

**PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS**

AGENDA ITEM SUMMARY

| | | |
|------------------------------------|------------------------------|--------------------|
| Meeting Date: July 11, 2023 | (X) Consent | () Regular |
| | () Workshop | () Public Hearing |
| Department | | |
| Submitted By: | <u>County Administration</u> | |
| Submitted For: | <u>Office of Resilience</u> | |

I. EXECUTIVE BRIEF

Motion and Title: Staff recommends motion to:

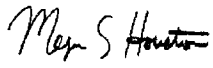
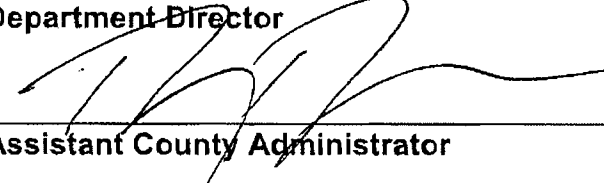
- A.) ratify** the signature of the Resilience Director on an Urban & Community Forestry (UCF) Program grant application submitted to the U.S. Department of Agriculture (USDA) on May 31, 2023, requesting \$10,467,229.94 to fund urban tree plantings and giveaways in disadvantaged census tracts of Palm Beach County (PBC), which would begin upon grant contract execution and end after five (5) years, and which includes one 5-year Urban Forestry Community Coordinator (UFCC) position at pay grade 38, which would be requested upon the grant being awarded and eliminated when grant funding is discontinued; and
- B.) delegate** to the County Administrator, or designee, the signatory authority on additional forms, certifications, contracts/agreements and amendments thereto, and any other necessary documents related to the USDA UCF grant that do not substantially change the scope of work, terms or conditions of the agreement;

SUMMARY: The Office of Resilience (OOR), the Parks and Recreation Department, and local nonprofit Community Greening have applied for a USDA UCF grant to expand tree canopy coverage through tree plantings and giveaways in disadvantaged census tracts of PBC to increase tree canopy to reduce extreme heat, mitigate stormwater flooding, and reduce utility costs. This project will also fund urban forestry workforce development. This project will prioritize areas with low tree-equity scores and high severity of urban heat. To meet the grant application deadline, the emergency signature process was utilized because there was insufficient time to submit this application through the regular agenda process. In addition, the County Administrator delegated signing authority to the Resilience Director. Due to future grant-related items requiring timely execution by the County, staff is requesting Board of County Commissioners approval for the County Administrator or designee to approve grant documents and to act as the designee and liaison for this project. A match waiver is available to projects implemented in 100% disadvantaged areas, so **no match is required for this grant.** Countywide RM

Background and Justification: Continued on Page 3

Attachments:

1. Emergency Memo with Application and NOFO
2. Delegation of Authority

| | | |
|------------------------|--|-------------|
| Recommended by: |  | 6/14/23 |
| | Department Director | Date |
| Approved by: |  | 6/28/2023 |
| | Assistant County Administrator | Date |

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:

| Fiscal Years | 2023 | 2024 | 2025 | 2026 | 2027 |
|--|----------|-----------|----------|----------|----------|
| Capital Expenditures | _____ | _____ | _____ | _____ | _____ |
| Operating Costs | _____ | _____ | _____ | _____ | _____ |
| External Revenues | _____ | _____ | _____ | _____ | _____ |
| Program Income (County) | _____ | _____ | _____ | _____ | _____ |
| In-Kind Match (County) | _____ | _____ | _____ | _____ | _____ |
| NET FISCAL IMPACT | _____ | _____ | _____ | _____ | _____ |
| # ADDITIONAL FTE POSITIONS (Cumulative) | <u>0</u> | <u>1*</u> | <u>0</u> | <u>0</u> | <u>0</u> |

Is Item Included in Current Budget? Yes _____ No X

Does this item include the use of federal funds? Yes X No _____

Budget Account No.:

Fund 0001 Department 261 Unit 2101 Object 3401 Program _____

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

*There is no fiscal impact associated with this item. When the final award letter is received from the USDA, an agenda item will be prepared in which the budget will be adjusted to reflect the actual award.

C. Department Fiscal Review: [Signature] 06/09/23

III. REVIEW COMMENTS

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

[Signature] 6/14/23
OFMB JA 6/13 MD 6/14
[Signature] 6/27/23
Contract Development and Control
MD 6/15/23

B. Legal Sufficiency:

[Signature] 6/27
Assistant County Attorney

C. Other Department Review:

Department Director

Background and Justification:

The USDA UCF program aims to provide multiyear, programmatic, competitive grants for tree planting and related activities, with a priority for projects that benefit underserved populations. Eligible uses of this funding include protecting, enhancing, and expanding equitable urban tree canopy coverage to maximize community access to human health, social, ecological, and economic benefits, particularly in disadvantaged and nature-deprived communities experiencing low tree canopy cover, extreme heat, and frequent flooding. This funding can also be used to foster community workforce development programs in urban forestry in disadvantaged communities that do not have adequate resources to install or maintain green infrastructure or are underrepresented. Extreme heat, stormwater flooding, and high energy costs are all issues for PBC residents, especially in disadvantaged areas. All of these issues can be addressed by expanding the urban tree canopy. For example, a single oak tree, over the course of its lifetime, can reduce the energy use of a nearby home by 4,000 kWh, intercept 160,000 gallons of rainwater, sequester 20,000 lbs. of CO₂, and reduce air pollutants.

This project proposal will expand the urban tree canopy through the planting and maintenance of trees on PBC lands in 6 parks and additional locations to be determined upon completion of a tree inventory on PBC lands. Since there is a high severity of extreme heat in urban neighborhoods, this project proposal also includes tree giveaways and community outreach in disadvantaged areas. This proposal also aims to fund a 5-year UFCC position to oversee the urban tree canopy expansion maintenance, grant management, and policy coordination with County departments, municipalities, and community stakeholders. Lastly, this project includes a green-collar workforce development program, which will train local youth in urban forestry to assist with tree propagation, establishment, and maintenance during the term of the grant period.



DATE: May 26, 2023

TO: Gregg K. Weiss, Mayor, Board of County Commissioners

THRU: Patrick Rutter, Assistant County Administrator

FROM: Megan S. Houston, Director, Office of Resilience *MSH*

SUBJECT: Authorization to Submit USDA Urban & Community Forestry Grant Application #1

Office of Resilience
2300 North Jog Road, 4th Floor
West Palm Beach, FL 33411-2743
(561) 233-2400
FAX: (561) 233-2414
www.pbcgov.com/resilience



**Palm Beach County
Board of County
Commissioners**

Gregg K. Weiss, Mayor

Maria Sachs, Vice Mayor

Maria G. Marino

Michael A. Barnett

Marci Woodward

Sara Baxter

Mack Bernard

County Administrator

Verdenia C. Baker

Pursuant to Section 309 of the Administrative Code, Office of Resilience staff request your approval to delegate authority to the County Administrator or designee to act as an Authorized Organization Representative on behalf of the Board of County Commissioners (BCC) for the online submittal of, and electronic signature on, a grant application for the U.S. Department of Agriculture (USDA) Forest Service (FS) Urban & Community Forestry (UCF) Inflation Reduction Act (IRA) grant, which will begin at grant execution and end five (5) years after grant execution.

USDA-FS-UCF-IRA grants aim to increase equitable access to trees and the benefits they provide in disadvantaged, urban communities. The Office of Resilience (OOR), the Parks & Recreation Department (PRD), and local nonprofit Community Greening aim to submit a \$10,467,299.94 grant proposal to expand tree canopy in disadvantaged communities through community tree giveaways and plantings at County park and community partner locations. The grant proposal will include tree maintenance through a "green-collar" workforce and youth engagement program.

The match requirement for this grant can be waived for programs that focus solely on disadvantaged communities, which is the case for this project proposal, so **there is no match required for this grant**. The grant application must be submitted through Grants.gov no later than June 1, 2023. The emergency signature process is being used due to insufficient time to submit this item through the BCC agenda process. Staff will submit this item at the next available BCC meeting.

Please contact me at (561) 681-6812 with any questions.

Attachments:

1. Grant Application
2. 2023 USDA FS UCF IRA Notice of Funding Opportunity

Reviewed By:

[Signature]
OFMB

[Signature]
Assistant County Attorney

[Signature] for
County Administration

Approved By:

[Signature]
Gregg K. Weiss, Mayor

"An Equal Opportunity
Affirmative Action Employer"

Official Electronic Letterhead

APPLICATION PACKAGE

USDA Forest Service Urban and Community Forestry
Inflation Reduction Act Notice of Funding Opportunity (NOFO)
Proposals are due by June 1st, 2023 11:59 PM EST

APPLICATION SUMMARY

Palm Beach County Tree Equity Campaign
Megan S. Houston
resilientpbc@pbcgov.org

TABLE OF CONTENTS

| | |
|--|----|
| Cover Sheet | 2 |
| Project Narrative | 5 |
| Budget | 12 |
| Budget Narrative | 14 |
| SF-424 | 18 |
| SF-424A | 21 |
| SF-424B | 23 |
| Additional Proposal Information | 25 |
| Project Partner Support Letter: Mark Cassini | 26 |

COVER SHEET

USDA Forest Service Urban and Community Forestry
Inflation Reduction Act Notice of Funding Opportunity (NOFO)
Proposals are due by June 1st, 2023 11:59 PM EST

GRANT CATEGORY

Inflation-Reduction-Act-Urban-and-Community-Forestry: Inflation Reduction Act - Urban and Community Forestry

PROJECT TITLE

Palm Beach County Tree Equity Campaign

PROJECT CONTACT INFORMATION

Primary Contact:

Megan S. Houston
Palm Beach County, Office of Resilience
Director
301 N. Olive Ave.
West Palm Beach, FL 33401
Phone: (561) 681-3812
Email: resilientpbc@pbcgov.org

Secondary Contact:

Natalie L Frendberg
Palm Beach County, Office of Resilience
Resilience and Sustainability Analyst
Email: nfrendberg@pbcgov.org

PROPOSAL ABSTRACT

(100 word maximum)

Palm Beach County (PBC) will partner with local urban forestry nonprofit Community Greening to expand urban tree canopies in PBC disadvantaged census tracts by planting trees on PBC-owned properties and conducting tree maintenance, tree giveaways, and community engagement. The project will train local youth in urban forestry, including tree propagation, establishment, and maintenance, and provide workforce development opportunities for them. A grant-funded Urban Forestry Community Coordinator will manage the program and grant, while coordinating tree canopy policy development with PBC departments and municipal partners. This project will mitigate PBC challenges of extreme heat, stormwater flooding, poor air quality, and tree inequity.

NON-FEDERAL FUNDS MATCH WAIVER

Applicant is seeking non-federal funds match waiver

FUNDING REQUEST AND MATCH

(Non-Federal Matching Funds MUST be equal to or greater than the Federal Funds Requested unless the applicant has requested a Non-Federal Funds Match Waiver.)

REQUESTED: \$10,467,229.94 + MATCHING: \$0.00 = TOTAL PROJECT: \$10,467,229.94

REQUESTING ADMINISTRATIVE / TECHNICAL ASSISTANCE

Applicant has not requested to to receive administrative and technical assistance from a designated Sub-Award Partner.

PASS-THROUGH FUNDING (SUB-AWARDS) PARTNER REQUEST

Applicant has not requested to be considered as a Pass-Through (Sub-Awards) partner.

PROJECT PARTNERS

1. Cassini, Mark

Community Greening Corp.

Executive Director

3601 N. Military Trail

Lynn University Social Impact Lab

Boca Raton, FL 33431

Phone: (561) 927-8733

Email: mcassini@communitygreening.org

PARTNER INVOLVEMENT:

Community Greening is a local, urban forestry nonprofit that has planted over 12,000 trees in Palm Beach County since 2016. They have planted trees in local parks, schools, and residential properties and work closely with community partners. They have a robust outreach program that includes tree giveaways, a volunteer program, and their Youth Tree Team. Community Greening will be a key partner in this project, as they will provide the trees, organize the planting and giveaway events, assist with community engagement, provide tree maintenance, and hire and provide workforce training to Youth Tree Team members.

PARTNER COMMITMENT LETTER INCLUDED: **YES** (see appendix)

— End of Cover Sheet —

PROJECT NARRATIVE- Palm Beach County Tree Equity Campaign

1. Project Scope Alignment:

Palm Beach County (PBC) is a large, coastal county in southeast Florida often known for its beaches and lavish oceanfront properties. However, PBC contains 110 disadvantaged census tracts (DCTs)(see Section 5) and is extremely vulnerable to climate change impacts including extreme heat, sea level rise, extreme precipitation, and nuisance flooding. Drainage and flooding challenges will continue to impact vulnerable communities disproportionately. There are 48 DCTs in the 90th or greater percentile for properties at risk of flood in the next 30 years.¹ PBC works to mitigate climate change impacts and adapt to climate change through programs and policies that prioritize low- and moderate-income and disadvantaged communities.

This PBC Urban Forestry Tree Campaign (the Project) aligns with the Urban and Community Forestry program (Program) goals by increasing equitable access to urban tree canopy and associated human health, environmental, and economic benefits in disadvantaged communities. The Project will select County parks and other County lands within DCTs, plant trees on those sites, host 'Pick and Grow' events to give trees to community organizations within DCTs, and host tree giveaway events to residents living within DCTs. The Project will prioritize tree planting and giveaway locations based on each DCT's tree equity score.¹ Expanding the urban canopy addresses the Florida Forest Service's Forest Action Plan goal of fragmentation by decreasing the isolation of forested lands.

The Project will support a Youth Tree Team (YTT) green-collar workforce development program. The Project will work with local youth interested in forestry and arboriculture careers. The Project will also align with Program goals by training the YTT in—and provide them hands-on experience with—urban forestry management, maintenance, and propagation best practices. The YTT will assist with giveaways and events, tree propagation, and and maintenance.

The Project will fund an Urban Forestry Community Coordinator (UFCC), who will work to meet Program goals by focusing on equitable, meaningful community engagement with DCT community-based organizations (CBOs) and stakeholders. The UFCC will identify and attend CBO meetings and seek feedback on project best practices that include 1) preferred tree giveaway locations, times, and tree species; 2) preferred tree planting locations for County properties, such as parks and libraries; 3) and policy considerations for increasing tree canopy in PBC DCTs. The UFCC will present to stakeholders on urban tree canopy health and environmental benefits, workforce development opportunities, and tree maintenance. The UFCC will coordinate with municipalities on policies, projects, and plans to increase canopy coverage.

The Project will improve PBC's community and forest resilience to climate change hazards including storms and extreme heat events, which is an issue addressed in the FL Forest Acton Plan, by expanding and maintaining urban tree canopy on both County and private properties within DCTs. Over its lifetime, a single oak tree can reduce air conditioning needs of an adjacent building by 30%,² intercept 160,000 gallons of rainwater,³ sequester 20,000 pounds of CO₂,³ and reduce multiple air pollutants.³ Properly placed trees can help prevent wind damage from tropical storms and hurricanes by serving as a protective buffer against high-speed winds.⁴

¹ <https://screeningtool.geoplatform.gov/en/methodology>

² USDA Forest Service

³ <https://planting.itreetools.org/>

⁴ <https://ncseagrant.ncsu.edu/coastwatch/current-issue/summer-2019/dont-cut-down-that-tree-preserving-a-protective-buffer-against-high-speed-winds/>

2. Implementation Strategy/Methodology/Timeline:

- *County Tree Plantings:* This Project will increase the urban tree canopy on County-owned lands within DCTs by hosting community tree plantings, aiming to plant 1,574 trees during the grant period. The Project will begin with 12 sites on PBC parks in DCTs. The Project will identify 27 additional sites using 1) PBC Office of Resilience's (OOR) tree canopy analysis of unincorporated PBC and a tree inventory on County-owned properties; 2) DCT Tree Equity Scores; and 3) extreme heat data. This Project will track trees by species and location using Tree Plotter, a publicly available online database.⁵
- *Tree Giveaway Events:* The Project will conduct tree giveaways staffed and organized by Community Greening (CG), aiming to give out 20,000 trees during the Project. The giveaways will prioritize residents in low tree canopy and socially vulnerable areas as determined by national environmental justice tools to target areas of highest need. Residents will provide their address during registration and eligibility confirmation so the Team can track tree species in Tree Plotter. Residents will select a limited number of their desired 3-gal. trees. The Team will tag each tree with the following information: tree benefits, tree species, proper planting methods, and tree planting initiatives and local campaigns.
- *'Pickup and Grow' Program:* This Project aims to distribute 2,500 trees during the grant to be planted on private property of local CBOs, places of worship, neighborhood associations, and other small citizen groups. These groups regularly contact CG to request free trees (usually 10-20 trees), though these groups are usually excluded from locally-funded tree campaigns or not within a giveaway area. The 'Pick up and Grow' Project component will provide free trees, tools, and education to these groups within DCTs, which provides additional community engagement opportunities with residents to learn about community urban forestry efforts. The giveaways will prioritize groups within and serving residents in low tree canopy and socially vulnerable areas as determined by national environmental justice tools to target areas of highest need. Pickup and Grow recipients will coordinate planting and maintenance with CG guidance.
- *'Youth Tree Team' Workforce Development Program:* The Project will provide opportunities to expand CG's YTT program to hire 10 YTT positions for the 5-year grant period, with new teens cycling into those positions as students graduate and positions become available. YTT is a youth workforce development program employing teens to create sustainable green spaces and a vibrant tree canopy to equitably strengthen PBC's environment, economy, society, and health. Teens will work 5 to 20 hours a week planting and caring for trees, obtaining job skills, and learning about urban 'green industry' career paths. The Team will prioritize teens living in DCTs and those who self-identify with a race, ethnicity, heritage, or gender that is underrepresented in the urban forestry professions. CG will train the YTT in plant and tree biology, identification and assessment, nursery operations, and other key arboriculture topics. Through this program, CG will provide approximately 22,550 workforce development people-hours to these participants.

⁵ <https://pg-cloud.com/CommunityGreening/>

- *Tree Maintenance Program:* This Project will fund tree maintenance for new trees planted in the DCTs, tree maintenance to previous CG planting cites within the DCTs, and invasive plant removal at John Stretch Park prior to the tree planting event. Existing efforts at local sites have typically received only one-year grant funding for maintenance, which is insufficient to maintain tree canopy coverage. This Project will supplement current tree maintenance capacity by funding additional maintenance by CG staff and hiring a contractor for the invasive species removal.
- *OOR and CG Staff Positions:* OOR will create a grant-funded, full-time UFCC to manage and implement the grant, which will be up to a 5-year position. The UFCC will work with stakeholders to identify additional planting locations, giveaway locations, preferred tree species, and maintenance needs. The UFCC will also work to increase tree canopy in DCTs through policies and land use regulations by partnering with County departments (e.g., Planning, Zoning, Engineering & Public Works, PBC UF/IFAS Cooperative Extension Office, Office of Community Revitalization) as well as PBC municipalities. The UFCC will liaise between local government and community stakeholders to ensure equitable tree canopy expansion. This funding will also fully support eight new CG positions and annual workforce development training that will be integral in the implementation of this project. Their roles will include event and outreach coordination, volunteer recruitment and coordination, staff training, YTT program coordination, and tree propagation and maintenance.

| Timeline of Activity Milestones | | |
|--|-------------------|--|
| Activity/ Milestone | Timeframe | Deliverables |
| Planting Events | | |
| Plantings 1-3 | Fall 2024 | Event Flyers & Marketing Materials, Volunteer Lists, Planting Maps, Lists of Species Planted, Event Photos |
| Plantings 4-8 | Throughout 2025 | |
| Plantings 9-14 | Throughout 2026 | |
| Plantings 15-17 | Throughout 2027 | |
| Plantings 18-20 | Early 2028 | |
| Planting Events | | |
| Giveaways 1-20 | 2024 | Event Flyers, Tree Recipient Location Maps, List of Species Distributed, Event Photos |
| Giveaways 21-40 | Throughout 2025 | |
| Giveaways 41-60 | Throughout 2026 | |
| Giveaways 61-80 | Throughout 2027 | |
| Giveaways 81-100 | 2028 | |
| Youth Tree Team | | |
| YTT Cohort 5 | Throughout 2024 | Participant lists, Photos, Examples of Workforce Development Activities & Educational Materials |
| YTT Cohort 2 | Throughout 2025 | |
| YTT Cohort 3 | Throughout 2026 | |
| YTT Cohort 4 | Throughout 2027 | |
| YTT Cohort 5 | Throughout 2028 | |
| Outreach for Planting Locations, Pick-up & Grow, Community Meetings, and Presentations | | |
| CG to Hire New Staff to Support Project | Early 2024 | Resume of Staff Hired |
| Outreach Activities | Ongoing 2024-2028 | Outreach Materials, Agendas, Sign-in Sheets |
| Urban & Community Canopy Expansion Policies and Planning | | |

| | | |
|---------------------------------|-------------------|--|
| Hire PBC UFCC | Early 2024 | Resume of Staff Hired |
| Stakeholder Engagement | Ongoing 2024-2028 | Meeting Agendas and Minutes |
| Policy Planning | Ongoing 2024-2028 | Summary Report of Policy Recommendations |
| Program Planning | Ongoing 2024-2028 | Summary Report of Future Program Plans |
| <i>Urban Forest Maintenance</i> | | |
| Exotic Plant Removal | Spring 2024 | Map of Exotic Plants Removed/ Treated at John Stretch Park |
| Urban Forest Maintenance | Ongoing 2024-2028 | Maps and Description of Tree and Habitat Maintenance Performed by CG and Parks Staff |

Goals, Outcomes, and Assessment:

- Increase Tree Canopy in PBC DCTs through Park and Community Plantings:*
Between Spring 2024 and Fall 2028, the Project Team will plant 1,574 trees in 12 shovel-ready County park locations and 8 other public spaces in PBC DCTs to increase tree canopy and shade for visitors. This Project aims to increase canopy in these sites towards the recommended 35% for a healthy community. Baseline tree canopy coverage will be determined as part of OOR's tree canopy analysis to be completed in 2024. The Team will estimate canopy increase using the number of trees of each species planted multiplied by the average canopy of a mature tree.
- Increase Tree Canopy in the DCTs through DCT Community Tree Giveaways:*
Between Spring 2024 and Fall 2028, the Project will give at least 20,000 trees to DCT residents in at least 40 different locations to increase tree canopy coverage within neighborhoods. These trees will include both native and fruit-bearing trees. The Project aims to increase the average tree canopy coverage in the DCTs that this Project impacts by approximately 2.5%. The Team will calculate canopy increase annually using the number of trees provided, with a loss factor for trees that might die or not get planted, species, and mature canopy coverage averages.
- Mitigate Storm Water Flooding in the DCT Communities:* At the end of the grant period, the Project Team will calculate estimated stormwater runoff avoided and rainfall intercepted by the trees planted through direct plantings and assumed plantings from resident giveaways using the number of trees planted and given away, and the size and species of the trees, using the i-Tree Benefits Calculator for the current year and 20-year cumulative estimates.
- Improve Air Quality in DCT Communities:* At the end of the grant period, the Project Team will calculate the estimated amount of oxygen produced, carbon dioxide sequestered, airborne pollutants (carbon monoxide, ozone, nitrogen dioxide, sulfur dioxide, and particulate matter 2.5 micrometers and smaller) reduced by the Project.
- Attend Community Meetings to Gain Feedback from Community Members:* Each year of the grant, the Project Team will attend at least 6 community meetings and aim to reach at least 600 community members in total. The Team will provide Project outreach and tree benefit education while gaining insight into community tree species preference for

giveaways, potential Pick Up and Grow community partners, ideal locations for tree giveaways, and culturally significant fruit-bearing trees to be included in giveaways.

- *Offer Workforce Development Opportunities to Community Members:* Within the first 2 months of the Project, CG will hire a Program Manager to oversee Project Activities. The Program Manager will recruit and hire a local Education and Outreach Coordinator and Youth Tree Team Staff Co-Leads. Beginning in Spring 2024, the Project Team will recruit and hire up to 10 local youth to learn about arboriculture and assist with tree plantings and maintenance. New participants will be recruited to participate each year of the grant as participating youth graduate or find other opportunities. By the end of the grant period, the Project will support an estimated 22,550 hours of workforce development to area youth.
- *Offer Educational Opportunities to Community Members:* At all outreach events, the Team will offer tree canopy education on trees and equity, trees and health, environmental benefits of trees, and proper tree planting and maintenance. The Team aims to reach at least 6,000 community members through the Project and provide tree education to all of them.

3. Capability and Capacity:

PBC Office of Resilience (OOR)

OOR works to ensure a sustainable and thriving PBC while confronting a changing climate through equitable adaptation, mitigation, and sustainable development. OOR is developing a tree canopy analysis for unincorporated PBC and a tree canopy inventory for County-owned lands. OOR has organized a multi-jurisdictional group to participate in an inaugural Urban Heat & Urban Forestry Cohort. The Cohort is an accelerator helping governments implement equity-centered, nature-based solutions that address extreme heat and lack of urban tree canopy. For this Project, OOR will coordinate the Project, manage the grant, and hire the new UFCC.

Megan Houston, Office of Resilience Director: Experienced leader with a background in urban resiliency and sustainability, community development, and environmental law and policy.

- Education: B. Design, University of Florida; M.S. Urban Environmental Systems Management, Pratt Institute; J.D., Brooklyn Law School.
- Disciplines: Strategic Development, Policy Development, and Implementation

Natalie Frendberg, Resilience & Sustainability Analyst: Environmental educator with expertise in reforestation, carbon sequestration, community outreach, and partnership development.

- Education: B.S. Environmental Science, B.A. Anthropology, Lehigh University; M.Ed. Environmental Education, Florida Atlantic University.

- Disciplines: Grant Management, Project Management, Adaptation Planning

Benjamin Delin, Resilience & Sustainability Analyst: Experienced with land trusts and wildlife conservations, lead the County's partnership with an Urban Heat and Forestry Cohort.

- Education: B.S. Sustainability Studies, Muhlenberg College; M.S. Environmental Policy Design, Lehigh University; Thesis Candidate for M.P.P., Lehigh University, Public Policy.
- Disciplines: Environmental Policy, Conservation, and Public Administration

PBC Parks and Recreation Department (PRD)

PRD provides opportunities for healthy, happy living through award-winning parks, inclusive experiences, and environmental stewardship. PRD owns and manages 107 properties spanning over 8,500 acres and provides organized recreational programs and services for people of all ages and abilities. PRD is approximately 50% complete in its Parks Re-Greening Master Plan to address extreme heat and make parks more comfortable places to recreate. PRD will support the Project to implement Re-Greening plans for at least 6 PRD sites within DCTs.

Jean Matthews, Senior Planner: 20+ years' experience in park planning, real estate acquisition, and grant writing.

- Education: B.S. Business, Real Estate & Urban Planning, University of Florida
- Affiliations: PBC Transportation Planning Agency, PBC Zoning Development Review Officer

Casey Prancun, Landscape Architect: 14+ years' experience in park planning and design.

- Education: M. Landscape Architecture, Florida International University; B.A. Communications, B.S. Psychology, Palm Beach Atlantic University.
- Affiliations: ASLA, FLASLA, CPSI, PBC Community Revitalization Team Member

Community Greening (CG)

CG strives to build an engaged community by creating sustainable greenspaces and a vibrant tree canopy to equitably strengthen PBC's environment. CG takes a positive, proactive, community-centered approach to address climate change's ecological and human risks. For the Project, CG will lead equitable urban tree canopy outreach and implementation. CG will engage DCT stakeholders in activities including 1) park and community space tree planting events; 2) resident tree giveaway events; 3) YTT workforce development; 4) Pickup and Grow giveaways; and 5) tree maintenance to newly planted and existing tree canopy sites within PBC DCTs.

Mark Cassini, Co-Founder and Executive Director: Experienced nonprofit leader with a diverse career including international work in Kenya and community organizing in South Florida.

- Education: BA, Indiana University, Cultural Anthropology. MA, University of the Pacific, International Studies/Intercultural Relations.
- Disciplines: Administration, Project Planning, Planting, and Maintenance

Adriene Tynes, Operations Director: 10+ years' experience in nonprofit structure, policies and procedures, governance, program evaluation, and financial management.

- Education: B.A. English Literature with a minor in Nonprofit Leadership, University of Florida; M.P.A. Nonprofit Management, Indiana University-Purdue University Indianapolis; M.A. Philanthropic Studies, Indiana University-Purdue University Indianapolis; Graduate Certificates in Conflict Mediation/Resolution and Fund Development.
- Disciplines: Administration and Project Planning

Michele Laskowski, Urban Forestry Director: Bilingual ISA Certified Arborist with 20+ years' experience in botany, arboriculture, urban forestry, horticulture, restoration, plant nurseries, and land management

- Education: M.S. Agriculture, Colorado State University; B.S. Forestry, Michigan Technological University.
- Disciplines: Administration, Arboriculture, Project Planning, Planting, and Maintenance

Josh Weiner, Events and Marketing Manager: Experienced marketing and event production professional with 15 years' experience developing national brand marketing campaigns and producing festivals drawing over 100,000 attendees.

- **Education:** B.S. Business and Management, University of Maryland; Hospitality and Tourism Management Certificate, Florida Atlantic University.
- **Disciplines:** Event Management, Project Planning, and Marketing

4. Communications Plan:

PBC and CG will promote outreach events through both organizations' social media, press releases, blog posts, newsletters, and Project community meetings to inform residents of Project events and share Project community successes. The Team will conduct outreach at community events and community organization meetings to recruit planting event volunteers, Pickup and Grow community partners.

All Project marketing and outreach materials, including for County Tree Plantings, Pickup and Grow Events, YTT Workforce Development, and Tree Maintenance efforts, will include language acknowledging and thanking the USDA Forest Service for Project funding and support. YTT apparel will highlight USDA funding. Planting sites will have signage thanking the USDA.

5. Evidence of Disadvantaged Community Status for projects requesting Match Waiver:

The Project will only work within the 110 DCTs in PBC, FL, as determined by the White House Council on Environmental Quality's Climate and Economic Justice Screening Tool. Approximately 495,000 people reside in these DCTs, which is 34% of the PBC population. PBC residents in these DCTs are comprised of 34% White, 30% Hispanic or Latino, 32% Black or African American, and 4% other. PBC also has a large elderly population, with 21% of residents in DCTs over 64 years old. PBC has 99 DCTs that are low income, with 50% of residents in DCTs living below 200% of the Federal Poverty Line and 71% living below <100% of the Federal Poverty Line. Many of these DCTs also have high rates of health issues, including asthma, diabetes, heart disease, and low life expectancies.⁶

The Project will track all aspects using the census tracts, and program Project funds will only be used within the 110 DCTs. Tree giveaway events will be marketed to PBC residing in the DCT areas, with eligibility confirmed by sufficient justification. Pickup and Grow programs will only be for CBOs within these DCTs. YTT participants will be recruited from DCT communities. The tree plantings and maintenance will only take place on properties within the DCTs. Finally, the PBC UFCC will focus on projects and policies that will expand tree canopy coverage, forestry education and outreach efforts, and green-collar workforce development opportunities specifically in the DCTs.

⁶ <https://screeningtool.geoplatform.gov/en/methodology>

BUDGET TABLE- Palm Beach County Tree Equity Campaign

| | | Federal Funds | Non-Federal Match | | Total |
|---------------------|---|------------------|-------------------|---------|------------------|
| | | (requested) | Cash | In-Kind | |
| Personnel | PBC Urban Forestry Community Coordinator | \$ 348,704.89 | \$ - | \$ - | \$ 348,704.89 |
| Fringe Benefits | PBC Urban Forestry Community Coordinator | \$ 86,091.65 | \$ - | \$ - | \$ 86,091.65 |
| Travel | N/A | \$ - | \$ - | \$ - | \$ - |
| Equipment | N/A | \$ - | \$ - | \$ - | \$ - |
| Supplies | N/A | \$ - | \$ - | \$ - | \$ - |
| Contractual | Community Greening Contract* | \$ 9,816,833.40 | \$ - | \$ - | \$ 9,816,833.40 |
| | Invasive Species Removal Contract | \$ 215,600.00 | \$ - | \$ - | \$ 215,600.00 |
| | | | | | |
| Total Direct Costs: | | \$ 10,467,229.94 | \$ - | \$ - | \$ 10,467,229.94 |
| Indirect Cost: | | \$ - | \$ - | \$ - | \$ - |
| Total Project Cost: | | \$ 10,467,229.94 | \$ - | \$ - | \$ 10,467,229.94 |

*Community Greening cost breakdown on next page

Community Greening Cost Breakdown

| | Items | Federal Funds Requested |
|------------------------|---|-------------------------|
| Personnel | | |
| | Wages and Taxes | \$ 5,022,251.00 |
| | Workers Compensation | \$ 173,663.00 |
| | Fringe Benefits | \$ 958,790.00 |
| Travel | | |
| | Fuel & Maintenance | \$ 185,595.00 |
| Equipment | | \$ - |
| Supplies | | |
| | Trees | \$ 1,281,149.00 |
| | Planting supplies for volunteer events and Youth Tree Team, safety supplies for volunteers and staff, computers | \$ 123,115.00 |
| | Equipment rental | \$ 336,000.00 |
| Contractual | | |
| | Accounting | \$ 73,261.00 |
| | Auditing | \$ 61,051.00 |
| | DJ, Photo/Video services for giveaway events and plantings | \$ 186,969.00 |
| | IT Services | \$ 139,776.00 |
| Other | | |
| | Auto insurance on leased vehicles | \$ 137,365.00 |
| | Other insurance policies (liability, crime, pollution, property, D&O) | \$ 41,209.00 |
| | Software | \$ 29,304.00 |
| | Telecommunications | \$ 18,315.00 |
| | Payroll processing and background screenings | \$ 36,631.00 |
| | Professional development for workforce development f/t staff | \$ 30,526.00 |
| | Tree tags with species and planting info for giveaway trees | \$ 27,473.00 |
| | Signage for park plantings | \$ 12,500.00 |
| | Coworking space for Project staff, partial nursery rent | \$ 49,451.00 |
| SUBTOTAL: | | \$ 8,924,394.00 |
| Indirect Costs: | | \$ 892,439.40 |
| TOTAL: | | \$ 9,816,833.40 |

Budget Narrative- Palm Beach County Tree Equity Campaign

This project is requesting a non-federal matching funds waiver as the project will only be implemented in disadvantaged census tracts.

Personnel

Palm Beach County Urban Forestry Community Coordinator position to work with community and inter-departmental stakeholders, research policy changes that would expand tree canopy in disadvantaged census tracts, and work on expanding the urban forestry program:

| Year | Salary with 3% cost of living increase/year |
|-------|---|
| 2024 | \$ 65,680.16 |
| 2025 | \$ 65,680.16 |
| 2026 | \$ 69,680.08 |
| 2027 | \$ 71,770.48 |
| 2028 | \$ 73,923.60 |
| TOTAL | \$ 348,704.89 |

Fringe Benefits

Fringe benefits associated with the Palm Beach County Urban Forestry Community Coordinator Position are as follows:

| Year | Rates | 2024 | 2025 | 2026 | 2027 | 2028 |
|---------------------------|-------------|-------------|-------------|-------------|-------------|-------------|
| Florida Retirement System | 13.95% | \$9,162.38 | \$9,437.25 | \$9,720.37 | \$10,011.98 | \$10,312.34 |
| Social Security | 6.20% | \$4,072.17 | \$4,194.34 | \$4,320.17 | \$4,449.77 | \$4,583.26 |
| Medicare | 1.45% | \$952.36 | \$980.93 | \$1,010.36 | \$1,040.67 | \$1071.89 |
| Health | \$14,400.00 | \$14,400.00 | \$14,832.00 | \$15,276.96 | \$15,735.27 | \$16,207.33 |
| Subtotal | | \$28,586.91 | \$29,444.52 | \$30,327.86 | \$31,237.69 | \$32,174.82 |
| TOTAL | | \$86,091.65 | | | | |

Supplies-N/A

Travel-N/A

Contractual

- Invasive Species Removal Contract:
Cost to remove and treat invasive species at John Stretch Park prior to native tree plantings by Community Greening. This 56.2 acre park requires extensive invasive species removal and treatment in order to maintain a healthy, urban forest at this site so that the native trees planted are not outcompeted by invasive species.

| Item | | Unit | Unit Price | Total Price |
|---|-----|-------|--------------|---------------------|
| Supervisor | 200 | Hours | \$ 44.00 | \$8,800.00 |
| Laborers | 200 | Hours | \$ 24.00 | \$8,800.00 |
| Laborer w/chain saw | 120 | Hours | \$ 45.00 | \$5,400.00 |
| Excavators | 400 | Hours | \$ 120.00 | \$48,000.00 |
| Front End Loader | 300 | Hours | \$ 90.00 | \$27,000.00 |
| Hydro Axe | 120 | Hours | \$ 90.00 | \$16,800.00 |
| Dump Truck (100cy) | 160 | Hours | \$ 140.00 | \$22,400.00 |
| Skid Steer | 160 | Hours | \$ 90.00 | \$14,400.00 |
| Tub Grinder | 160 | Hours | \$ 300.00 | \$48,000.00 |
| Chemicals, Grapple Truck @ 55 c. y., Mobilization/Demobilization | 2 | each | \$ 10,000.00 | \$20,000.00 |
| TOTAL | | | | \$215,600.00 |

• Community Greening Contract:

Personnel costs are the largest expenditure required to perform the proposed activities for community outreach/workforce development, tree planting events, and tree distribution events. An appropriate percentage of current staff time is allocated to the Project, with lead staff taking between 50-60% of total time towards the Project, management staff 50% of total time, and support/tree care/workforce development staff taking between 25-35% of total time.

This Project will fully support eight new full-time Community Greening staff members for the grant period (highlighted below); all but the Program Manager will be employed as part of Community Greening’s workforce development strategies, which include hiring staff from communities with low tree canopy to maintain newly planted trees, support the growth of healthy trees in CG’s nursery, and promote urban forestry programs and initiatives. Staff work 32-40 hours a week and receive continuing education and professional development in urban forestry.

This Project will also support ten new paid Youth Tree Team positions for local youth age 14-19. The positions will be filled as participating students graduate or pursue other educational/workforce readiness opportunities.

The chart below details the wages for each staff member’s time allocated to this Project. Total taxes, workers’ compensation costs, and fringe benefits are \$1,494,528.72.

| Personnel Title | % of Time | 2024 – 2028 Wages |
|--------------------------------------|-----------|-------------------|
| Executive Director | 50% | \$338,226.48 |
| Outreach and Communications Director | 50% | \$248,033.98 |
| Operations Director | 50% | \$276,218.34 |
| Fractional CFO | 50% | \$84,556.39 |
| Events and Marketing Manager | 60% | \$162,348.28 |
| Program Manager | 100% | \$426,164.23 |

| | | |
|---------------------------------------|------|--------------|
| Program Coordinator | 60% | \$169,112.79 |
| Education and Outreach Coordinator | 100% | \$267,254.58 |
| Urban Forestry Director | 60% | \$297,640.77 |
| Community Forester/Arborist | 60% | \$219,846.63 |
| Nursery Technician | 60% | \$138,486.46 |
| Nursery Technician | 100% | \$218,662.84 |
| Nursery Technician | 100% | \$218,662.84 |
| Tree Technician Supervisor | 50% | \$140,927.32 |
| Sr. Tree Technician/YTT Staff Co-Lead | 25% | \$67,042.03 |
| Sr. Tree Technician/YTT Staff Co-Lead | 25% | \$63,958.88 |
| Sr. Tree Technician | 25% | \$63,958.88 |
| Tree Technician | 25% | \$57,702.69 |
| Tree Technician (YTT North Co-Lead) | 100% | \$230,810.77 |
| Tree Technician (YTT North Co-Lead) | 100% | \$230,810.77 |
| Tree Technician | 100% | \$218,662.84 |
| Tree Technician | 100% | \$218,662.84 |
| Urban Orchards Technician | 30% | \$20,225.89 |
| Youth Tree Team Member/Lead Teen (1) | 100% | \$35,294.64 |
| Youth Tree Team Member (9) | 100% | \$291,180.81 |

Travel costs include mileage reimbursement for employee owned and fuel and maintenance costs for company leased vehicles used for community outreach, planting and giveaway events, tree maintenance, and workforce development programming.

Tree costs include all associated labor and materials costs, including stakes, trunk guards, mulch, and water. Many of the trees to be planted and distributed will be grown in Community Greening's nursery by staff and volunteers participating in our workforce development program. Participants in the nursery receive hands on experience and training in key green industry job skills like plant and tree identification, techniques for repotting growing trees, plant propagation, and proper tree planting and maintenance.

Other supplies include the planting and safety supplies necessary for staff and volunteers at events (e.g., shovels, gloves, ear protection, post pounders, first aid kits, boots, uniforms, hats, and sun protection).

Equipment rental costs include leasing 2 heavy duty trucks capable of towing tree trailers and watering trailers, a 12-passenger van for the Youth Tree Team members and staff, and 2 watering trailers with pumps and hoses.

Contracted services for the project include:

- CPA for grant financial management services, bookkeeping services, and auditing services to ensure grant funds are expended, tracked, and recorded appropriately.

- DJ and Photography Services for community events.
- IT management services.

Other expenses for the project include:

- Insurance (Automotive, Crime, General Liability, Crime, Environment, and Directors & Officers).
- Software for staff working on the project, including Office 365, Adobe Design, and access to Tree Plotter.
- Telecommunications including cell phone stipends for participating staff.
- Background screening and payroll processing for new hires, including Youth Tree Team.
- Professional development for full-time workforce development staff.
- Printing and copying including tree tags with species and planting information for giveaways, educational materials included in community outreach efforts, and signage at significant planting sites.
- Rent for coworking office space on the Lynn University campus and the leased nursery space in Boca Raton.

| Application for Federal Assistance SF-424 | | |
|--|--|---|
| <div>* 1. Type of Submission: <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application</div> | | |
| <div>* 2. Type of Application: <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision</div> | | |
| <div>* If Revision, select appropriate letter(s): <div></div> * Other (Specify): <div></div></div> | | |
| <div>* 3. Date Received: 05/31/2023</div> | | |
| <div>4. Applicant Identifier: <div></div></div> | | |
| <div>5a. Federal Entity Identifier: <div></div></div> | | <div>5b. Federal Award Identifier: <div></div></div> |
| State Use Only: | | |
| <div>6. Date Received by State: <div></div></div> | | <div>7. State Application Identifier: <div></div></div> |
| 8. APPLICANT INFORMATION: | | |
| <div>* a. Legal Name: County of Palm Beach</div> | | |
| <div>* b. Employer/Taxpayer Identification Number (EIN/TIN): 59-6000785</div> | | <div>* c. Organizational DUNS: XL2DNFMPCR44</div> |
| d. Address: | | |
| <div>* Street1: 301 N Olive AVE</div> | | |
| <div>Street2: 301 N Olive AVE</div> | | |
| <div>* City: West Palm Beach</div> | | |
| <div>County/Parish:</div> | | |
| <div>* State: FL: Florida</div> | | |
| <div>Province:</div> | | |
| <div>* Country: FL: Florida</div> | | |
| <div>* Zip / Postal Code: 33401-4700</div> | | |
| d. Address: | | |
| <div>Department Name: Office of Resilience</div> | | <div>Division Name: N/A</div> |
| f. Name and contact information of person to be contacted on matters involving this application: | | |
| <div>Prefix: <div></div> * First Name: Natalie</div> | | |
| <div>Middle Name: <div></div></div> | | |
| <div>* Last Name: Frenenberg</div> | | |
| <div>Suffix: <div></div></div> | | |
| <div>Title: Resilience & Sustainability Analyst</div> | | |
| <div>Organizational Affiliation: <div></div></div> | | |
| <div>* Telephone Number: 561-233-2474</div> | | <div>Fax Number: <div></div></div> |
| <div>* Email: nfrenenberg@pbcgov.org</div> | | |

Application for Federal Assistance SF-424

* 9. Type of Applicant 1: Select Applicant Type:

B: County Government

Type of Applicant 2: Select Applicant Type:

B: County Government

Type of Applicant 3: Select Applicant Type:

B: County Government

* Other (specify):

* 10. Name of Federal Agency:

USDA Forest Service

11. Catalog of Federal Domestic Assistance Number:

CFDA Title:

* 12. Funding Opportunity Number:

USDA-FS-2023-UCF-IRA-01

* Title:

13. Competition Identification Number:

Title:

14. Areas Affected by Project (Cities, Counties, States, etc.):

Add Attachment

Delete Attachment

View Attachment

* 15. Descriptive Title of Applicant's Project:

Palm Beach County Tree Equity Campaign

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments

| Application for Federal Assistance SF-424 | |
|--|---|
| 16. Congressional Districts Of: | |
| * a. Applicant | FL-021 |
| * b. Program/Project | FL-020 |
| Attach an additional list of Program/Project Congressional Districts if needed. | |
| Congressional Districts Included in Project | <div>Add AttachmentDelete AttachmentView Attachment</div> |
| 17. Proposed Project: | |
| * a. Start Date: | 01/01/2024 |
| * b. End Date: | 12/31/2028 |
| 18. Estimated Funding (\$): | |
| * a. Federal | 10,467,229.94 |
| * b. Applicant | 0.00 |
| * c. State | 0.00 |
| * d. Local | 0.00 |
| * e. Other | 0.00 |
| * f. Program Income | 0.00 |
| * g. TOTAL | 10,467,229.94 |
| * 19. Is Application Subject to Review By State Under Executive Order 12372 Process? | |
| <div><input type="checkbox"/> a. This application was made available to the State under the Executive Order 12372 Process for review on</div> <div><input type="checkbox"/> b. Program is subject to E.O. 12372 but has not been selected by the State for review.</div> <div><input checked="" type="checkbox"/> c. Program is not covered by E.O. 12372.</div> | |
| * 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.) | |
| <div><input type="checkbox"/> Yes<input checked="" type="checkbox"/> No</div> <div>If "Yes", provide explanation and attach</div> <div><div></div><div>Add AttachmentDelete AttachmentView Attachment</div></div> | |
| 21. *By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001) | |
| <div><input checked="" type="checkbox"/> ** I AGREE</div> <div>** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.</div> | |
| 18. Estimated Funding (\$): | |
| Prefix: | |
| * First Name: | Megan |
| Middle Name: | |
| * Last Name: | Houston |
| Suffix: | |
| * Title: | Director, Office of Resilience |
| * Telephone Number: | 561-681-3812 |
| Fax Number: | |
| * Email: | MSHouston@pbcbgov.org |
| * Signature of Authorized Representative: | <div><div></div><div>Megan S Houston</div></div> |
| * Date Signed: | 05/25/2023 |

Budget Information - Non Construction Programs

OMB Approval No. 0348-0044

| SECTION A - BUDGET SUMMARY | | | | | | |
|--|--|-----------------------------|--------------------|-----------------------|--------------------|--------------|
| Grant Program Function or Activity (a) | Catalog of Federal Domestic Assistance Number (b) | Estimated Unobligated Funds | | New or Revised Budget | | |
| | | Federal (c) | Non-Federal (d) | Federal (e) | Non-Federal (f) | Total (g) |
| Inflation Reduction Act 1. – Urban & Community Forestry | 10.727 | | | \$10,467,230 | \$0 | \$10,467,230 |
| 2. | | | | | | \$0 |
| 3. | | | | | | \$0 |
| 4. | | | | | | \$0 |
| 5. Totals | | \$0 | \$0 | \$10,467,230 | \$0 | \$10,467,230 |

| SECTION B - BUDGET CATEGORIES | | | | | |
|--|--|-----|-----|-----|------------------|
| 6. Object Class Categories | Grant Program, Function or Activity | | | | Total (5) |
| | Inflation Reduction Act – Urban & Community Forestry | (2) | (3) | (4) | |
| a. Personnel | \$ 348,704.89 | | | | \$ 348,704.89 |
| b. Fringe Benefits | \$ 86,091.65 | | | | \$ 86,091.65 |
| c. Travel | \$ - | | | | \$ - |
| d. Equipment | \$ - | | | | \$ - |
| e. Supplies | \$ - | | | | \$ - |
| f. Contractual | \$ 10,032,433.40 | | | | \$ 10,032,433.40 |
| g. Construction | \$ - | | | | \$ - |
| h. Other | \$ - | | | | \$ - |
| i. Total Direct Charges (sum of 6a-6h) | \$ 10,467,229.94 | \$0 | \$0 | \$0 | \$ 10,467,229.94 |
| j. Indirect Charges | \$ - | | | | \$ - |
| k. Totals (sum of 6i-6j) | \$ 10,467,229.94 | \$0 | \$0 | \$0 | \$ 10,467,229.94 |
| 7. Program Income | \$ - | | | | \$ - |

Authorized for Local Reproduction

SF-424A (Rev. 4-92)
Prescribed by OMB Circular A-102

| SECTION C - NON-FEDERAL RESOURCES | | | | | |
|---|---------------|------------|-------------------|------------|--|
| (a) Grant Program | (b) Applicant | (c) State | (d) Other Sources | (e) Totals | |
| 8. Inflation Reduction Act – Urban & Community Forestry | \$0 | \$0 | \$0 | \$0 | |
| 9. | | | | \$0 | |
| 10. | | | | \$0 | |
| 11. | | | | \$0 | |
| 12. Total (sum of lines 8 - 11) | \$0 | \$0 | \$0 | \$0 | |

| SECTION D - FORECASTED CASH NEEDS | | | | | |
|------------------------------------|--------------------|-------------|-------------|-------------|-------------|
| | Total for 1st Year | 1st Quarter | 2nd Quarter | 3rd Quarter | 4th quarter |
| 13. Federal | \$2,279,062 | \$515,866 | \$515,866 | \$515,866 | \$731,466 |
| 14. Non-Federal | \$0 | \$0 | \$0 | \$0 | \$0 |
| 15. Total (sum of lines 13 and 14) | \$2,279,062 | \$515,866 | \$515,866 | \$515,866 | \$731,466 |

| SECTION E - BUDGET ESTIMATES OF FEDERAL FUNDS NEEDED FOR BALANCE OF THE PROJECT | | | | | |
|---|--------------------------------|-------------|-----------|------------|-----------|
| (a) Grant Program | Future Funding Periods (Years) | | | | |
| | (b) First | (c) Second | (d) Third | (e) Fourth | (f) Fifth |
| 16. | | | | | |
| 17. | | | | | |
| 18. | | | | | |
| 19. | | | | | |
| 20. Total (sum of lines 16-19) | \$0 | \$0 | \$0 | \$0 | \$0 |

| SECTION F - OTHER BUDGET INFORMATION | |
|--------------------------------------|--------------|
| 21. Direct Charges | \$10,467,230 |
| 22. Indirect Charges | \$0.00 |
| 23. Remarks | |

Authorized for Local Reproduction

SF-424A (Rev. 4-92)
Prescribed by OMB Circular A-102

ASSURANCES - NON-CONSTRUCTION PROGRAMS

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0040), Washington, DC 20503.

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

NOTE: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and, (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
8. Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

Previous Edition Usable

Authorized for Local Reproduction

Standard Form 424B (Rev. 7-97)
Prescribed by OMB Circular A-102

9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333), regarding labor standards for federally-assisted construction subagreements.

10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.

11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93- 205).

12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.

13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593(identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).

14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.

15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.

16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.

17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."

18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.

19. Will comply with the requirements of Section 106(g) of the Trafficking Victims Protection Act (TVPA) of 2000, as amended (22 U.S.C. 7104) which prohibits grant award recipients or a sub-recipient from (1) Engaging in severe forms of trafficking in persons during the period of time that the award is in effect (2) Procuring a commercial sex act during the period of time that the award is in effect or (3) Using forced labor in the performance of the award or subawards under the award.
- | | |
|---|--------------------------------|
| SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL | TITLE |
| <div><div>Megan S. Houston</div><div>Megan S. Houston</div></div> | Director, Office of Resilience |
| APPLICANT ORGANIZATION | DATE SUBMITTED |
| County of Palm Beach | 05/25/2023 |
- Standard Form 424B (Rev. 7-97) Back
- Page 24 of 26

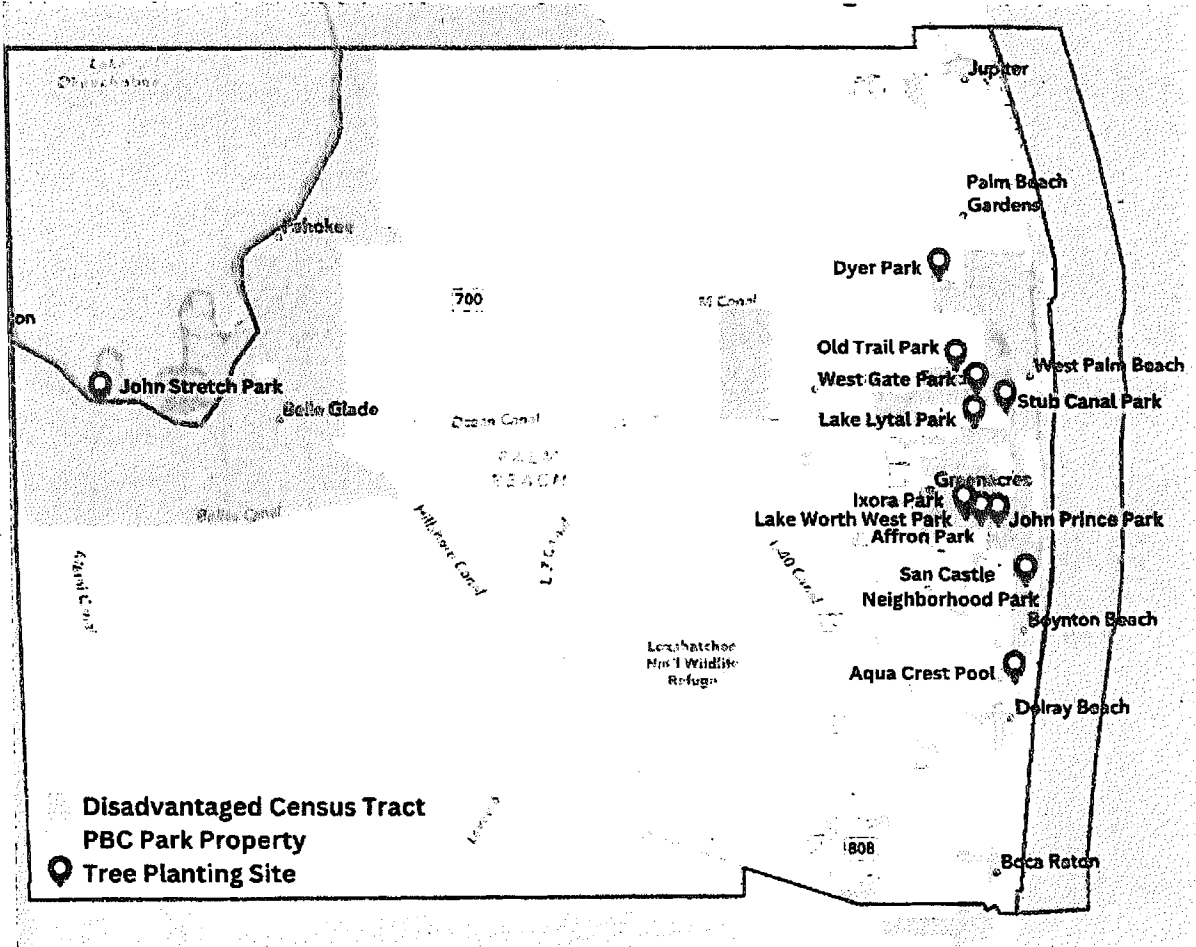
Appendix - SF-424B

ira-59611

rev 0.036

Created: 5/30/23 4:58 PM EST

Palm Beach County Climate & Economic Justice Screening Tool Map
with Parks Property Planting Locations Identified



May 25, 2023

Megan S. Houston, Director
Palm Beach County Office of Resilience
2300 North Jog Road, 4th Floor
West Palm Beach, FL 33411

Dear Ms. Houston:

Community Greening is pleased to partner with the Palm Beach County Office of Resilience and support its application for funding through the Inflation Reduction Act – Urban and Community Forestry opportunity (USDA-FS-2023-UCF-IRA-01).

Community Greening will lead equitable urban tree canopy outreach and implementation efforts for the proposed project. In this role, Community Greening will engage stakeholders in activities designed to equitably increase the tree canopy in disadvantaged census tracts in Palm Beach County, including:

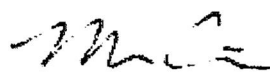
- Tree planting events in public parks to increase equitable access to shaded outdoor recreational areas
- Tree giveaway events to increase resident tree canopy coverage, including fruit-bearing trees to increase food access
- Opportunities for nonprofits, places of worship, neighborhood associations, and other groups of residents to receive free trees, tools, and education to conduct small plantings on their property
- Recruiting, hiring, and training full- and part-time staff, including Youth Tree Team members, to help establish and maintain urban forests

The resources Community Greening will provide include (but are not limited to):

- Program management led by urban forestry, event management, and nonprofit management professionals
- Event management and logistics for tree planting and tree giveaway events
- Volunteer management, planting, and safety for tree planting events
- Educational programming on tree planting and care, health benefits of a vibrant urban tree canopy, species identification and selection
- A maintenance plan monitored by an ISA-certified arborist for all trees planted in public parks
- Project tracking through software publicly available on our website

Please do not hesitate to contact me for further information.

Yours in service,



Mark Cassini
Executive Director
mcassini@communitygreening.org



MARK CASSINI
CO-FOUNDER/EXECUTIVE DIR.

BOARD MEMBERS

CARY CASTER
JAMES R. CHARD
EMANUEL DUPRE JACKSON, JR.
JENNIFER GOMEZ, ESC.
CRISTINA HICKS
CAROLYN M. PENDELTON-PARKER
STEVE POMERANZ
LT. DANIELA QUINN
MARY RIECEL
JOSEPH SCONDOTTO
HAL STERN
LINDA WALKER



2022
Outstanding Urban
Forestry Program



Arbor Day
Foundation
2021
Spirit of Arbor Day
Award



2021
SE Conservation
Partner of the Year



2019
Nonprofit
of the Year

COMMUNITY GREENING
C/O SOCIAL IMPACT LAB
LYNN UNIVERSITY
3601 N. MILITARY TRAIL
BOCA RATON, FL 33431



USDA Forest Service Urban & Community Forestry Inflation Reduction Act Notice of Funding Opportunity (NOFO)

SUMMARY INFORMATION

Federal Awarding Agency Name: U.S. Department of Agriculture – Forest Service (FS) Urban and Community Forestry Program.

Notice of Funding Opportunity Title: Inflation Reduction Act – Urban and Community Forestry

Notice of Funding Opportunity Number: USDA-FS-2023-UCF-IRA-01 Grants.gov
<https://www.grants.gov/web/grants/home.html>

Assistance Listing: This program is listed in the Assistance Listings on [Sam.gov](https://sam.gov) under 10.727 Inflation Reduction Act – Urban & Community Forestry

SAM.gov Registration: All applicants must have an active registration at sam.gov and maintain active registration throughout the life of the award. This is the government-wide web-based system that supports all contracts, grants, and the electronic payment system. This requirement for registration may be found at 2 CFR 25.200.

Notice of Funding Opportunity Summary

Inflation Reduction Act of 2022, Public Law No: 117-169. Subtitle D, Sec. 23003 (a). State and Private Forestry Conservation Programs, (2) Urban and Community Forestry (2022-2031) to provide multiyear, programmatic, competitive grants for tree planting and related activities, with a priority for projects that benefit underserved populations and areas through the Urban and Community Forestry Assistance program established under section 9(c) of the Cooperative Forestry Assistance Act Of 1978 (16U.S.C.2105(c))

Key Dates

Applicant materials can be found by searching for this funding opportunity through Grants.gov. Search for grant Opportunity Number USDA-FS-2023-UCF-IRA 01. Applications will be submitted through the UCF Online Grant Portal. All application materials must be received by **11:59 pm Eastern Time on June 1, 2023**.

For inquiries specific to the content of the NOFO requirements, contact the following shared inbox: SM.FS.UCF_IRA@usda.gov. Please limit questions to those regarding specific information contained in

this NOFO (such as dates, page numbers, clarification of discrepancies, etc.). Questions related to eligibility, or the merits of a specific proposal will not be addressed.

Information on available pre-award webinars and other supporting information for this funding opportunity will be posted at: <https://www.fs.usda.gov/managing-land/urban-forests/ucf>

Contents

SUMMARY INFORMATION 1

PROGRAM DESCRIPTION..... 2

 Legislative Authority and Funding Priorities 2

FEDERAL AWARD INFORMATION 3

 Available Funding..... 3

 Eligibility Information..... 3

 Pass-Through Funding (Sub-Awards) 7

APPLICATION, SUBMISSION, AND REPORTING REQUIREMENTS..... 8

 Electronic Application Package 8

 Content and Form of Application Submission 8

PROPOSAL EVALUATION 11

REPORTING REQUIREMENTS 12

APPLICATION SUBMITTAL..... 12

CONTACT FOR FURTHER INFORMATION 12

PROGRAM DESCRIPTION

Legislative Authority and Funding Priorities

Subtitle D, Sec. 23003 (a). State and Private Forestry Conservation Programs - Appropriations: \$1,500,000,000 to provide multiyear, programmatic, competitive grants to a State agency, a local governmental entity, an agency or governmental entity of the District of Columbia, an agency or governmental entity of an insular area (as defined in section 1404 of the National Agricultural Research, Extension, and Teaching Policy Act of 1977 (7 U.S.C. 3103)), an Indian Tribe, or a nonprofit organization.

Urban and Community Forestry (UCF) is a covered program under the Agency’s Justice40 Initiative established through Executive Order 13985. To advance the mission of Justice40, proposals that deliver 40% of the benefits of IRA investments through established partnerships with local organizations working to support disadvantaged communities experiencing low tree canopy and environmental justice will receive priority consideration.

USDA is a partner on the Interagency Memorandum of Understanding (MOU) on Promoting Equitable Access to Nature in Nature-Deprived Communities, which seeks to reduce the number of people without access to parks and nature in their communities. The America the Beautiful Initiative supports the prioritization of locally led conservation and park projects in communities that disproportionately lack access to nature and its benefits.

FEDERAL AWARD INFORMATION

Available Funding

A. Estimated Funding

The USDA Forest Service may provide up to \$1 Billion for Urban and Community Forestry investments through this opportunity (based on availability of funding, the quality of applications received, agency priorities, and other applicable considerations).

B. Performance Period

All funding agreements will be for a period of 5 years. All activities and expenses must be completed within 5 years of award. Funding agreements will not be extended beyond 5 years.

Note: Recipients will be expected to implement and demonstrate measurable progress within 12 months of award.

C. Amount of Awards

The USDA Forest Service welcomes proposals spanning a broad range of costs from eligible entities working at a community, regional and national scale. The *minimum* Federal funding amount for projects is \$100,000. The *maximum* Federal funding limit is \$50,000,000.

D. Additional Funding

FS may at its discretion, increase the total level of funding available in this funding round or in any category in this funding round from any available source provided the awards meet the requirements of the statute which made the funding available to the agency.

Eligibility Information

Projects must conform to laws and authorities in the Cooperative Forestry Assistance Act (Section 9. [16 U.S.C. 2105] Urban and Community Forestry Assistance.

Costs must conform to 2 CFR 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.

A. Who Can Apply

Entities eligible to apply for funding under this NOFO include:

- State government entity
- Local government entity
- Agency or governmental entity of the District of Columbia

- Agency or governmental entity of an insular area (as defined in section 1404 of the National Agricultural Research, Extension, and Teaching Policy Act of 1977 (7 U.S.C. 3103))
- Federally Recognized Tribes, Alaska Native Corporations/villages, and Tribal organizations as defined in 25 USC 5304 (l) and operating within the United States, or its territories
- Non-profit organizations
- Public and State-controlled institutions of higher education
- Community Based Organization

Applicants that include contributing partners must clearly describe the relationship between the applicant and the "partner(s)." Partner organizations from disadvantaged communities must be full partners in the project. A letter of commitment is required to be submitted by each contributing partner.

B. Eligible Lands

Eligible applicants may apply for funding for a project to be conducted on non-Federal lands such as:

- State and local government,
- Homeowner associations,
- Private lands, and
- Tribal/Alaska native corporation (includes Trust lands).

Lands owned or administered by the federal government are not eligible for this funding opportunity except for lands held in trust for Native American Tribes and individuals (hereinafter Trust lands).

C. Eligible Uses of Funding

1. Examples of eligible activities include projects that:

- Foster individuals, groups, and organizations in the communities served to become engaged participants in urban forest planning, planting, and management, especially those in disadvantaged communities that do not have adequate resources to install or maintain green infrastructure or are underrepresented.
- Protect, enhance, and expand equitable urban tree canopy cover to maximize community access to human health, social, ecological, and economic benefits particularly in disadvantaged and nature-deprived communities experiencing low tree canopy cover, extreme heat and frequent flooding. Improve and increase access to parks and nature in communities.
- Encourage long-term urban forest planning, assessment, and management.
- Encourage proactive and systematic maintenance and monitoring of urban trees and forested natural areas to improve forest health; assess risk to forests from pests, disease, and adverse climate impacts; and formulate adaptive management strategies to improve forest resilience.

- e. Advance the use of tree and forest inventories, monitoring, and assessment tools in priority areas, including monitoring and measurement of extreme heat.
 - f. Improve preparation for severe storms and the recovery of damaged or deteriorated landscapes to more healthy and resilient conditions.
 - g. Protect, enhance and increase access to watersheds in urban and developing areas with a focus on conserving and managing forest patches, and green stormwater infrastructure.
 - h. Provide paid training experiences for urban forestry crews to establish and maintain urban forests into the future. Support youth employment opportunities, including workforce development and training for the creation and maintenance of green jobs and economic opportunities for planning, planting, and sustainably maintaining trees and forests, including training and retaining urban arborists, and producing and using urban forest products.
 - i. Develop paid on-the-job training opportunities, including pre-apprenticeships and apprenticeships, to expand workforce development pathways for green careers in urban and community forestry.
 - j. Address exotic invasive pest species that adversely impact urban forests.
 - k. Work across jurisdictional boundaries, leveraging ideas and resources to increase capacity to provide equitable access to benefits across the larger landscape and at a greater geographic scale.
 - l. Aid in planning, goal setting, and skill sharing with other professions such as urban planners, engineers, educators, recreational and public health officials.
2. Examples of project activities that are NOT eligible for funding under Urban and Community Forestry Authorities include:
- a. Research: Basic research as defined in 2CFR 422.1, "Systematic study directed toward fuller knowledge or understanding of the fundamental aspects of phenomena and of observable facts without specific applications towards processes or products in mind." Note: Technical transfer, education, and outreach activities associated with applying research can be included in the application.).
 - b. Construction and capital improvements. Examples of construction include facilities, infrastructure, roads, new buildings, culverts, and boardwalks.
 - c. Land acquisition (conservation easement and fee simple) projects.
 - d. Cost-share, reimbursement, and other types of payment provided directly to private landowners. However, Urban and Community Forestry funding (and match) may be used to perform work on private lands; for example, an eligible entity could pay for trees to be planted on private lands with permission of the landowner.

- e. Small business start-up funding.
- f. Equipment purchases are rarely approved and will be reviewed prior to grant award. Equipment rental should be considered as an alternative. Equipment is defined as an article of nonexpendable, tangible personal property having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit.

3. Match Waiver

Any Non-Federal cost-share requirement otherwise applicable to projects carried out under this section may be waived at the discretion of the Secretary. **Match may be waived for proposals that deliver 100 percent of the funding/program benefits to disadvantaged communities.**

Applications seeking match waiver must clearly describe the scope of work to be performed in applicable disadvantaged communities, and identify online vulnerability and environmental justice equity data tools referenced to support a disadvantaged community designation, (e.g., White House Climate and Economic Justice Screening Tool (CEJST), EPA Environmental Justice and Screening Mapping Tool (EJScreen), EPA EnviroAtlas Interactive Map, Opportunity Zones), or other government sponsored vulnerability tools which inform metrics applicable to the scope of work. Multiple tools may be used. **All work must be tracked at the level that designates disadvantaged communities.** Applicants receiving match waiver approval that pass-through funding (sub-award) for work in disadvantaged communities must pass the match waiver to sub-awardees performing the work.

While the pace of federal expenditures and cost sharing/matching may vary throughout the award period, the agency will actively monitor expenditure rates and cost sharing/matching levels as it receives payment requests to ensure the total cost sharing/matching requirement is met by the award period of performance end date. Additional details about cost sharing or matching funds/contributions are located at 2 CFR 200.306.

Cost Sharing or Matching Requirements

All federal grant funds are to be matched at least equally (**dollar for dollar**) with non-federal match which may include allowable and allocable in-kind contributions (i.e., personnel salary, fringe, and indirect costs; services, materials, supplies, equipment donations; and volunteer assistance), and private and public (non-federal) monetary contributions.

Cash match is from the applicant's budget, such as personnel salary, fringe benefits, travel, equipment, and supplies, or cash provided by another party. The source of the cash match cannot be derived from another Federal award or grant.

In-kind match is a non-cash contribution of value. A non-Federal entity's in-kind match must meet the following criteria:

- Verifiable from the non-Federal entity's records
- Not included as contributions for any other Federal award.
- Necessary and reasonable for accomplishment of project or program objectives.
- Allowable under subpart E of 2 CFR 200.

- Not paid by the Federal Government under another Federal award, except where the Federal statute authorizing a program specifically provides that Federal funds made available for such program can be applied to matching or cost sharing requirements of other Federal programs.
- Provided for in the approved budget when required by the Federal awarding agency; and
- Conform to other provisions of 2 CFR 200, as applicable.

Matching funds must be derived entirely from non-Federal sources (unless expressly authorized in law by the other federal program).

Pass-Through Funding (Sub-Awards)

In response to stakeholder feedback and to alleviate the administrative burden on small, capacity-strained applicants, to expedite funding to communities in greatest need, and to increase opportunities to award high volumes of grants in condensed timeframes, applications from eligible entities with demonstrated ability to competitively pass-through (subaward) funding to community-based organizations and other partners serving disadvantaged communities are encouraged. **A minimum of 80% of all funding to a pass-through entity must be competitively sub-awarded to community-based organizations, or other partners serving disadvantaged communities.** Funding to Pass-Through Entities will be executed through a grant or cooperative agreement with substantial Forest Service involvement, at the discretion of the Forest Service.

For this funding opportunity, a “Community Based Organization” is defined as a public or nonprofit organization that supports and/or represents a community and/or certain populations within a community through engagement, education, and other related services provided to individual community residents and community stakeholders. A “community” can be characterized by a particular geographic area and/or by the relationships among members with similar interests and can be characterized as part of a broader national or regional community where organizations can be focused on the needs of urban, rural and/or tribal areas, and other similar groups.

Responsibilities of each pass-through entity include the following:

1. Design an equal opportunity competitive project application submission and evaluation process that alleviates burden, including but not limited to technical and administrative burden, on small, capacity-constrained applicants.
2. Develop outreach efforts and plans to reach all underserved or disadvantaged communities, especially urban communities, tribal governments and indigenous communities, youth, and public minority land grant institutions, for awareness of the availability of sub-award funding.
3. Develop a sub-award process that ensures efficient and effective fund dispersal and completion of sub-awardee projects within a 1year period. All sub-awardee projects must be completed within the five-year, Pass-Through Entity grant performance period.
4. Create an efficient progress and financial tracking and accomplishment reporting system for Urban and Community Forestry IRA sub-award projects.

5. Manage the application in-take processes, evaluations, subawards process, project risk through ongoing monitoring, and project tracking and reporting for communities. Subawards to communities will not be individually approved by the Forest Service. Submit timely financial and progress reports and success stories (brief project description and outcomes, with project photographs and recipient testimonials where feasible) with the USDA Forest Service.
6. Assist sub-awardee with development and distribution of communications and promotional materials that support the funded program of work and reflect IRA as the source of funding.

APPLICATION, SUBMISSION, AND REPORTING REQUIREMENTS

Electronic Application Package

Applicant materials can be found on the [Urban and Community Forestry UCF Grant Portal](#) or by searching for this funding opportunity through Grants.gov. In grants.gov, search for grant Opportunity Number USDA-FS-2023-UCF-IRA-01. Applications are to be submitted through the UCF Online Grant Portal. All application materials must be received by **11:59 pm Eastern Time on June 1, 2023**.

For technical issues while viewing Grants.gov, contact Grants.gov Applicant Support at 1-800-518-4726 or support@grants.gov. Forest Service staff cannot support applicants regarding Grants.gov accounts.

USDA Forest Service will provide two (2) Application Assistance Webinars in late April to assist with specific questions and inquiries. If you would like to receive a direct invitation for these sessions, please send an email to the Urban & Community Forestry Program Inbox: SM.FS.UCF_IRA@USDA.GOV

Content and Form of Application Submission

The Forest Service may choose not to consider applications that fail to comply with the required content, format, and page limits, or those that are incomplete.

To be considered for funding under this opportunity, an application must contain the following documents:

A. Project Narrative

Each page must be numbered and have one-inch margins. The text of the project narrative must be single spaced and typed in a standard typeface (e.g., Times New Roman, Arial, Calibri) with no smaller than 12-point font. The project narrative must not exceed 7 pages. This page limit applies to the project narrative only. Other application materials, such as budget details/narratives, maps, and letters of commitment from contributing partners are not counted in this 7-page limit.

Project Narratives must include all the following information:

1. **Project Title:** Provide a uniquely descriptive title for this project. Use this full title consistently on all submission communications and supplemental documents, including letters of support, until an official application number is assigned by the Forest Service.

2. **Project Applicant:** Provide the name of the organization applying for Federal funding.
3. **Contact Information:** Provide the name, title, address, phone number, and email address for the person leading the project or program.
4. **Project Summary:** In less than 100 words, provide a summary of the project that includes the scope, location, key partners, and expected accomplishments.
5. **Project Scope Alignment:** Describe the issues this project is seeking to address and how the project will contribute to the goals in this funding opportunity, including congressional, Justice40, State Forest Action Plans, and Ten-Year Urban and Community Forestry Action Plan (2016-2026) priorities.
6. **Implementation Strategy/Methodology/Timeline:** Provide a detailed explanation of the proposed approach, methodology, operations strategies, project schedule/timeline with goals/milestones, expected accomplishments or measurable outcomes, and project assessment/evaluation methods.
7. **Capability and Capacity:** Describe how each contributing organization is suited for (mission) and qualified to deliver the project. Provide the names, titles, and organization affiliation and specific roles of key personnel for the project. Include qualifications and experience of key personnel to implement, monitor, and assess/report project outcome.
8. **Project Partners:** Provide the names of partner organizations, describe their involvement and contributions to the project, and qualifications of the organization and personnel as they relate to their roles in project implementation.
9. **Communications Plan:** Share your plans for communication on the project, including plans for 1) signage acknowledging the source of funding at project locations 2) inclusion of funding information in press and promotional materials.
10. **Evidence of Disadvantaged Community Status for projects requesting Match Waiver (if applicable):** Clearly describe the scope of work to be performed in disadvantaged communities, and identify online vulnerability and environmental justice equity data and/or tools referenced to support a disadvantaged community designation, (e.g., White House Council on Environmental Quality Climate and Economic Justice Screening Tool (CEJST), EPA Environmental Justice and Screening Mapping Tool (EJScreen), EPA EnviroAtlas Interactive Map, Opportunity Zones, or other vulnerability data/tools applicable to the scope of work). Multiple tools may be used. **All work must be tracked at the level that designates disadvantaged communities.**

Primary applicants receiving cost-match waiver approval that pass-through funding (sub-award) for work in disadvantaged communities must pass through the cost match waiver to sub-awardees performing the work.

D. Budget Narrative

In a separate document titled "Budget Narrative," explain and justify all requested budget items/costs. List in detail how the totals on the budget were determined and demonstrate a clear connection between costs and the proposed project activities.

For personnel salary costs, include the base-line salary figures and the estimates of time to be directly charged to the project. Describe any item that under the applicable Federal cost principles requires the agency's approval and estimate its cost.

The pages included as the budget narrative do not count toward the page limit. Cost sharing/matching must be committed at the time of application submission. The budget narrative must show the amounts and sources of match or cost share (including both cash and in-kind contributions).

E. Budget

A budget should be submitted as an attachment and does not count toward the 7-page narrative limit (see sample budget template and instructions). Categories include the following:

- Personnel (salary costs)
- Fringe benefits
- Travel
- Equipment (cost of purchase, not rental. NOTE: The definition of equipment is tangible personal property having a useful life of more than one year and a per-unit acquisition cost of at least \$5000. Equipment purchase is heavily discouraged. Consider equipment rental instead.)
- Supplies (tangible personal property other than equipment—includes tree purchase not completed under a contract for service)
- Contractual (e.g., contract for service, equipment rental)
- Other (sub-grants only)
- Indirect costs (NICRA, de minimis, or none—see below)

De minimis rate: Any Non-Federal entity (except State and local governments that receive more than \$35 million per year in Federal funding) that does not have a current negotiated (including provisional) indirect rate (NICRA) may elect to charge a de minimis rate of 10 percent of modified total direct costs (MTDC) which may be used indefinitely. No documentation is required to justify the 10 percent de minimis indirect cost rate. As described in 2 CFR 200.403, costs must be consistently charged as either indirect or direct costs but may not be double charged or inconsistently charged as both. If chosen, this methodology once elected must be used consistently for all Federal awards until such time as a non-Federal entity chooses to negotiate for a rate, which the non-Federal entity may apply to do at any time.

Modified Total Direct Cost (MTDC) means all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and up to the first \$25,000 of each subaward (regardless of the period of performance of the subawards under the award). MTDC excludes equipment, capital expenditures, charges for patient care, rental costs,

tuition remission, scholarships and fellowships, participant support costs and the portion of each subaward in excess of \$25,000. Other items may only be excluded when necessary to avoid a serious inequity in the distribution of indirect costs, and with the approval of the cognizant agency for indirect costs.

Negotiated Indirect Cost Rate Agreement (NICRA) may be used, if established.

PROPOSAL EVALUATION

Proposals will be evaluated based on the following Evaluation Criteria (100 points):

1. Alignment with Priorities (0-30 points)

Scope of work addresses Justice40, Congressional, State Forest Action Plan and Ten-Year National Urban and Community Forestry Plan priorities.

- Increase equitable access to urban tree canopy and associated human health, environmental and economic (workforce) benefits in disadvantaged communities.
- Broaden community engagement in local urban forest planning.
- Improve resilience to climate change, pests, storm/extreme heat events through best management and maintenance practices.

2. Technical Merit (0-20 points)

- Strategy and methodology are logical and appropriate to attain stated results.
- Methodology demonstrates high likelihood of success and long-term outcomes.
- If applicable, methodology for identifying disadvantaged communities is appropriate to meet priorities.

3. Capability and Capacity (0-20 points)

- Organization(s) (including partners) have ability to carry out the proposed work within the grant period and meet federal grant requirements.
- Key personnel (including partners/contractors) have the training opportunities, skills, expertise, and relationships required to complete the work and achieve stated results; hired personnel include union labor, living wage paying jobs.

4. Measurable Results/Outcomes (0-20 points)

- Conditions are significantly improved for communities (people or places) as prioritized in Justice40, Congressional, State Forest Action Plan and Ten-Year National Urban and Community Forestry Plan.
 - Increased equitable access to urban tree canopy and associated human health, environmental and economic (workforce) benefits in disadvantaged communities.
 - Broadened community engagement in local urban forest planning.

- Improved resilience to climate change, pests, storm/extreme heat events through best management and maintenance practices.
- Recipients will be expected to implement and demonstrate measurable progress within 12 months of award.

5. Budget and Cost-Effectiveness (0-10 points)

- Budget and budget narrative adequately describes proposed costs.
- Administrative costs are reasonable compared to other expenditures.
- Costs are in proportion to project input needs and results/outcomes.

REPORTING REQUIREMENTS

Semi-annual financial and progress reports are required for IRA grants: Financial and Progress reports will be submitted for the periods ending June 30 and December 31. Reports are due 30 days from the period end. Timely submittal of financial and progress reports for each grant as indicated in your award agreement will be required. Payments will be withheld until missing reports are received and approved.

Progress reports should highlight direct quantitative and qualitative investment activities and outcomes and include stories and photographs that illustrate these.

APPLICATION SUBMITTAL

Applications are to be submitted through the UCF Online Grant Portal. The on-line application workflow process is self-explanatory with help links to guide you through the application process. Applicant materials can be found on the grant application portal under the forms template and resources section, or by searching grant opportunity number USDA-FS-2023-UCF-IRA-01 in Grants.gov.

All applications must be completed and submitted by **June 1, 2023, 11:59 PM Eastern**. Once submitted, the applicant will receive an email notice confirming their application was successfully submitted.

CONTACT FOR FURTHER INFORMATION

For inquiries specific to the content of the NOFO requirements, contact the following shared inbox: SM.FS.UCF_IRA@usda.gov. Please limit questions to those regarding specific information contained in this NOFO (such as dates, page numbers, clarification of discrepancies, etc.). Questions related to eligibility, or the merits of a specific proposal will not be addressed.

USDA Forest Service will provide two (2) Application Assistance Webinars in late April to assist with specific questions and inquiries. If you would like to receive a direct invitation for these sessions, please send an email to the Urban & Community Forestry Program Inbox:

SM.FS.UCF_IRA@USDA.GOV



DATE: May 26, 2023

TO: Verdenia Baker, County Administrator

THROUGH: Patrick Rutter, Assistant County Administrator

FROM: Megan S. Houston, Director, Office of Resilience

SUBJECT: Designee Authority for the U.S. Department of Agriculture's Urban and Community Forestry Program Grant (USDA-FS-2023-UCF-IRA-01) Application #1

Through the emergency memo process, the County Administrator or designee was given the authority to submit the application due to time constraints. The County Administrator is assigning the designee as the Director of the Office of Resilience to submit the U.S. Department of Agriculture Urban and Community Forestry Program grant application.

Approved By:

Paul for
Verdenia Baker, County Administrator

Office of Resilience

2300 North Jog Road, 4th Floor
West Palm Beach, FL 33411-2743

(561) 233-2400

FAX: (561) 233-2414

www.pbcgov.com/resilience

**Palm Beach County
Board of County
Commissioners**

Gregg K. Weiss, Mayor

Maria Sachs, Vice Mayor

Maria G. Marino

Michael A. Barnett

Marci Woodward

Sara Baxter

Mack Bernard

County Administrator

Verdenia C. Baker

"An Equal Opportunity
Affirmative Action Employer"

Official Electronic Letterhead