



SFS use only

# Urban and Community Forestry Program Leaf Out Grant Management (IRA Funding) APPLICATION

## PROJECT INFORMATION

Applicant: Municipality : County :	Application Date:
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Project Name:

The following descriptions can be brief, with more details given in the Project Overview

Project Location:  
(Eg. main street, whole town)

Project Street Address:  
(Indicate block ranges if necessary, eg. 500-600 Block of Main Street)

Number of trees to be planted:  
(if known)

Block(s):

Lot(s):

Project Manager :  
Per RFP Section VI bullet 6

Title:

Organization:

Phone:

E-mail:

Large empty rectangular area for project details.

Municipal Code Number:		Vendor ID Number:			
Accounting Method: <input type="checkbox"/> Cash <input type="checkbox"/> Modified Accrual <input type="checkbox"/> Accrual <input type="checkbox"/> Other				Date of Fiscal Year: from	
Type of Local Government:				to	
Unique Entity Identifier ( UEI Number):					
Authorized Official: Title: (Local government official authorized by the governing body, to sign this application and the grant agreement. This must be either the Mayor, Business Administrator or the CFO.)					
Municipal Clerk: (This is the person responsible for grant contract documents)					
Phone:			E-mail:		
Address: (Must be where contracts are to be delivered)			City:	State:	ZIP:
Chief Financial Officer:					
Phone:			E-mail:		
Address: (Must be where checks are to be delivered)			City:	State:	ZIP:
<b>As the authorized official representative of the above named applicant (local government), I hereby certify that the information provided within this NJ Forest Service Urban &amp; Community Forestry Grant proposal and application form is complete and true.</b>					
Signature Authorized Official Representative		Printed Name & Title of the Authorized Official Representative			Date

### Municipal Information

Provide the following information regarding your municipality. This information will be used in the evaluation of this application

a. Does the applicant have, or has the applicant ever had an approved Community Forestry Management Plan:

- Yes, Expiration Date  
 No

b. Is one local government employee and one community volunteer CORE trained:

- Yes  No

c. Did the applicant have eight (8) continuing education units (CEU's) between two people in the 2023 calendar year:

- Yes  No

Does the applicant have a tree inventory in place?  Yes  No

What kind of inventory is it?

Additional comment:

Municipal Land Area in Square Miles:

2020 Census Population:

Average Tree Canopy based on NJ Forest Adapt (<https://njforestadapt.rutgers.edu/#/map>):

Impervious Surface Cover (<https://njforestadapt.rutgers.edu/#/map>)

Does your municipality include one or more disadvantaged areas (cesnsus tracts) using the Climate and Economic Justice Screening Tool(CEJST) areas (<https://screeningtool.geoplatform.gov>):

Yes  No

Does your municipality include one or more overburdened communities, using the NJDEP Environmental Justice Mapping Tool for Overburdened Communities (<https://dep.nj.gov/ej/communities/>) :

Yes  No

## **PROJECT OVERVIEW**

Provide a clear description of the project your municipality would implement if awarded funding through this grant. Include basic information on those involved in the project and their role, the project location(s), the need for the project, and how it would appropriately fulfill the objectives outlined in the RFP. Projects should generally follow the yearly outline provided in the RFP.

## **WORKPLAN**

Describe in more detail how this project will be carried out. What will happen when, including the major milestones, in completion of the project? Make sure to consider how your timeline comports with the yearly outline and to include specific information regarding grant activity as noted in the RFP.

Describe in more detail the project location, the existing conditions of the urban and community forest (to the best of your ability), and how the project will address the needs of the community, including, for example, creating/expanding/upgrading urban and community green space, reducing urban heat island impact, mitigating stormwater issues, improving health and well-being, etc.

Personnel: Identify the municipal staff, shade tree commission volunteers, contractors, consultants, and partners who will be consulted and those responsible for developing and for implementing the project. Make sure to include those who will manage the grant itself and those who will implement the project. Clearly identify the roles and responsibilities of each person/group involved. Provide resumes/qualifications for all individuals with a significant role in the project, and letters of support for all project partners. Include these as attachments.

#### **COMMUNITY CAPACITY**

Describe your municipality's unique strengths, demonstrated past or newly created partnerships within the community, past successful projects (even if not specifically tree related), and commitment to ensuring completion of the project.

## MONITORING AND EVALUATION EXPLANATION

Provide a brief description of how you will evaluate progress on the project, measure results, and track milestones to ensure the project objectives are completed within the expected timeline. Include information on how expenses will be tracked and categorized.

### ATTACHMENTS

Details on the required attachments are provided in the RFP.

Applicant must submit an ACORD certificate of insurance with this application. See page 5 in the RFP for details. The State of New Jersey must be listed as the certificate holder and the DEP address should be what is shown in the RFP.

**Resumes and qualifications for all municipal staff, shade tree commission volunteers, contractors, consultants, and partners identified in the workplan as applicable/available**

**Letters of Support from all Project Partners identified in the workplan, as applicable**