

PALM BEACH COUNTY  
BOARD OF COUNTY COMMISSIONERS

AGENDA ITEM SUMMARY

Meeting Date: May 1, 2012

☒ Consent   ☐ Regular  
☐ Workshop   ☐ Public Hearing

Department: Cooperative Extension Service

Submitted By: Cooperative Extension Service

I. EXECUTIVE BRIEF

**Motion and Title:** Staff recommends motion to ratify: the Chair's signature on a 2012 National Urban and Community Forestry Grant Program Application through the Florida Department of Agriculture and Consumer Services (FDACS) for the period January 1, 2013 through December 31, 2013, which requests \$15,000 from FDACS and provides for a \$15,435 in-kind match of 260 volunteer hours and 505 hours of professional and staff support from ad valorem funding.

**Summary:** The County through the Cooperative Extension Service Department submitted a grant application to FDACS entitled "Strengthening Our Community Tree Canopy Through Education – Year II" to develop educational modules, train volunteers and deliver presentations to tree professionals, county and municipal staff, county residents and youth related to improved management of urban tree canopy. The grant application requested \$15,000 from FDACS to continue to fund a part-time Urban Forestry Program Assistant for 25 hours per week for the period January 1, 2013 through December 31, 2013. An in-kind match of \$15,435 (50.25%) consisting of 260 volunteer hours and 505 hours of professional and staff support will be provided by the County if the grant is approved. Since FDACS's time frame for this application did not allow for prior approval by the Board, Commission Chair, Shelley Vana, signed the application on behalf of the Board on March 26, 2012 as authorized under PPM CW-F-003 (Policy B.3). Countywide (AH)

**Background and Justification:** A needs assessment conducted in 2010 indicated that educational opportunities related to tree canopy management are highly desired. The "Strengthening Our Community Tree Canopy Through Education" project will serve as the cornerstone towards a comprehensive urban and community forestry program. Funding will be used for continued support of a part-time Urban Forestry Program Assistant for 25 hours per week for the period January 1, 2013 through December 31, 2013. If the grant is approved by FDACS, an agreement will be presented to the Board for approval.

**Attachments:**

1. Cover Memorandum to Commissioner Vana
2. 2012 National Urban and Community Forestry Grant Program Application.

Recommended By: Audrey R. Norman 4/2/2012  
Department Director Date

Approved By: [Signature] 4/19/12  
Assistant County Administrator Date

## II. FISCAL IMPACT ANALYSIS

### A. Five Year Summary of Fiscal Impact:

Fiscal Years	2012	2013	2014	2015	2016
Capital Expenditures	_____	_____	_____	_____	_____
Operating Costs	_____	\$30,435.50	_____	_____	_____
External Revenues	_____	(\$15,000.00)	_____	_____	_____
In-Kind Match (County)	_____	(\$15,435.50)	_____	_____	_____
NET FISCAL IMPACT	_____	0	_____	_____	_____
# ADDITIONAL FTE	_____	_____	_____	_____	_____
POSITIONS (Cumulative)	_____	_____	_____	_____	_____

Is Item Included in Current Budget? Yes \_\_\_ No \_\_\_  
Budget Account No.: Fund \_\_\_\_\_ Dept. \_\_\_\_\_ Unit \_\_\_\_\_  
Object \_\_\_\_\_  
Program \_\_\_\_\_

Volunteer hours (\$4,505.00); Professional and Support Staff (\$9,430.50) and Overhead Costs (\$1,500.00) = \$15,435.50.

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

### C. Departmental Fiscal Review:

*Joan N. McFee*

## III. REVIEW COMMENTS

### A. OFMB Budget and/or Contract Dev. and Control Comments: The FY13 fiscal impact is contingent on grant approval by FDACS and includes continuation of funding for an existing part-time position at the County Cooperative Extension Service.

*WS 4-10-12 JS 4/11*  
OFMB/Budget

*Dr. J. Jacobson 4/11/12*  
Contract Development and Control

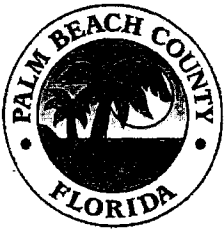
### B. Legal Sufficiency:

*4/13/12 (5)*  
*Anne Delmont 4-18-12*  
Assistant County Attorney

### C. Other Department Review:

\_\_\_\_\_  
Department Director

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



**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](http://www.pbcgov.com/coextension)

**Palm Beach County  
Board of County  
Commissioners**

Shelley Vana, Chair  
Steven L. Abrams, Vice Chairman  
Karen T. Marcus  
Paulette Burdick  
Burt Aaronson  
Jess R. Santamaria  
Priscilla A. Taylor

**County Administrator**  
Robert Weisman

"An Equal Opportunity  
Affirmative Action Employer"

**MEMORANDUM**

**TO:** Shelley Vana, Chair  
Board of County Commissioners

**FROM:** Robert Weisman  
County Administrator

**DATE:** March 26, 2012

**RE:** 2012 National Urban and Community Forestry Grant  
Program Application RFP/FFS-11/12-24 (Year II)

Pursuant to PPM #CW-F-003, your signature is needed on the 2012 National Urban and Community Forestry Grant Program Application RFP/FFS-11/12-24. This grant for the total amount of \$30,435.50 which includes \$15,000 in grant funds and \$15,435.50 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. Cooperative Extension Service Department was awarded this grant in 2011 and the funds received from this 2<sup>nd</sup> year grant will continue to support an Urban Forestry Program Assistant position from January 1, 2013 through December 31, 2013.

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 1, 2012 Commission Agenda.

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

Anne Delmont  
Assistant County Attorney

Audrey R. Norman  
County Extension Director

Robert Weisman  
Assistant County Administrator

[Signature]  
OFMB

John N. McGee  
Department Fiscal Review

Shelley Vana  
Shelley Vana, Chair

**cc:** Robert Weisman  
County Administrator

# Strengthening our Community Tree Canopy through Education ~ Year II

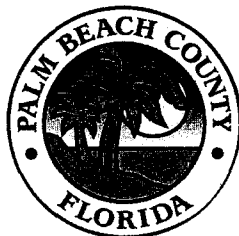
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**2012 National Urban and Community Forestry Grant Program**

*Submitted by*

*Palm Beach County Board of County Commissioners*



BID NUMBER: RFP/FFS-11/12-24

OPENING DATE: MARCH 30, 2012 @ 2:00 P.M.

### CHECKLIST

- ☒ 1. The entire Request for Proposal (RFP) has been read.
- ☒ 2. Page 1 of the RFP Form **PUR 1001/1000**, Instructions to Respondents and General Contract Conditions is completed and signed. Provide a complete address for the Proposer in the space provided (include street address or post office box, city, zip code and telephone number.) Please note: ALL FUTURE CORRESPONDENCE AND CHECKS WILL BE SENT TO THE CONTACT PERSON AND ADDRESS LISTED ON YOUR PROPOSAL.
- ☒ 3. Conflict of Interest Statement (**Attachment B**) is completed and signed.
- ☒ 4. Certifications Regarding Lobbying; Debarment; Suspension and Other Responsibility Matters for Expenditure of Federal Funds (**Attachment C**) is completed and signed.
- ☒ 5. Urban and Community Forestry Proposal form (**Attachment D**) is completed and signed. Please note: ALL FUTURE CORRESPONDENCE WILL BE SENT TO THE CONTACT PERSON LISTED ON YOUR PROPOSAL.
- ☒ 6. Detailed itemized budget summary (**Attachment E**) is completed.
- ☒ 7. In all instances where a local government's jurisdiction is impacted by the grant project, a resolution (by the local government) indicating support for the project must be submitted with the Grant Proposal Packet (**Attachment H**).
- ☐ N/A 8. For Demonstration or Site Specific Projects, this resolution (**Attachment H**) must also state that they will execute a Maintenance Memorandum of Agreement with the Department of Agriculture.
- ☐ N/A 9. For Demonstration or Site Specific Projects along roadways, a map must be included showing both the U.S. Highway and S.R. (State Road) numbers separated by a slash (/), if both exist. If only one exists, please circle either "U.S." or "S.R." to indicate which numbers you are giving. At least three photos of the site should also be included.
- ☐ N/A 10. In conformance with Section 481.329(7), Florida Statutes, "Persons who perform landscape architectural services not for compensation, or in their capacity as employees of municipal or county governments, shall not be required to be licensed...." This means that if the required design is completed by an unpaid volunteer or an employee of municipal or county government, a Florida registered architect does not have to sign and seal the drawings.
- ☐ 11. One (1) original with blue ink signature and five (5) copies of the proposal package have been submitted.
- ☒ 12. Applicant has registered current Federal Employer Identification Number (FEID) and mailing address in MyFloridaMarketplace.com. Applicant must also complete the Division of Financial Services required Substitute Form W-9. See Attachment M for instructions.
- ☐ 13. Drug-Free Workplace Program (**Attachment P**) must be signed.

**BID NUMBER: RFP/FFS-11/12-24**

**OPENING DATE: MARCH 30, 2012 @ 2:00 P.M.**

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Special Terms, Conditions, Specifications

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Attachment C -	Certification Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters for Expenditure of Federal Funds
Attachment D -	Urban and Community Forestry Grant Proposal Form 2012
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Attachment F -	Example Urban and Community Forestry Grant Proposal
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Attachment I -	Example Urban and Community Forestry (U&CF) Grant Memorandum of Agreement (MOA)
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Attachment L -	Interim Status Report
Attachment M -	Federal Employer Identification number (FEID)/Substitute W-9 registration instructions
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Attachment O -	Florida Forest Service Local Contacts
Attachment P -	Drug Free Workplace Program



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 67 Pages

BIDS NO. RFP/FFS-11/12-24

AGENCY MAILING DATE:

January 31, 2012

WILL BE OPENED MARCH 30, 2012 @ 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 25, 2012

BID TITLE: 2012 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  
The Honorable Shelley Vana, Chair  
PBC Board of County Commissioners

TELEPHONE: ( 561 ) 355.2201

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

**BID NUMBER: RFP/FFS-11/12-24**

**OPENING DATE: MARCH 30, 2012 @ 2:00 P.M.**

**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 will not be enforced unless the vendor requests payment. Invoices which have to be returned to a vendor because of vendor preparation errors will 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 payment(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.



BID NUMBER: RFP/FFS-11/12-24

OPENING DATE: MARCH 30, 2012 @ 2:00 P.M.

**ATTACHMENT B**

**STATE OF FLORIDA  
DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES  
CONFLICT OF INTEREST STATEMENT**

I, Shelley Vana, 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

3/27/12  
Date

BID NUMBER: RFP/FFS-11/12-24

OPENING DATE: MARCH 30, 2012 @ 2:00 P.M.

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.

Shelley Vana, Chair

PRINTED NAME/TITLE OF REPRESENTATIVE

CONTRACT/PURCHASE ORDER NUMBER

Shelley Vana  
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.

Shelley Vana, Chair

PRINTED NAME/TITLE OF REPRESENTATIVE

CONTRACT/PURCHASE ORDER NUMBER

Shelley Vana  
SIGNATURE OF REPRESENTATIVE/DATE

BID NUMBER: RFP/FFS-11/12-24

OPENING DATE: MARCH 30, 2012 @ 2:00 P.M.

ATTACHMENT D

FLORIDA URBAN AND COMMUNITY FORESTRY GRANT PROPOSAL FORM 2012

**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 30, 2012, at:**

Department of Agriculture and Consumer Services  
Purchasing Office - **U&CF - 2012 PROPOSAL**  
407 S. Calhoun Street  
Mayo Building - Room SB-8  
Tallahassee, FL 32399-0800  
Telephone (850) 617-7181

If you have any questions, please see **ATTACHMENT O**, "Florida Forest Service District/Center Contacts"

PROPOSER INFORMATION (Please Print or Type)

Project Title: Strengthening our Community Tree Canopy Through Education - Year II

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, Degrees in Horticulture, 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 Shelley Vana

Title: Chair, PBC Board of County Commissioners

Signature: Shelley Vana

Date: 3/27/12

**BID NUMBER: RFP/FFS-11/12-24**

**OPENING DATE: MARCH 30, 2012 @ 2:00 P.M.**

**ATTACHMENT D (CONTINUED)**

**PROJECT DESCRIPTION**

**(two page limit, #12 font, single-space)**

**Urban and Community Forestry Grant Proposal**

Describe the local community and current urban forestry program, and role of applicant in that program if a non-profit group:

Previous U&CF Grants received by the applicant. When were they implemented and what did they accomplish?

Describe the goals and objectives of this project:

Describe how this project will help to develop and improve this program in the long-term:

Describe why these funds are needed to complete this project:

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):

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

What steps have been taken to carry out this project in a cost effectiveness manner?

How will this project increase citizen involvement and support for the Community's Urban Forestry program in the long term? What evidence of community support for this project can be produced?

How will this project be publicized in the local community?

Tree City or Tree Campus USA certification and growth award, last year current?

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?

What new partnerships will the project create or encourage?

## ATTACHMENT D (CONTINUED) - PROJECT DESCRIPTION

***Strengthening our Community Tree Canopy Through Education~ Year II***

**Describe the local community and current urban forestry program, and role of applicant in that program if a non-profit group:** Palm Beach County is in the early stages of developing an educational community and urban forestry program; this project, a request for second-year part-time staff funding, will support further development. A 2010 needs-assessment indicated that educational opportunities for residents and professionals are highly desired and needed here. Palm Beach County encompasses 1974.11 square miles and 38 incorporated municipalities, which house over 3,100 landscape management companies, around 200 golf courses, nearly 50 public recreational parks, many recreational facilities and public "green" spaces. These allied entities employ thousands of workers and have substantial influence on the urban tree canopy through their arboricultural practices and contact with the county's residents.

**Previous U&CF Grants received by the applicant. When were they implemented and what did they accomplish?** Palm Beach County was awarded an Urban and Community Forestry Grant in 2011, which provided funding for a part-time urban forestry program assistant. A talented individual was hired in March of 2012. A series of 8 programs for professionals, 7 programs for residents, and a multi-day training series for volunteers has been scheduled for 2012. The County has an excellent record of managing grants successfully; the staff are able to ensure that the grant program's goals are realized.

**Describe the goals and objectives of this project:** This goal for this second-year funding request is to strengthen the community tree canopy through education of youth, professionals, and residents. Funding will provide for the continuation of part-time employment for Palm Beach County's new Urban Forestry Program Assistant for one year. This professional will: (1) Collaborate with Palm Beach County 4-H Youth Development Program to implement a youth centered component of the project. Staff and volunteers will engage up to 20 underserved, underrepresented youth (grades 6-12) in experiential education, leadership development and service learning centered on urban forestry. These youth will then partner with adult staff, volunteers and professionals to develop and implement a variety of Arbor Day activities for 200 children and their families during January 2013. These efforts will inspire youth and families to become more aware and involved in urban forestry issues and opportunities. 2) Develop a set of printable posters to support learning modules and make available online; (3) Further develop the modules funded through the 2011 UCF grant and provide them to each Extension office in Florida via mailed CD; (4) Develop and conduct a community urban forestry educational summit ; and (5) Continue to develop partnerships and relationships throughout the state in order to publicize educational materials.

**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. Youth, professionals, and residents desire the educational components that this project will provide. The youth centered component of the Project focuses on increasing young peoples' awareness and positive behaviors towards urban trees. As youth become more involved they will share their interest with their peers, family and community, thereby expanding the scope and impact of the project. Further, young people who make meaningful connections to natural resources, such as urban forests, are more likely to make informed decisions and practice good stewardship as adults. This project will provide teaching materials, programming, and resources to youth in Palm Beach County and extension offices throughout the state. Due to the reusable nature of materials being developed with this funding, it is anticipated that education will be available going forward without substantial additional personnel costs, and the impact of a small team of professionals will be increased exponentially. Materials (RLOs, teaching materials, posters) will be available to anyone with computer access. RLOs are digital, self-contained, reusable learning resources that 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, residents, and tomorrow's decision-

**ATTACHMENT D (CONTINUED) - PROJECT DESCRIPTION**

makers (today's students) (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 through several highly effective and sustainable methods of delivery. This program is anticipated to raise awareness about 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 youth, professionals and residents within and beyond county lines. By developing RLOs and teaching materials that will be 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 youth, residents, and professionals, this program will provide the first exposure to urban forestry education. This project is designed to reach local students, 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, their local extension office, or facilitator-led presentations. A major component of the Urban Forestry Program Assistant's priorities is in publicizing this program and relationship-building to encourage urban forestry stewardship. These activities support a holistic, community-centered approach expected to nurture citizen involvement.

**What evidence of community support for this project can be produced?** Documentation of community support is provided in the attached letters of support. Further support for this project is indicated by the dedication of staff time that is 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 as well as the local TV station, Channel 20, social media platforms, press releases, websites, and partners' media outlets will be used to publicize the availability of the new educational opportunities.

**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 20 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; the individual hired to fill this position holds a degree in horticulture and is a Certified Arborist. Staff members hold additional credentials, including B.S. and M.S. degrees in Environmental Horticulture and a Ph.D. in Plant Pathology, which 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.

BID NUMBER: RFP/FFS-11/12-24

OPENING DATE: MARCH 30, 2012 @ 2:00 P.M.

**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	14,332.00	13,935.50
Travel costs	409.67	
Equipment costs		
Supplies costs	258.33	
Operating costs		
Tree costs		
Overhead costs		1,500.00
Total Requested Grant (I)	15,000.00	
Total Matching Costs (II)		15,435.50
Total Program Costs (III)		30,435.50

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

49 % Grant request 51 % 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

Describe the Specific Location of the Project: Countywide and beyond via internet delivery; statewide distribution of materials.

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 - Year II

Applicant Name: PBC Board of County Commissioners

Email Address: LSanagorski@pbcgov.org

BID NUMBER: RFP/FFS-11/12-24

OPENING DATE: MARCH 30, 2012 @ 2:00 P.M.

**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
<u><b>Contractual</b></u> (Description)  None.				
<u><b>Personnel</b></u> (List titles or positions)  Urban Forestry Program Assistant	1010 hours	14.834/hour*	14,332.00	
Admin. Staff	120 hours	21.025/hour**		2,523.00
Volunteer Hours	260 hours	17.00/hour		4,505.00
Extension Faculty/ 4H Oversight	250 hours 135 hours	14.67/hour** 24.00/hour**		3667.50 3240.00
<u><b>Travel</b></u>  Travel for Program Assistant	738 miles (approx. 60 miles/mnth)	0.555	409.67	

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



BID NUMBER: RFP/FFS-11/12-24

OPENING DATE: MARCH 30, 2012 @ 2:00 P.M.

COST ITEMS	QUANTITY	RATE OR PRICE	GRANT COST	MATCH COST
<u>Equipment</u> (List items)  None.				
<u>Supplies</u> (List items)  CD Cases Packing Supplies CDs  Shipping Costs	  13 packs/12 3 packs/50 3 packs/50  150	  3.57/12 14.95/50 13.19/50  0.85/each	  46.41 44.85 39.57  127.50	

BID NUMBER: RFP/FFS-11/12-24

OPENING DATE: MARCH 30, 2012 @ 2:00 P.M.

COST ITEMS	QUANTITY	RATE OR PRICE	GRANT COST	MATCH COST
<u>Operating Costs</u> (List)				
Overhead				1,500.00
<u>Trees</u> (List species and size)				
None.				
Total		\$30,435.50	\$15,000.00	\$15,435.50

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

ATTACHMENT "H"

\*\*Will go before the Board of County Commissioners on 5/1/2012

Agenda Item #:

PALM BEACH COUNTY  
BOARD OF COUNTY COMMISSIONERS

AGENDA ITEM SUMMARY

Meeting Date: May 1, 2012

☒ Consent   ☐ Regular  
☐ Workshop   ☐ Public Hearing

Department: Cooperative Extension Service

Submitted By: Cooperative Extension Service

I. EXECUTIVE BRIEF

**Motion and Title:** Staff recommends motion to ratify: the Chair's signature on a 2012 National Urban and Community Forestry Grant Program Application through the Florida Department of Agriculture and Consumer Services (FDACS) for the period January 1, 2013 through December 31, 2013, which requests \$15,000 from FDACS and provides for a \$15,435 in-kind match of 260 volunteer hours and 505 hours of professional and staff support from ad valorem funding.

**Summary:** The Cooperative Extension Service Department submitted a grant application to FDACS entitled "Strengthening Our Community Tree Canopy Through Education – Year II" to develop educational modules, train volunteers and deliver presentations to tree professionals, county and municipal staff, county residents and youth related to improved management of urban tree canopy. The grant application requested \$15,000 from FDACS to continue to fund an Urban Forestry Program Assistant for the period January 1, 2013 through December 31, 2013. An in-kind match of \$15,435 (50.25%) consisting of 260 volunteer hours and 505 hours of professional and staff support will be provided by the County if the grant is approved. Since FDACS's time frame for this application did not allow for prior approval by the Board, Commission Chair, Shelley Vana, signed the application on behalf of the Board on March 26, 2012 as authorized under PPM CW-F-003 (Policy B.3). **Countywide (AH)**

**Background and Justification:** A needs assessment conducted in 2010 indicated that educational opportunities related to tree canopy management are highly desired. The "Strengthening Our Community Tree Canopy Through Education" project will serve as the cornerstone towards a comprehensive urban and community forestry program. Funding will be used for continued support of

ATTACHMENT "H"

\*\*Will go before the Board of County Commissioners on 5/1/2012

an Urban Forestry Program Assistant for the period January 1, 2013 through December 31, 2013. If the grant is approved by FDACS, an agreement will be presented to the Board for approval.

**Attachments:**

1. Cover Memorandum to Commissioner Marcus
2. 2012 National Urban and Community Forestry Grant Program Application.

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**Recommended By:** \_\_\_\_\_  
Department Director Date

**Approved By:** \_\_\_\_\_  
Assistant County Administrator Date

ATTACHMENT "H"

\*\*Will go before the Board of County Commissioners on 5/1/2012

**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	_____	_____	_____	_____	_____
External Revenues	_____	_____	_____	_____	_____
Program Income (County)	_____	_____	_____	_____	_____
In-Kind Match (Volunteer Hrs)	_____	_____	_____	_____	_____
In-Kind Match (County)	_____	_____	_____	_____	_____
NET FISCAL IMPACT	\$ _____	_____	_____	_____	_____
# ADDITIONAL FTE	_____	_____	_____	_____	_____
POSITIONS (Cumulative)	_____	_____	_____	_____	_____

Is Item Included in Current Budget? Yes \_\_\_ No \_\_\_  
 Budget Account No.: Fund \_\_\_\_\_ Dept. \_\_\_\_\_ Unit \_\_\_\_\_  
                                     Object Various  
                                     Program \_\_\_\_\_

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

**C. Departmental Fiscal Review: \_\_\_\_\_**

**III. REVIEW COMMENTS**

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

_____	_____
OFMB/Budget	Contract Development and Control

**B. Legal Sufficiency:**

\_\_\_\_\_

**ATTACHMENT "H"**

**\*\*Will go before the Board of County Commissioners on 5/1/2012**

**Assistant County Attorney**

**C. Other Department Review:**

---

**Department Director**

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

BID NUMBER: RFP/FFS-11/12-24

OPENING DATE: MARCH 30, 2012 @ 2:00 P.M.

### ATTACHMENT M

#### FEDERAL EMPLOYER IDENTIFICATION NUMBER REGISTRATION INSTRUCTIONS

1. Go to [www.myflorida.com](http://www.myflorida.com)
  2. Choose "Business"
  3. Choose "Doing Business with the State"
  4. Under "Everything for Vendors and Customers" choose MyFloridaMarketplace/e-Pro
  5. Choose "Register with MFMP"
  6. Choose "New Vendor Registration"
  7. Enter your company name and tax ID number and update your mailing address and other information where applicable. Follow the prompts.
- 

#### SUBSTITUTE W-9 INSTRUCTIONS

1. Go to <https://flvendor.myfloridacfo.com>
2. Register at this website. This is a separate registration from the MyFloridaMarketPlace website
3. Provide password and click "register"
4. An email will be sent to you along with a User ID and instructions on how to enter the W-9 information.

A brief tutorial on using the website can be found at [https://flvendor.myfloridacfo.com/w9\\_training.pdf](https://flvendor.myfloridacfo.com/w9_training.pdf).

DFS has developed an email account specifically for questions about the three (3%) percent changes: [3percent@myfloridacfo.com](mailto:3percent@myfloridacfo.com).

Vendors who do not have internet access may submit a paper Substitute W-9 to the following address. Vendors must note on the form that they have no internet access or experienced a problem with the electronic online filing.

Vendor Management Section  
Florida Department of Financial Services  
Division of Accounting and Auditing  
200 East Gaines Street  
Tallahassee, Florida 32399-0354  
Fax: (850) 413-5550  
Phone: (850) 413-5519

**Request for Taxpayer  
Identification Number and Certification**

Give Form to the  
requester. Do not  
send to the IRS.

Print or type See Specific Instructions on page 2.	Name (as shown on your income tax return) <b>BOARD OF COUNTY COMMISSIONERS/PALM BEACH COUNTY</b>	
	Business name/disregarded entity name, if different from above	
	Check appropriate box for federal tax classification (required): <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate  <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶	
	<input checked="" type="checkbox"/> Other (see instructions) ▶ <b>GOVERNMENT/POLITICAL SUBDIVISION</b>	
	Address (number, street, and apt. or suite no.) <b>PO BOX 4036</b> City, state, and ZIP code <b>WEST PALM BEACH, FL 33402</b>	
List account number(s) here (optional)		Requester's name and address (optional)

**Part I Taxpayer Identification Number (TIN)**

Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

**Note.** If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Social security number								
			-			-		
Employer identification number								
5	9	-	6	0	0	0	7	8

**Part II Certification**

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
- I am a U.S. citizen or other U.S. person (defined below).

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 4.

Sign Here	Signature of U.S. person <i>Shannon Ramsey-Chessman</i>	Date ▶ <i>2/23/11</i>
-----------	---	-----------------------

**General Instructions**

Section references are to the Internal Revenue Code unless otherwise noted.

**Purpose of Form**

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

**Note.** If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

**Definition of a U.S. person.** For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

**Special rules for partnerships.** Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.





[Agency Login.](#)

Navigation

- [MarketView Home](#)
- [Vendor Search](#)
- [Commodity Search](#)
- [PO Search](#)

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:	FLAIR only

No Matching Commodities for Vendor

Class-Group	Item	Detail	Description	Contract
Displaying rows 1 through 0 of 0.				
<a href="#">Previous</a>	<a href="#">1</a>	<a href="#">Next</a>		

Execution Time: seconds

For assistance please contact the  
MyFloridaMarketPlace Customer Service Desk  
M - F 8:00 a.m. - 5:30 p.m. EST  
Phone 1-866-352-3776 (toll free)  
Vendor email assistance: [vendorhelp@myfloridamarketplace.com](mailto:vendorhelp@myfloridamarketplace.com)  
Agency email assistance: [buyerhelp@myfloridamarketplace.com](mailto:buyerhelp@myfloridamarketplace.com)

BID NUMBER: RFP/FFS-11/12-24

OPENING DATE: MARCH 30, 2012 @ 2:00 P.M.

**ATTACHMENT P**



ADAM H. PUTNAM  
COMMISSIONER

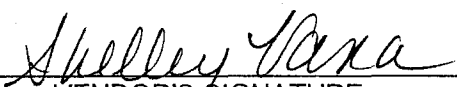
**Florida Department of Agriculture and Consumer Services  
Bureau of General Services**

**DRUGFREE 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



Dedicated to preserving the architectural and cultural heritage and the unique scenic quality of the Town of Palm Beach

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

March 14, 2012

To Whom It May Concern;

This letter is to express my solid affirmation and support for quality programs that teach outdoor Environmental Education. So much has been written lately addressing what author Richard Louv relevantly classifies as "Nature Deficit Disorder" and I have personally witnessed this malady that affects young people today. In response to this "disorder" I created a series of hands-on outdoor Gardening and Environmental Education programs for students in area schools in an effort to get them outdoors and engaged in Nature. My experiences in providing hands-on Environmental Science programs have repeatedly demonstrated the numerous benefits students gain from learning in, and about, Nature. This is particularly true for students from economically disadvantaged backgrounds.

My work in low-income rural schools quickly taught me that Environmental Education is primarily viewed as a middle-to upper-class mission but the vast majority of environmental degradation is most often found in low-income communities. Children in these communities are often left out of Environmental Education opportunities, which make it extremely difficult to forge an environmentally responsible society if children are not exposed to experiential outdoor learning. In fact, quite often in these rural in these underserved/under represented communities the grandparents and other relatives possess a far broader knowledge of the natural world than do the younger generations. Many children growing up in the Glades communities, an area almost expressly devoted to Florida agriculture, do not make the connection between plants they raise in the school garden and the vegetables on their plates at mealtime! I find this environmental disconnect appalling and disturbing.


This realization led me to develop Environmental Science and Gardening Outreach Programs specifically targeting students considered at-risk or whose families are economically-challenged. These programs embrace the goal of

connecting students with the natural world around them and assist in attaining more in-depth understanding and knowledge of the surrounding environment through interactive outdoor education.

It is through the act of conducting Environmental Education activities and investigations that at-risk students also learn respect for the rights of others, teamwork, self-direction, goal setting, and leadership through class discussions, working in cooperative groups and assisting others in performing investigations. Environmental experiential learning leads to increased social and life skills-students, shapes attitudes, encourages responsibility, creativity and develops accountability that often is absent in their lives. Those characteristics set the stage for students to become successful scholars, responsible citizens and future stewards of our precious environment.

Outdoor Education raises awareness of environmental impacts and needs, increases knowledge and appreciation of the natural world and develops students' skills and self-confidence. It promotes environmental stewardship and introduces young adults to environmentally-related career options. In my opinion we have an obligation to educate our youth of the wonders of the great outdoors and take ownership of the future of natural resources. For the above-mentioned reasons, I strongly support Palm Beach County's Urban and Community Forestry Grant project, "Strengthening Our Community Tree Canopy Through Education".

Sincerely,

A handwritten signature in cursive script that reads "Lynne K. Charter". The signature is written in dark ink and is positioned above the printed name.

Lynne K. Charter,  
Associate Educator

# SOUTH FLORIDA FAIR



PALM BEACH COUNTY EXPOSITIONS, INC.

9067 Southern Blvd. • PO Box 210367 • West Palm Beach, FL 33421-0367 • (561) 793-0333 • Fax (561) 790-5246

To Whom It May Concern:

Palm Beach County Extension Service assists the needs of area residents through the combined efforts of UF and Palm Beach County faculty and staff, volunteers, and Advisory Committees.

One of the many facets within the Extension service is the Environmental Horticulture Program. The Environmental Horticulture Program consists of a multitude of training and information efforts designed to meet the needs of Palm Beach County's diverse residential and commercial horticulture community. One such program/project that will help initiate, develop and engage just such an audience is their "Strengthening our Community Tree Canopy through Education ~ Year II" project. While hoping to gain the necessary funding to begin a second year, this program would create educational opportunities for professionals, volunteers, and homeowners.

The programs goal would be to initiate and develop urban forestry programs in and beyond Palm Beach County, with a focus on several critical topics including proper tree selection, planting, proper pruning, and importance of tree canopy and species diversity. In addition this program will work hand in hand with Palm Beach County 4-H Youth Development Program to implement a youth spotlighted component to the Project. Staff and volunteers will engage up to 20 urban youth (grades 6-12) in hands on education, leadership development and service learning -centered on urban forestry and environmental resources. This urban forestry youth TEAM will then partner with adult staff, volunteers and professionals to develop and implement a variety of Arbor Day activities for 200+ children and their families during January 2013.

With so many of our county residents living in a densely-populated, coastal environment, there is a great need to educate the community and youth about proper urban forestry practices. The proposed program will inspire youth and the community as a whole to become more aware of and involved with our urban forestry issues and the potential opportunities that surround them. For these important reasons, I hope you will consider funding this worthwhile project.

Sincerely,



**Chantel Pelton**

Agricultural Operations Assistant  
South Florida Fair  
P: 561-795-6419 F: 561-790-5237



**AGRIPLEX**  
AT THE SOUTH FLORIDA FAIRGROUNDS



**EXPO CENTER**  
*at the South Florida Fairgrounds*

# *City of Boca Raton*

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March 15, 2012

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

To Whom It May Concern:

This letter is in support of continuing 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-two 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.

Enhancing this program with a Community Urban Forestry Educational Summit and implementation of community Arbor Day activities will benefit residents on a community level.

For this reason, the City of Boca Raton endorses the continued funding of this grant for the Palm Beach County Cooperative Extension Service.

Very truly yours,

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

Nora Fosman  
Senior Environmental Officer