF Program staff (see contact information listed in the Call for Proposals).

Applicant and Partner Information

- Name of Primary Applicant:
- Primary contact person:
 - Title/Role:
 - Email:



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- 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. Letter of Support highlighting each partner organization's roles/responsibilities in the program/project (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 developing and/or implementing similar programs or projects.
- b. Experience with interorganizational collaboration, community organization and/or relationship-building.



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- c. Experience with grant management (federal, state, and/or private) - provide details about the size of award, scope of work, and monitoring/reporting requirements. In addition, please note any significant organizational changes to personnel or systems that impact grant management.

- d. Experience with audits related to federal financial assistance (e.g., single audit) - provide details about the type of audit and any pertinent findings from the audit report.

Program/Project Narrative

***Note: If the applicant answered "No" to any of the questions above, please reach out to the UCF subaward program, contact information is 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)



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- 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, economic development, and connection to community or cultural practices.
- 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*)?
- ☐ Urban and community forest assessment, planning, and prioritization
 - ☐ Culturally responsive urban and community forestry education, engagement, immersive/experiential outdoor recreation, and community-building initiatives
 - ☐ Urban and community forestry workforce development
 - ☐ Expansion of urban and community forestry tree production, planting, and maintenance
 - ☐ Urban and community forestry monitoring, adaptive management, and lesson sharing
 - ☐ Build capacity with collective impact through an urban and community forestry network



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- b. For each of the goals selected in the question above, provide a description of how this program/project supports the goal and how you will measure completion or success.

- c. Is the applicant interested in connecting or collaborating with other organizations, entities, or Tribes 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) or habitat(s) in which the proposed project will take place. *For example, is the site a community park, a public right-of-way, a school campus, a designated wetland, 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.*



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

- d. 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 nurtured/maintained and monitored to increase their chances of establishment/survival.*

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 milestones example: an updated urban forestry management plan focused on low-canopy neighborhoods will include 1) completing an inventory of existing trees (by September 2025), 2) identifying specific tree planting sites (by December 2025), and 3) determining the target number of trees to be planted (by March 2026).*



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- c. When do you anticipate completing the work associated with the subaward funding?

6. Program/Project risks:

- a. List and describe any barriers or challenges that may become obstacles to the completion of the proposed program/project.

- b. What potential dangers, harms, or risks may develop as a consequence of the proposed program/project? *Examples of dangers, harms, and risks 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 personal data or financial records.* Please describe how you intend to mitigate or prevent these risks.

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 and 3a-b. Please provide at least one outcome for each activity. *For example, if a goal of the project is to increase access to fresh fruits and nuts in a neighborhood with scarce food resources, you could say, "this project will plant and maintain a food forest of 25 fruit and nut trees."*



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- b. How will the program/project outcomes directly benefit overburdened and underserved communities or populations?
- c. How will this program or project support if not advance urban and community forestry after the life of the subaward? *For example, a project that establishes and maintains a small food forest of fruit and nut trees may increase access to fresh foods for low-income community members and their families for generations after the project is complete.*
- d. Which of the following performance metrics apply to this program/project? Check all that apply and provide an estimated quantity for each.
- | | |
|---|-------|
| <input type="checkbox"/> Number of management plans generated. | _____ |
| <input type="checkbox"/> Number of trees planted. | _____ |
| <input type="checkbox"/> Number of tree maintenance visits. <i>For example, each time a tree is watered, pruned, or monitored would count as one maintenance visit.</i> | _____ |
| <input type="checkbox"/> Number of professional trainings and/or workshops offered. | _____ |
| <input type="checkbox"/> Number of participants in educational, recreational, or community-building initiatives. | _____ |
| <input type="checkbox"/> Number of degrees or certificates awarded. | _____ |
| <input type="checkbox"/> Number of internships or apprenticeships completed. | _____ |
| <input type="checkbox"/> Number of new jobs created. | _____ |
| <input type="checkbox"/> Other (please list in question d.) | _____ |



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- e. 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 and Budget Narrative:

- a. Review the "Budget Instructions", "Budget Definitions", and "Example Budget & Budget Narrative" sheets in the Budget Template.
- b. Enter line-item expense information in the "Budget & Budget Narrative" sheet of the Budget Template. This includes a detailed list of anticipated expenditures and estimated program/project costs in the budget categories listed below.
 - 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)
- c. Complete "Budget Narrative" column in the "Budget & Budget Narrative" sheet of the Budget Template.
 - i. The Budget Narrative should outline supporting justification and programmatic relevance for each proposed line item in the budget. The descriptions in the narrative must match the line items in the budget.
 - ii. 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.
 - iii. *Note: All entities drawing down funds from other federal financial assistance awarded by other pass-through entities, in parallel or in combination of this application's proposed program/project budget request, must avoid overlap of other awarded project's resources,*



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equipment, or funding. Notate if other federal funding sources may be utilized for the duration of the subaward in the budget.

2. **Partial Funding:** Insufficient subaward program funds may prevent a proposal from being fully funded. Successful applicants may be asked to accept a partial award.
- a. Is the applicant open to accepting a partial award?
- ☐ Yes
- ☐ No

The U.S. Forest Service and Oregon Department of Forestry are equal opportunity employers.

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