TreePennsylvania PA Environmental Justice Forests Project : Request for Proposals

All applications must be submitted no later than Friday, June 14, 2024 at 4:00pmET.

Any other submissions (handwritten, emailed, etc.) will not be accepted.

/// Timeline ///
Application deadline : Friday, June 14, 2024 at 4:00pmET
Award announcement : Monday, July 1, 2024
Award term : July 1, 2024 - December 31, 2025

This form may *not* be saved, so please be sure you have all necessary information to complete this application, which may take up to 20 minutes.

/// Application Checklist ///
(1) Please review [TreePennsylvania's PA's Environmental Justice Forests RFP document](#) prior to applying. Ineligible applicants will be immediately declined.

(2) Review [DCNR's TreeKeepers mapping site](#) to confirm your community's Environmental Justice (EJ) and Climate and Economic Justice (CEJST) identification.

(3) Gather required information to complete this application including :
* current contact information for project manager
* contact information for authorized municipal/non-profit staff

Questions about this application? Experiencing technical difficulties in submitting? Please contact Jessica Cavey, Program Director at grants@treepennsylvania.org or 717-599-8650.

Thank you for your commitment to PA's urban and community forests!

* Indicates required question

1. Email *

_____

Funding and Project Guidelines and Responsibilities

2. As a potential grantee, please indicate your understanding and agreement concerning TreePennsylvania's PA Environmental Justice Forest's funding and project guidelines and responsibilities. *

   By checking the boxes below, applicants indicate they have *thoroughly read and understand the statements below.*

   Check all that apply.

   ☐ All plantings must occur on publicly owned and accessible land identified as meeting CEJST and DEP EJ Area criteria.

   ☐ Grant funds will not be provided to grantees directly, but will be used to cover tree planting site preparations and/or purchase trees through a certified nursery on behalf of the grantee.

   ☐ All trees funded through this grant will be added to the online TreeKeeper map for monitoring purposes.

   ☐ Grantees will provide evidence of a 1:1 match for the market value of site prep costs and trees with any combination of cash/non-cash expenses.

   ☐ Trees will be selected from the approved species list and will be a maximum of 1.5" caliper.

   ☐ Grantees are required to plant all trees within one (1) week of delivery to maintain the health and wellbeing of the trees.

3. **Please confirm applicant's understanding of this statement :** * Applicants selected for this program may not receive trees through TreePennsylvania's Bare Root Tree Grant program for the duration of the grant term (July 1, 2024 - December 31, 2025).

   Mark only one oval.

   ◯ I understand. *Please continue*

   ◯ This program is not for me! *Do not continue*

Applicant Contact Information

Please provide contact information for the individual responsible for managing the proposed project. This individual would be responsible for answering weekly emails and attending necessary webinars and virtual meetings.

4. Municipality / Organization name (applicant) *

_____

5. PRIMARY point of contact (project manager) *

_____

6. Primary contact email address.   *

_____

7. Primary contact phone number MUST include area code *

_____

8. SECONDARY point of contact (if applicable)

_____

9. SECONDARY contact email address (if applicable)

_____

10. Mailing address (1234 State Street) *

_____

11. Town/City (i.e. : Harrisburg) *

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_____

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_____

12. Zip Code (12345) *

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Community / Municipality Tree Planting Information

Both new and experienced communities are welcome to apply for this program. The questions below are used to evaluate an applicant's capacity to plant and care for grant-funded trees. Awarded communities will receive ongoing technical assistance from PA DCNR Service Foresters and/or PSU Extension Foresters throughout the grant term.

13. Does your community have an active Shade Tree Commission (STC) or Environmental Action Committee (EAC), or similar group? *

Mark only one oval.

◯ Yes

◯ No

14. If yes, how long has the STC / EAC / group been engaged in community tree plantings?

Mark only one oval.

	1	2	3	4	5	
0-3	◯	◯	◯	◯	◯	more than 10 years

15. Please provide information about the community's history planting bare root trees over the past 3 years including the approx. number of trees planted and survival rate. *

_____

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_____

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16. Please provide information concerning the applicant's engagement with TreeTenders training including the approximate number of community members who have completed training. *

17. Please provide information concerning who will be planting the proposed trees * (volunteers, municipal staff, or contractors) and the parties responsible for maintaining the trees.

18. Please provide *detailed* information concerning the community's plan to water * grant-funded trees. How will trees be watered? Who is responsible for watering trees?

Applicant's Environmental Justice information

TreePennsylvania is committed to increasing tree canopy throughout the Commonwealth and specifically in areas which historically have been overlooked and face specific barriers to environmental quality.

To that end, the focus of this program is to provide funding for site prep and/or tree plantings in areas designated by [PA's Department of Environmental Protection as Environmental Justice areas](#) AND meet the criteria set forth by the Council on Environmental Quality's [Climate and Economic Justice Screening Tool](#).

Although, exact planting sites are not necessary at this point, all plantings must be in DEP EJ and CEJST areas as identified on [DCNR's TreeKeeper map](#).

19. Please provide any information concerning your community's current work in Environmental Justice Areas. *

20. **CEJST and DEP EJ areas** *

Use [DCNR's TreeKeeper map](#) to answer this question.

(1) Confirm both CEJST and DEP Environmental Justice Area layers are on.

(2) Click on a *dark shaded area* (indicating the census block meets both CEJST and DEP EJ area criteria).

(3) In the "Site Information" window that pops up, locate the GEOID10 number.

(4) Please enter the GEOID10 number below for each possible planting area.

_____

_____

_____

_____

_____

Funding Request

Please review eligible, ineligible costs, match requirements, and funding restrictions available in our RFP Proposal document.

21. Is your community requesting funds for site prep and trees, or only trees? *

Mark only one oval.

◯ Site prep and trees

◯ Trees only

22. Please indicate the approximate funding request for SITE PREP. As a reminder, site prep must not exceed 25% of the total project cost.

    Minimum request (site prep & trees) = $2,000
    Maximum request (site prep & trees) = $16,000

    If you are not requesting funding for site prep, enter $0.

    This answer should be a dollar amount only.

    _____

23. Please indicate the anticipated grant-funded work related to site prep needed in your community. Select all that may apply.

    Check all that apply.

    ☐ We do not need funding for site prep.
    ☐ Dead/failing tree removal
    ☐ Invasive species removal
    ☐ Concrete/sidewalk cuts
    ☐ Planting site prep (hole digging)

24. Funding for site prep would be provided directly to a grantee. Please indicate who would conduct site prep for this project.

    Check all that apply.

    ☐ We do not need funding for site prep.
    ☐ Hired contracting crew
    ☐ Municipal staff
    ☐ Volunteers
    ☐ Unsure

25. Please indicate the approximate number of bare root trees your community   *
anticipates planting over *two seasons in 2025 (Spring and Fall)* through this
program. Please note, tree costs should be tied to $120/tree.

Minimum request = 50 trees (25/season)
Maximum request = 400 trees (200/season)

_____

26. Please indicate the approximate funding request for TREES. As a reminder, if
requesting funding for site prep, funding requests for trees may not exceed 75%
of total project costs. Tree costs should be tied to $120/tree.

Minimum request (50 trees) = $6,000
Maximum request (400 trees) = $48,000

This answer should be a dollar amount only.

_____

27. Please indicate the total project costs.   *

Minimum request (site prep and trees) = $6,000
Minimum request (trees only) = $6,000
Maximum request (site prep and trees) = $64,000
Maximum request (trees only) = $48,000

This answer should be a dollar amount only.

_____

Applicant Commitment

If awarded, applicants will need to provide approval of the municipality or non-profit agency
who is responsible for the land on which work will be conducted and trees planted. Please
provide the contact information of the municipal staff or non-profit director who is authorized
to enter into a grant agreement/MOU related to this project.

28. Name and title of authorized official. *

_____

29. Email address of authorized official. *

_____

30. Phone number of authorized official. *

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