



Division of Forestry  
**Community Forestry Program**  
**REQUEST FOR PROPOSALS**  
**(PART I)**

CFDA # 10.664 - Invasive Tree Species Grants

**RETURN THIS FORM TO:**  
 Division of Forestry  
 Attn: Josh Hightower  
 550 West 7th Avenue, Suite 1450  
 Anchorage, AK 99501  
 Phone: (907) 269-8466  
 Fax: (907) 269-8931  
 Email: communityforestry@alaska.gov

The intent of this grant opportunity is to reduce the impacts of invasive tree species in community forests across Alaska.

This application is for a 100% cost-reimbursable grant. Applications must be returned by July 2, 2020.

**APPLICANT INFORMATION**

Name: \_\_\_\_\_ Home Phone: \_\_\_\_\_  
 Contact Person, if organization: \_\_\_\_\_ Work Phone: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_ Cell Phone: \_\_\_\_\_  
 City, State, Zip: \_\_\_\_\_ Email: \_\_\_\_\_

Are you the landowner?  Yes  No

If you do not own the property, you must have the landowner's signed permission:

Landowner Name: \_\_\_\_\_ Landowner Phone: \_\_\_\_\_

\_\_\_\_\_  
 Landowner Signature Name and Title (print) Date

**PROPERTY LOCATION (fill in the most applicable lines for your property, not all lines are required)**

Address if different from mailing address above: \_\_\_\_\_  
 Borough: \_\_\_\_\_ Parcel Number: \_\_\_\_\_  
 Township: \_\_\_\_\_ N  S  (choose one) Range: \_\_\_\_\_ E  W  (choose one) Section: \_\_\_\_\_  
 Legal Description: \_\_\_\_\_  
 Latitude: \_\_\_\_\_ DD.dddd  DMS  (choose one) Longitude: \_\_\_\_\_ DD.dddd  DMS  (choose one)

**PROPOSED PROJECT DESCRIPTION**

Ownership Acreage: \_\_\_\_\_ Treatment Acreage: \_\_\_\_\_

Description: (What do you propose to do and why)

**APPLICANT'S REQUEST, AGREEMENT, ACKNOWLEDGEMENT, AND AUTHORIZATION**

- I request financial assistance to meet the objective of the grant indicated above. I have not yet started this practice and I understand that if I begin the practice before receiving written approval, I may be denied funding.
- I acknowledge that all records and documents retained by the Division of Forestry related to this project may be subject to public disclosure under Alaska laws.
- I authorize a representative of the Division of Forestry to have access to the project site area.

\_\_\_\_\_  
 Applicant Signature Date

*This institution is an equal opportunity provider. This funding is made possible by the USDA Forest Service.*



Division of Forestry  
Community Forestry Program  
REQUEST FOR PROPOSALS  
(PART II)

**RETURN THIS FORM TO:**  
Division of Forestry  
Attn: Community Assistance Forester  
550 West 7th Ave, Suite 1450  
Anchorage, AK 99501  
Phone: (907) 269-8466  
Fax: (907) 269-8931  
Email: [community.forester@alaska.gov](mailto:community.forester@alaska.gov)

CFDA # 10.664 - Invasive Tree Species Grants

*Instructions for applicant: Please complete the entire form. Include separate attachments with your application if needed. Funds for this program are made available through the USDA Forest Service, and administered by the DNR Division of Forestry's Community Forestry Program.*

## **1. General Information**

**1.1. Purpose:** The Department of Natural Resources, Division of Forestry, Community Forestry Program (CFP) is issuing this Request for Proposals (RFP) to qualified organizations to submit project proposals for the control of invasive tree species in community forests in selected locations across Alaska.

Approximately **\$20,000** is available for 100% cost-reimbursable projects. Applicants may apply for grants for up to **\$5,000**.

These funds will be granted to awardees who have knowledge and commitment to controlling invasive tree species in their communities.

Please note that these grant monies are intended for tree species other than *Prunus padus*, commonly known as European bird cherry (EBC), chokecherry or mayday trees, and *Prunus virginiana*, commonly known as Canadian red and chokecherry. CFP has a separate grant program available for *Prunus padus* and *Prunus virginiana* control.

**1.2. Eligibility:** Groups eligible to submit project proposals include all non-federal organizations, state agencies, local governments, Cooperative Weed Management Areas, Soil and Water Conservation Districts, registered non-profits, local communities, and Alaska Native organizations.

**1.3. Proposal Submittal:** Please submit proposals by July 2, 2020. All completed proposals will be reviewed by a grant committee. Selection criteria will include things like project feasibility, likelihood of effectiveness, location within an area of priority interest to the State and mitigation measures for environmental protection.

**1.4. Target Dates:** The following dates are targets for each step in this selection process. After the proposal submittal deadline, these dates may require adjustment.

- Proposals due: **July 2, 2020**
- Grant review committee reviews proposals: **July 3 – July 17, 2020**
- Projects selected: **July 31, 2020**
- Project timelines and grant agreement finalized: **August 14, 2020**

**1.5 Grant Management:** Management of the grants will be conducted by the Community Forestry Program (CFP).

## **2. Project Eligibility**

The purpose of the Invasive Tree Species grants is to supplement local funds and resources to assist in the control of infestations of invasive tree species in Alaska community forests.

### **2.1. Allowable Costs:**

The following outlines activities and eligible costs for grant expenditures.

#### **2.1.1. Eligible Costs:**

Eligible costs include activities that demonstrate management options to reduce the impact of invasive tree species in community forests:

- A. Hiring crews and/or contracting work to treat or control invasive tree species through Integrated Pest Management techniques.
- B. Purchase of materials and supplies for Integrated Pest Management.
- C. Tree plantings or other restoration activities.
- D. Using remote sensing methods such as Treeworks, iTree or other GIS methods to map areas of invasive tree species.
- E. Purchase of computer software which will aid in the mapping and reporting of the project.
- F. Equipment rental or lease (leases must be specified in the grant proposal and agreement).
- G. Organizing community volunteer tree control/reduction events.
- H. Other items as determined by the grant review committee.

#### **2.1.2. Ineligible Costs:**

- A. Activities not identified in the proposed grant expenditures or cost share application (exceptions can be granted during the field season with approval from the CFP).
- B. Educational and research organizations proposing projects that do not show tangible, on-the-ground benefit.
- C. Organizations seeking funding for litigation or advocacy.
- D. Organizations seeking general operating or programmatic support.
- E. Activities federal agencies are required to perform.
- F. Other items as determined by the grant review committee.

## **3. Proposal Content**

**3.1. Organizational Information:** Provide a brief description of the organization. Identify project leaders and participants, and the responsibilities of involved parties.

**3.2. Project Overview:** In a few sentences, describe the project goal(s) and scope of work to address the existing problem.

**3.3. Partnering Organizations:** Identify partnering organizations for this project and their proposed contributions. Grant applications that include partnerships between local governments and local or regional non-profits are encouraged.

**3.4. Project Details and Activities:** Details regarding invasive plant surveys, treatment, and outreach plans. Please submit as an attachment. Information should include:

- Location of infestations
- Locations of sloped terrain and erosion control methods
- Size of infestation (acres)
- Control methods
- Required permitting from government agencies
- If proposing the use of herbicides indicate field or professional training in use of herbicides. List herbicide application methods and type of herbicides that will be used in the project as well as mitigation methods for environmental protection.

**3.5. Project Timeline:** Provide a timeline of planned activities, deliverables, performance measures, events, etc.

### **3.6 Deliverables and Outcomes:**

Applicant acknowledges that they are required to submit a mid-report and a final report to DNR documenting the activities undertaken, barriers and lessons learned, maps and other relevant graphics, and the deliverables and outcomes achieved.

Applicant acknowledges that if they issue formal news release it must be vetted by DNR staff and include appropriate recognition of DNR and the USDA Forest Service.

Successful grantees acknowledge that upon project completion, they will provide a short article telling the story of their project, with references to DNR and the US Forest Service, local project partners, location, purpose, and outcomes, as well as provide 1-2 high quality images to accompany the article.

**3.6.1: Deliverables:** List some desired outcomes and how you will measure success. Provide a bulleted list of project deliverables. Deliverables are tangible products produced throughout the duration of the project.

**3.6.2 Outcomes:** Provide a bulleted list of expected outcomes for the project. Outcomes are qualitative indicators of project success.

**3.6.3 Metrics:** Provide a bulleted list of metrics. Metrics are quantitative measures by which to evaluate project success.

### 3.7. Budget

**3.7.1 Proposed Expenses:** Complete the supplied Budget Form A and list expenses, matching non-federal funds, and value of in-kind services. You may include your own detailed planning budget to supplement Form A, but it will not be allowed as a substitute for Form A.

**3.7.2 Leverage:** Grant applications that leverage additional work through in-kind services, volunteer labor, and cash are encouraged. Briefly describe any proposed leverage assistance and also list in Form A.

### 4.0 Contacts

**Mail or deliver proposal to:**

Alaska Department of Natural Resources  
Division of Forestry  
Community Forestry Program  
550 W. Seventh Avenue, Suite 1450  
Anchorage, Alaska 99501

OR

**Email proposal to:**

[communityforestry@alaska.gov](mailto:communityforestry@alaska.gov)

**For additional information contact:**

Josh Hightower  
Community Assistance Forester  
[josh.hightower@alaska.gov](mailto:josh.hightower@alaska.gov)  
907-269-8466

OR

Jim Renkert  
Community Forestry Coordinator  
[jim.renkert@alaska.gov](mailto:jim.renkert@alaska.gov)  
907-269-8465

**Mission of the Alaska Community Forestry Program:**

***Help communities build effective, self-sustaining community forestry programs with strong local support.***

Grants funds provided to the State of Alaska Division of Forestry from the USDA Forest Service.

*"In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age or disability. (Not all prohibited bases apply to all programs.) 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."*