

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:

Fiscal Years	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>
Capital Expenditures					
Operating Costs	<u>\$3,350</u>	<u>\$36,847</u>			
External Revenues	<u>\$1,667</u>	<u>\$18,333</u>			
Program Income (County)					
In-Kind Match (Volunteer Hrs)	<u>\$ 394</u>	<u>\$ 4,331</u>			
In-Kind Match (County)	<u>\$1,289</u>	<u>\$14,183</u>			
NET FISCAL IMPACT	<u>\$0</u>				
# ADDITIONAL FTE	<u>.625</u>				
POSITIONS (Cumulative)	<u>1</u>				

Is Item Included in Current Budget? Yes ___ No X
 Budget Account No.: Fund _____ Dept. _____ Unit _____
 Object _____
 Program _____

B. Recommended Sources of Funds/Summary of Fiscal Impact:

C. Departmental Fiscal Review:

Joan McGehee

III. REVIEW COMMENTS

A. OFMB Budget and/or Contract Dev. and Control Comments:

If the grant is awarded, a separate Agenda Item will come before the BCC to amend the budget.

[Signature] 5/11
 OFMB/Budget 5/13/11
 WS 5-4-11 SW 5/4/11

[Signature] 5/6/11
 Contract Development and Control

B. Legal Sufficiency:

[Signature] 5/9/11
 Assistant County Attorney

C. Other Department Review:

 Department Director

This summary is not to be used as a basis for payment.



MEMORANDUM

TO: Karen T. Marcus, Chair
Board of County Commissioners

FROM: Robert Weisman
County Administrator

DATE: March 16, 2011

RE: 2011 National Urban and Community Forestry Grant
Program Application RFP/DF-10/11-30

**County Cooperative
Extension Service**
559 North Military Trail
West Palm Beach, FL 33415-1311
(561) 233-1712
Fax: (561) 233-1768
www.pbcgov.com/coextension

Pursuant to PPM #CW-F-003, your signature is needed on the 2011 National Urban and Community Forestry Grant Program Application FRP/DF-10/11-30. This grant for the total amount of \$40,197 includes \$20,000 in grant funds and \$20,197 in in-kind match (50.25%) from the County. The in-kind match will include administrative staff and support hours, volunteer hours, office space and the use of computer and materials.

The purpose of this grant is to strengthen the community tree canopy through the education of tree professionals, county and municipal staff and residents. Funds will provide for the hiring of an Urban Forestry Program Assistant for 25 hours per week from September 1, 2011 through August 31, 2012.

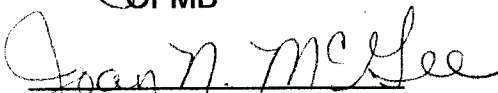
The emergency signature process is being utilized because there is not sufficient time to submit the application through the regular BOCC agenda process and meet the return deadline. Staff will submit this item at the BOCC's May 3, 2011 Commission Agenda.

If additional information is needed, please contact Audrey Norman, County Extension Director, at (561) 233-1712.


Assistant County Attorney


DFMB


County Extension Director


Departmental Fiscal
Review


Assistant County Administrator

cc: Robert Weisman
County Administrator

**Palm Beach County
Board of County
Commissioners**

Karen T. Marcus, Chair

Shelley Vana, Vice Chair

Paulette Burdick

Steven L. Abrams

Burt Aaronson

Jess R. Santamaria

Priscilla A. Taylor

County Administrator

Robert Weisman

"An Equal Opportunity
Affirmative Action Employer"



Strengthening our Community Tree Canopy through Education



2011 National Urban and Community Forestry Grant Program

Submitted by

Palm Beach County Board of County Commissioners

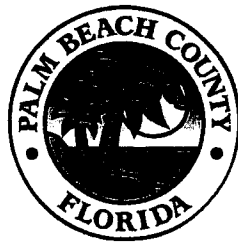


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ADAM H. PUTNAM
COMMISSIONER

Submit Bids to:
Florida Department of Agriculture and Consumer Services
407 South Calhoun Street - Mayo Building, Room SB-8
Tallahassee, FL 32399-0800

Telephone: (850) 617-7181

Page 1 of 66 Pages

BIDS NO. RFP/DF-10/11-30

AGENCY MAILING DATE:

January 20, 2011

WILL BE OPENED MARCH 18, 2011 @ 2:00 P.M.
and may not be withdrawn within 90 days after such date and time

NOTICE OF INTENDED AWARD POSTING WILL BE ON OR ABOUT May 20, 2011

BID TITLE: 2011 NATIONAL URBAN AND COMMUNITY FORESTRY GRANT PROGRAM

VENDOR NAME Palm Beach County Board
of County Commissioners

AUTHORIZED SIGNATURE (MANUAL)

VENDOR MAILING ADDRESS
301 North Olive Avenue, 12th Floor

CITY - STATE - ZIP
West Palm Beach, FL 33401

AUTHORIZED SIGNATURE (TYPED) TITLE

TELEPHONE: (561) 355.2201

The Honorable Karen Marcus,
Chair, PBC Board of County Commissioners

I certify that this Proposal is made without prior understanding, agreement, or connection with any corporation firm, or person submitting a proposal for the same materials, supplies or equipment, and is in all respects fair and without collusion or fraud. I agree to abide by all conditions of this Proposal and certify that I am authorized to sign this Proposal for the Proposer and that the Proposer is in compliance with all requirements of the Request for Proposal including but not limited to, certification requirements. In submitting a Proposal to an agency for the State of Florida, the Proposer offers and agrees that if the Proposal is accepted, the Proposer will convey, sell, assign or transfer to the State of Florida all rights, title and interest in and to all causes of action it may now or hereafter acquire under the Anti-trust laws of the United States and the State of Florida for price fixing relating to the particular commodities or services purchased or acquired by the State of Florida. At the State's discretion, such assignment shall be made and become effective at the time the purchasing agency tenders final payment to the Proposer.

GENERAL INSTRUCTIONS TO RESPONDENTS

1. **Definitions.** The definitions found in s. 60A-1.001, F.A.C. shall apply to this agreement. The following additional terms are also defined:
 - (a) "Buyer" means the entity that has released the solicitation. The "Buyer" may also be the "Customer" as defined in the PUR 1000 if that entity meets the definition of both terms.
 - (b) "Procurement Officer" means the Buyer's contracting personnel, as identified in the Introductory Materials.
 - (c) "Respondent" means the entity that submits materials to the Buyer in accordance with these Instructions.
 - (d) "Response" means the material submitted by the respondent in answering the solicitation.
 - (e) "Timeline" means the list of critical dates and actions included in the Introductory Materials.

2. **General Instructions.** Potential respondents to the solicitation are encouraged to carefully review all the materials contained herein and prepare responses accordingly.

- ~~3.~~ **Electronic Submission of Responses.** Respondents are required to submit responses electronically. For this purpose, all references herein to signatures, signing requirements, or other required acknowledgments hereby include electronic signature by means of clicking the "Submit Response" button (or other similar symbol or process) attached to or logically associated with the response created by the respondent within MyFloridaMarketPlace. The respondent agrees that the action of electronically submitting its response constitutes:
 - an electronic signature on the response, generally,
 - an electronic signature on any form or section specifically calling for a signature, and
 - an affirmative agreement to any statement contained in the solicitation that requires a definite confirmation or acknowledgement.

4. **Terms and Conditions.** All responses are subject to the terms of the following sections of this solicitation, which, in case of conflict, shall have the order of precedence listed:
 - Technical Specifications,
 - Special Conditions and Instructions,
 - Instructions to Respondents (PUR 1001),
 - General Conditions (PUR 1000), and
 - Introductory Materials.

The Buyer objects to and shall not consider any additional terms or conditions submitted by a respondent, including any appearing in documents attached as part of a respondent's response. In submitting its response, a respondent agrees that any additional terms or conditions, whether submitted intentionally or inadvertently, shall have no force or effect. Failure to comply with terms and conditions, including those specifying information that must be submitted with a response, shall be grounds for rejecting a response.

- ~~5.~~ **Questions.** Respondents shall address all questions regarding this solicitation to the Procurement Officer. Questions must be submitted via the Q&A Board within MyFloridaMarketPlace and must be RECEIVED NO LATER THAN the time and date reflected on the Timeline. Questions shall be answered in accordance with the Timeline. All questions submitted shall be published and answered in a manner that all respondents will be able to view. Respondents shall not contact any other employee of the Buyer or the State for information with respect to this solicitation. Each respondent is responsible for monitoring the MyFloridaMarketPlace site for new or changing information. The Buyer shall not be bound by any verbal information or by any written information that is not contained within the solicitation documents or formally noticed and issued by the Buyer's contracting personnel. Questions to the Procurement Officer or to any Buyer personnel shall not constitute formal protest of the

ATTACHMENT A

STATE OF FLORIDA

DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES

**NOTIFICATION OF VENDOR OMBUDSMAN'S NAME
AND TELEPHONE NUMBER**

Vendors providing goods and services to an agency should be aware of the following time frames. Upon receipt, an agency has five (5) working days to inspect and approve the goods and service, unless the bid specifications, purchase order or contract specifies otherwise. An agency has 20 days to deliver a request for payment (voucher) to the Department of Financial Services. The 20 days are measured from the latter of the date the invoice is received or the goods or services are received, inspected and approved.

If a payment is not available within 40 days, a separate interest penalty of .02740 percent per day shall be due and payable, in addition to the invoice amount, to the vendor. Payments to health care providers for hospital, medical or other health care services, shall be made not more than 35 days from the date eligibility for payment is determined, and the daily interest rate is .03333 percent. Interest penalties of less than one (1) dollar shall not be enforced unless the vendor requests payment. Invoices which have to be returned to a vendor because of vendor preparation errors shall result in a delay in the payment. The invoice payment requirements do not start until a properly completed invoice is provided to the agency.

A Vendor Ombudsman has been established within the Department of Financial Services. The duties of this individual include acting as an advocate for vendors who may be experiencing problems in obtaining timely payments(s) from a state agency. The Vendor Ombudsman may be contacted at (850) 413-5516 or by calling the Department of Financial Services Consumer Hotline at 1-877-693-5236 or (850) 413-3030.



ADAM H. PUTNAM
COMMISSIONER

ATTACHMENT B

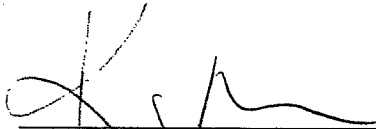
STATE OF FLORIDA
DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES

CONFLICT OF INTEREST STATEMENT

I, Karen Marcus, as authorized
representative of PBC Board of County Commissioners

certify that no member of this firm nor any person having interest in this
firm has been awarded a contract by the Department of Agriculture and
Consumer Services on a non-competitive basis to:

- (1) develop this Invitation to Bid (ITB) or Request for Proposal (RFP);
- (2) perform a feasibility study concerning the scope of work contained
in this ITB/RFP;
- (3) develop a program similar to what is contained in this ITB/RFP.



Authorized Representative

3 / 17 / 11

Date

ATTACHMENT C



ADAM H. PUTNAM
COMMISSIONER

Department of Agriculture and Consumer Services
Division of Administration

**CERTIFICATION REGARDING LOBBYING:
DEBARMENT, SUSPENSION AND OTHER
RESPONSIBILITY MATTERS
FOR EXPENDITURE OF FEDERAL FUNDS**

LOBBYING

As required by 7 CFR Part 3018, for persons entering into a contract, grant or cooperative agreement over \$100,000 involving the expenditure of Federal funds, the undersigned certifies for itself and its principals that:

- (a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;
- (b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress or an employee of a Member of Congress, in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions; and
- (c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Karen Marcus, Chair, PBC Board
of County Commissioners

PRINTED NAME/TITLE OF REPRESENTATIVE

CONTRACT/PURCHASE ORDER NUMBER

SIGNATURE OF REPRESENTATIVE/DATE

DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS

As required by 7 CFR Part 3017, for persons entering into a contract, grant or cooperative agreement over \$25,000 involving the expenditure of Federal funds, the undersigned certifies for itself and its principals that:

- (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
- (b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statement, or receiving stolen property;
- (c) Are not presently indicted for or otherwise criminally or civilly charged by a Government entity (Federal, State or local) with commission of any offenses enumerated in paragraph (b) of this certification; and
- (d) Have not within a three-year period preceding this application had one or more public transaction (Federal, State or local) terminated for cause or default; and

Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

Karen Marcus, Chair, PBC Board
of County Commissioners

PRINTED NAME/TITLE OF REPRESENTATIVE

CONTRACT/PURCHASE ORDER NUMBER

SIGNATURE OF REPRESENTATIVE/DATE

ATTACHMENT D

FLORIDA URBAN AND COMMUNITY FORESTRY GRANT PROPOSAL FORM 2011

GENERAL INSTRUCTIONS: Please complete all items pertaining to the Category Grant for which you are applying. The proposal packet must not exceed thirty (30) one sided pages, including attachments. All attachments must be 8 1/2" X 11", except any attached sketches, plans and maps which must be no larger than 2' X 3' and folded into 8 1/2" X 11". Six (6) copies (one copy with original signatures and five copies) of the proposal packet including the proposal form, the project description and all attachments must be received no later than 2:00 p.m., March 18, 2011, at:

Department of Agriculture and Consumer Services
Purchasing Office - U&CF - 2011 PROPOSAL
Mayo Building - Room SB-8
Tallahassee, FL 32399-0800
Telephone (850) 617-7181

If you have any questions, please see ATTACHMENT O, "Division of Forestry District/Center Contacts"

PROPOSER INFORMATION (Please Print or Type)

Project Title: Strengthening our Community Tree Canopy Through Education

Proposer Name: PBC Board of County Commissioners

Name and Title of Contact Person: Laura A. Sanagorski, Env. Hort. Extension Faculty

Address: 531 North Military Trail, West Palm Beach

Zip: 33415

Phone: (561) 233.1748

FEID Number 59-6000-785

US Congressional District Number: 22

Is your organization a Non-profit corporation pursuant to Chapter 617, Florida Statutes?

Yes _____ No X

If the applicant is a city or county government, does your urban forestry program have the following:

Professional Staff, in-house or contracted. List qualifications such as ISA certification, forestry degree, etc Multiple ISA Certified Arborists, Multiple degrees in Env. Hort, Pathology, Entomology

Citizen Tree Advisory Board or Tree Advocacy Group. Describe: No formal board; Many allied groups

Urban Tree Inventory or Management Plan, how current?: Not applicable

Tree Ordinance covering either public or private lands, describe: Comprehensive tree preservation ordinance covers public & private land

As the duly authorized representative of the Proposer named above, I hereby certify that all parts of the proposal and required grant information have been read and understood and that all information submitted herein is true and correct.

Authorized Executive Officer: The Honorable Karen Marcus

Title: Chair, PBC Board of County Commissioners

Signature: [Handwritten Signature]

Date: 3/17/11

ATTACHMENT D (CONTINUED)

PROJECT DESCRIPTION

Strengthening our Community Tree Canopy Through Education

PROJECT DESCRIPTION

Describe the local community and current urban forestry program, and role of applicant in that program if a non-profit group: There is not currently a comprehensive community and urban forestry program in Palm Beach County. However, a needs-assessment was conducted in 2010, and it was determined that educational opportunities for residents and professionals are highly desired and needed in Palm Beach County. It is anticipated that this project will serve as the cornerstone for development towards a comprehensive urban and community forestry program. Palm Beach County encompasses 1974.11 square miles and is composed of 38 incorporated municipalities. Within the county there are over 3,100 landscape management companies, approximately 200 golf courses, nearly 50 public recreational parks, and many recreational facilities and public "green" spaces. These allied entities employ thousands of workers and have a substantial influence on the urban tree canopy through their arboricultural practices and direct contact with the county's residents.

Previous U&CF Grants received by the applicant. When were they implemented and what did they accomplish? Research indicates that Palm Beach County is a first time applicant. The County has an excellent record of managing grants successfully and appropriately. The staff team who will oversee this project are familiar with this grant program and are confident in their ability to successfully administer it so that the grant program's goals are realized.

Describe the goals and objectives of this project: This project's goal is to strengthen the community tree canopy through the education of professionals, county and municipal staff, and residents. Funding will provide for hiring of a new Urban Forestry Program Assistant for 25 hours per week for one year. This professional will: (1) Develop a minimum of 10 interactive reusable learning objects (RLOs) for professional and residential audiences and make available online; (2) Develop 10 presentations (mirroring subjects covered in interactive RLOs) designed to be delivered by a speaker; (3) Train volunteers / Master Gardeners in Palm Beach County as well as adjacent counties to deliver presentation modules; and (4) Develop partnerships and relationships throughout the state in order to publicize the RLOs and delivered presentations and make them available, at no cost, to all.

Describe how this project will help to develop and improve this program in the long-term: The U&CF Grant provides a strategic opportunity to significantly develop Palm Beach County's Urban Forestry program forward. Professionals and residents desire the educational components that this project will provide. This project will deliver RLOs and speaker-delivered presentations, as well as a trained volunteer base who can deliver the presentations. The result is that education will be available going forward without additional personnel costs. By delivering critical educational modules through RLOs, the impact of a small team of professionals will be increased exponentially. The RLOs will be available to anyone with computer access, and the speaker-delivered presentations will be available upon request. RLOs are digital, self-contained, reusable learning resources that are composed of content, learning activities and elements of context. The learning objects will have an external structure of information to facilitate their identification, storage and retrieval. In short, RLOs provide highly interactive educational opportunities to an individual, without the use of an instructor.

For a tree planting: Describe what species are being planted and why. How will they be installed and maintained (be brief and concise, but complete): Not applicable.

What environmental or educational value will the community derive from this project?

Environmental benefits include (a) an urban canopy better managed by professionals and residents, (b) increased species diversity, (c) greater use of the "right tree, right place" principle, and (d) more structurally sound urban trees through proper pruning and better canopy management decisions. The educational value of this project is anticipated to be extensive, due to the opportunity to provide education

ATTACHMENT D (CONTINUED)
PROJECT DESCRIPTION

through two highly effective and sustainable methods of delivery. The educational opportunities provided will raise awareness, within and beyond the county, on species diversity, importance of tree canopy, proper pruning, planting, establishment, design, hazard tree assessment, remediation, and other important topics.

What steps have been taken to carry out this project in a cost effectiveness manner? Due to recent funding cuts, Palm Beach County does not have the resources available to hire staff to focus on urban forestry needs despite the indication from the community that this is a priority. This funding will provide for the education of many professionals and residents within and beyond county lines. By developing RLOs that will be highly publicized and available to all, the reach of this funding will be multiplied exponentially from that of what a single individual could accomplish through direct education alone. Further, the use of the "train-the-trainer" principle paired with technology that facilitates self-study is an incredibly cost-effective method of delivery that will result in a highly significant impact.

How will this project increase citizen involvement and support for the community's urban forestry program in the long term? For many residents and professionals, this program will provide the first exposure to urban forestry education. This project is designed to reach horticultural, arboricultural, and allied industry professionals, municipal and county employees, and residents. With the multifaceted approach chosen for educational delivery, it is anticipated that more people will be reached through their preferred method of learning, whether it be by online RLOs or facilitator-led presentations. Finally, a major component of the Urban Forestry Program Assistant's priorities is in publicizing this program and in relationship-building to encourage urban forestry stewardship. These activities all lend towards a holistic, community-centered approach that is expected to nurture citizen involvement and support.

What evidence of community support for this project can be produced? Documentation of community support is provided in the attached letters of support from the South Florida Water Management District, the City of Boca Raton, Dixie Landscape, and Land Design South. Further support for this project is indicated by the dedication of staff and volunteer time that are being committed to match grant funds and ensure the delivery of a successful educational program.

How will this project be publicized in the local community? One of the primary components of this grant project is that of partnership and relationship building at the local level and beyond. County resources will be used to publicize the availability of the new educational opportunities. All available resources for publicizing this program will be used, including the local TV station, Channel 20, social media platforms, press releases, websites, and partners' media outlets.

Tree City USA certification and growth award, last year current: Palm Beach County is not a Tree City USA. However, West Palm Beach, at the heart of the County, has received this certification for the past 19 years. In addition, several cities in the county, including Boca Raton, Boynton Beach, Jupiter, Palm Beach Gardens, Royal Palm Beach, and Wellington, are currently certified as a Tree City USA.

Will a Certified Arborist(s) or a graduate forester from an accredited four-year Bachelor of Science in Forestry program oversee this project? If not, who will provide oversight and what are their credentials? This project will be overseen by two ISA certified arborists. Staff holds additional credentials including B.S. and M.S. degrees in Environmental Horticulture and a Ph.D. in Plant Pathology that will ensure successful results. Further, the team that will oversee this project shares a passion for proper tree care and strengthening our urban tree canopy.

What new partnerships will the project create or encourage? A primary component of this project is that of partnership- and relationship- building. With the funding of this project, Palm Beach County anticipates new partnerships with residents, community associations and homeowners' associations, schools, professional landscapers and arborists, and allied organizations and non-profit groups.

ATTACHMENT E

BUDGET

Activity: Category 1: Local Government Program Development or Improvement

Specific Description: Staffing

SUMMARY OF COSTS

(A 50/50 match on behalf of the Proposer is required)

	REQUESTED GRANT \$	LOCAL MATCH \$
	I	II
Contractual costs		
Personnel costs	<u>19,507</u>	<u>18,197</u>
Travel costs	<u>493</u>	
Equipment costs		
Supplies costs		
Operating costs		
Tree costs		
Overhead costs		<u>2,000</u>
Total Requested Grant (I)	<u>20,000</u>	
Total Matching Costs (II)		<u>20,197</u>
Total Program Costs (III)		<u>40,197</u>

Add columns I and II for total III (100%)

49.75

% Grant request

50.25

% Local match

A BUDGET, DETAILING ALL COSTS IDENTIFIED ABOVE MUST BE ATTACHED.

PROJECT LOCATION INFORMATION (Please print or type - Complete where applicable)

County Palm Beach

Countywide and beyond via internet delivery

Describe the Specific Location of the Project: _____

Who has responsibility for overseeing Project implementation (name and title):

Laura A. Sanagorski, Environmental Horticulture Extension Faculty

Who has maintenance responsibility for the Project after completion:

Palm Beach County (Laura A. Sanagorski)

Is the Land Ownership Public or Private?: Public

Name of Landowner: Palm Beach County Board of County Commissioners

Project Title: Strengthening our Community Tree Canopy Through Education

Applicant Name: PBC Board of County Commissioners

Email Address: LSanagorski@pbcgov.org

**ATTACHMENT E (CONTINUED)
BUDGET**

Please note: All proposals must include a detailed itemized budget summary which lists all anticipated expenditures and explains all project costs. Proposals for site specific demonstration tree planting projects must list the quantity, species, and approximate size (container size, or caliper and height) of trees to be planted.

IMPORTANT: THIS FORM MUST BE USED. PROPOSERS NOT USING THIS FORM WILL BE RULED INELIGIBLE

COST ITEMS	QUANTITY	RATE OR PRICE	GRANT COST	MATCH COST
<p><u>Contractual</u> (Description)</p> <p>None.</p>				
<p><u>Personnel</u> (List titles or positions)</p> <p>Urban Forestry Program Assistant</p> <p>Admin. Staff</p> <p>Volunteer Hours</p> <p>Extension Faculty Oversight: Director, Program Leader, & Env. Hort. Agent</p>	<p>1,315 hours</p> <p>120 hours</p> <p>315 hours</p> <p>20 hours 24 hours 675 hours</p>	<p>14.834/hour*</p> <p>21.025/hour**</p> <p>15.00/hour</p> <p>24.50/hour** 24.00/hour** 14.64/hour**</p>	<p>19,507</p> <p></p> <p></p> <p></p> <p>9,883</p>	<p></p> <p>2,523</p> <p>4,725</p> <p>490 576</p>
<p><u>Travel</u></p> <p>Travel for Program Assistant</p>	<p>1108 miles (approx. 21 miles/week * 52 weeks)</p>	<p>0.445</p>	<p>493</p>	

*Includes 6.20% FICA, 1.45% FICA Med., 11.77% Retirement; **Includes fringes plus medical

COST ITEMS	QUANTITY	RATE OR PRICE	GRANT COST	MATCH COST
<p>Equipment (List items)</p> <p>None.</p>				
<p>Supplies (List items)</p> <p>None.</p>				

COST ITEMS	QUANTITY	RATE OR PRICE	GRANT COST	MATCH COST
<u>Operating Costs</u> (List) None.				
<u>Trees</u> (List species and size) None.				
Overhead**			*	2,000
Total			20,000	20,197

* Grant dollars may not be used to purchase food as supplies.

** Overhead costs up to 5% of total project cost may only be used as a matching cost, grant funds may not be used for overhead costs.

ATTACHMENT P



**Florida Department of Agriculture and Consumer Services
Bureau of General Services**

**ADAM H. PUTNAM
COMMISSIONER**

DRUG-FREE WORKPLACE PROGRAM - BIDDER CERTIFICATION

IDENTICAL TIE BIDS - Preference shall be given to businesses with drug- free workplace programs. Whenever two or more bids which are equal with respect to price, quality, and service are received by the State or by any political subdivision for the procurement of commodities or contractual services, a bid received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. Established procedures for processing tie bids will be followed if none of the tied vendors have a drug-free workplace program. In order to have a drug-free workplace program, a business shall:

- 1) Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
- 2) Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
- 3) Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in subsection (1).
- 4) In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
- 5) Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.
- 6) Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign the statement, I certify that this firm complies fully with the above requirements.



 VENDOR'S SIGNATURE

DACS-01218 10/00



Agency Login.

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PALM BEACH COUNTY

Address:	301 N OLIVE AVE WEST PALM BEACH FL 33401
County:	00 NONE
Registration Status:	REGULAR
OSD Classification:	A NON-MINORITY
Business Designation:	6 GOVERNMENTAL ENTITY (CITY, COUNTY, STATE OR U.S. GOVT)
Contact:	(000) 000-0000
Electronic Address:	
Active Status:	Active
Bid Regions:	
Source:	SPURS only

No Matching Commodities for Vendor

Class-Group	Item	Detail	Description	Contract
Displaying rows 1 through 0 of 0.				
<input type="button" value="Previous"/>		1	<input type="button" value="Next"/>	

Execution Time: seconds

For assistance please contact the
 MyFloridaMarketPlace Customer Service Desk
 M - F 8:00 a.m. - 5:30 p.m. EST
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 Vendor email assistance: vendorhelp@myfloridamarketplace.com
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March 7, 2011

Florida Department of Agriculture and Consumer Services
407 South Calhoun Street- Mayo Building, Room SB-8
Tallahassee, FL 32399-0800

**Re: Letter Of Support For the Urban And Community Forestry Grant For Palm Beach County
Cooperative Extension Service**

To Whom It May Concern:

Please accept this letter as my personal support for Palm Beach County Cooperative Extension Service as an applicant for the Florida Urban And Community Forestry Grant for 2011. I understand the intent of the grantee (Palm Beach County Cooperative Extension Service) is to provide assistance with developing an educational program that would teach and inform its citizens and working urban forestry professionals in the practices of sound urban forestry both in and outside of the immediate Palm Beach County area.

I also understand that the following areas are some of the critical topics to be emphasized:

- Tree selection – right tree/ right place
- Proper planting and establishment techniques
- Proper pruning practices
- Importance of tree canopy and species diversity
- Hazard tree assessment
- Damaged tree assessment including removal and remediation
- Wind – resilient landscape design

As someone who is both a practicing professional as a consultant and contractor, as well as having years of experience administering a local tree ordinance for Palm Beach County, I understand first hand how important it is to have a sound training program for working professionals and the residential community at large. The continued urban development of our community and pressure on its resources has heightened the need for programs such as this. We all need to work more diligently in order to become a more sustainable community.

If you have any questions please feel free to contact me directly.

Sincerely,



Jerry Renick, CEP
Principal, Environmental Division



Corporate Office: P.O. BOX 160328 • Miami, Florida 33116-0328 • Phone: (305) 884-5700 • Fax: (305) 884-8843

To- Florida Department of Agriculture and Consumer Services

March 8, 2011

Ref-Thank You and Urban Forestry Grant

Firstly, thank you for the always support with providing our community, residents and professionals, through knowledgeable and quality Agents and programs within the Palm Beach County Cooperative Extension Services. They are a great asset and resource to all.

Secondly, please accept this letter as a voice of support for the Urban Forestry Grant relating to "Strengthening our Community Tree Canopy Through Education". This is an area where we need support in educating our community, again both residential and professionals, to plan and plant trees properly for long term, sustainable growth and canopy production.

I believe with this additional funding and the energy and focus of our local team, a huge difference can be made in doing things right the first time. As a commercial tree farmer, irrigation, landscape and maintenance contractor, I see many areas where we all need education to improve what we do.

I respectfully request that Palm Beach County be awarded the Urban and Community Forestry Grant so the local Team here can make a bigger, quicker difference in tree canopy production throughout our region and help educate the public and to continue quality improvements. Please call or email if I can be of any help. (772) 216-0246/mglynn@dixielandscape.com

Sincerely,

A handwritten signature in black ink that reads "Mike Glynn".

Mike Glynn

Sr. Vice President

TREASURE COAST

Ft. Pierce, FL 34945 • (772) 429-3000

PALM BEACH

Lake Worth, FL 33463 • (561) 434-9400

MIAMI DADE

Medley, FL 33178 • (305) 884-5700



SOUTH FLORIDA WATER MANAGEMENT DISTRICT

3301 Gun Club Road, West Palm Beach, Florida 33406 • (561) 686-8800 • FL WATS 1-800-432-2045 • TDD (561) 697-2574
Mailing Address: P.O. Box 24680, West Palm Beach, FL 33416-4680 • www.sfwmd.gov

March 9, 2011

Laura A. Sanagorski, Environmental Horticulture Extension Agent
Palm Beach County Cooperative Extension Service
University of Florida / IFAS
531 N. Military Trail
West Palm Beach, FL 33415

Dear Ms. Sanagorski:

Subject: Urban and Community Forestry Grant Application

The South Florida Water Management District (SFWMD) is a regional, governmental agency that oversees the water resources in the southern half of the state. We are charged with balancing and improving water quality, flood control, natural systems and water supply. Recognizing that the public plays a shared role in the responsible stewardship of our natural resources, we are extremely supportive of the educational and outreach endeavors of the county extension service in promoting Florida-friendly landscaping as a beneficial water conservation concept.

The Palm Beach County Cooperative Extension Service's proposed "Strengthen our Community Tree Canopy Through Education" initiative builds on and expands the "right plant/right place" principle – a fundamental landscaping element that promotes low maintenance plants and encourages environmentally sustainable practices. Specifically, this effort will develop urban forestry programs with a focus on tree selection and placement, which can drastically reduce the need for water, fertilizer, pesticides and pruning if plants are appropriately grouped according to water, soil and sunlight needs.

By offering these needed educational resources at no or low cost to both landscaping professionals and residents alike, this program has the potential to provide a tremendous value to the Palm Beach County community, and to the broader long-term protection of South Florida's water resources and environment.

The SFWMD appreciates the on-going partnership efforts of the Palm Beach County Cooperative Extension Service in educating the public on improved landscaping and irrigation practices and, therefore, strongly endorses this particular initiative.

Sincerely,

A handwritten signature in cursive script, appearing to read "Pam Mac'Kie".

Pam Mac'Kie
Director, Palm Beach County Service Center
South Florida Water Management District

PM/dm



March 11, 2011

Christie Hutchinson
Florida Department of Agriculture and Consumer Services
407 South Calhoun Street
Mayo Building
Room SB-8
Tallahassee, Florida 32399-0800

RE: Urban and Community Forestry Grant Application

Dear Ms. Hutchinson:

This letter is in support of the project "Strengthening our Community Tree Canopy Through Education", as proposed by the Palm Beach County Cooperative Extension Service. The City of Boca Raton has been a Tree City USA for thirty-one consecutive years. Protecting the tree canopy within the city was a priority for our residents long before many other municipalities adopted tree protection ordinances. In fact, the City of Boca Raton was the first municipality in the country to adopt a landscape ordinance. Although our residents are quite knowledgeable, training for landscapers, tree care companies and property managers, is an important link in the protection of a community forest.

Landscapers who lack knowledge of the concept of planting the right tree in the right place cause the unintended consequence of damage to utilities and infrastructure as well as a hardship to a property owner, who must then maintain or remove a tree that never should have been planted. Tree workers unfamiliar with structural pruning basics will charge a property owner year after year for pruning a tree that is destined to fail, due to their lack of knowledge and improper pruning technique. Offering a program through the County Extension Service that will provide training for these trades will benefit property owners on a community level by enhancing the beauty of and increasing the value of property through proper maintenance practices.

For all of the above reasons, the City of Boca Raton endorses the application by the Palm Beach County Cooperative Extension Service for this grant.

Very truly yours,

A handwritten signature in black ink, appearing to read "Nora Fosman".

Nora Fosman
Senior Environmental Officer