



State of Oklahoma  
Department of Agriculture, Food, and Forestry

J. Kevin Stitt  
Governor

Blayne Arthur  
Secretary of Agriculture

July 21, 2025

Dear Applicant:

Oklahoma Forestry Services, in cooperation with the USDA Forest Service, is pleased to make available the Urban and Community Forestry Cost-Share Grant Program. We encourage state, local, and tribal governments, educational institutions, and approved non-profit organizations to participate.

These grants, made possible by the USDA Forest Service Community Grant Program, provide funds on a competitive basis to enable Oklahoma Communities to improve the care and management of their valuable local tree and forest resources. The goal of this program is to develop a better understanding of the local tree cover and resources; to better care for these resources; and, to provide educational and technical guidance to plan, maintain, and improve our community forests across Oklahoma.

An application and criteria outline for the narrative is enclosed in this package. Community involvement and partnerships are the heart of any successful community forestry program. We encourage applicants to include these objectives in their proposals.

The application deadline is August 29<sup>th</sup>, 2025, at 5:00pm CST. Should you have any questions about the program and/or the application process, please contact Riley Coy at [riley.coy@ag.ok.gov](mailto:riley.coy@ag.ok.gov)

Sincerely,

A handwritten signature in cursive script that reads "Blayne Arthur".

Blayne Arthur

Secretary of Agriculture

Oklahoma Department of Agriculture, Food, and Forestry



## **REQUEST FOR APPLICATION**

### **Urban and Community Forestry Assistance Grants**

Sponsored by USDA Forest Service



**Application Deadline:**

**08/29/2025 by 5:00pm CST**

Submit via Email or Mail to:

**URBAN AND COMMUNITY FORESTRY ASSISTANCE**

**Oklahoma Forestry Services**

**2800 N. Lincoln Blvd. Oklahoma City, OK 73105**

**[Riley.coy@ag.ok.gov](mailto:Riley.coy@ag.ok.gov)**

**580-231-1770**

**Application Form**  
**Urban & Community Forestry Grant Program**  
**Match-Free Grant**

This page must be the first page of your application packet.

**Project Information**

**Project Title**

**Category(ies):**

**Brief Description of Project**  
**3 Sentences or Less**

**Organization Name**

**Organization's Federal ID Number**

**Unique Entity ID**  
**(UEI)**

**Project Manager** (Person responsible for project reporting and activities. All correspondence will be directed to this contact.)

**First Name**

**Last Name**

**Title**

**Mailing Address**

**City**

**Phone**

**Email**

**Website**

**U&CF Funds Requested**

**As the duly authorized representative of the application named above, I hereby certify that all parts of this grant application have been read and understood and that all information submitted herein is true and correct. If awarded a grant under the Urban & Community Grant Program of the state, said organization Federal and State guidelines for completion of the grant**

**Signature of Authorized Representative**

**Date**

**Name and Title of Authorized Representative**

## **Liability Waiver**

**(To be completed and included for any Projects)**

\_\_\_\_\_ **Hereby releases the**

**(Organization Name)**

**state from any liability associated with contractors, volunteers, local government employees, or other persons working on the Urban and Community Forestry Grant Program.**

**Name of Authorized Representative**

**Signature**

**Title**

**Date**

## **INTRODUCTION**

**Oklahoma Forestry Services**, in cooperation with the **United States Department of Agriculture (USDA) Forest Service (USFS)**, announces the Urban and Community Forestry (U&CF) Grant Assistance Program. The program is designed to encourage communities to create and support long-term and sustained urban and community forestry programs throughout Oklahoma.

## **OBJECTIVES OF THE URBAN AND COMMUNITY FORESTRY PROGRAM**

### **Legislative Authority**

Subtitle D, Sec. 23003 (a). State and Private Forestry Conservation Programs appropriated \$1,500,000,000 to provide multiyear, programmatic, competitive grants. Of this total allocation \$1,350,000 was allocated to Oklahoma to be distributed over a 5-year period. The Oklahoma Urban and Community Forestry (U&CF) program supports the prioritization of locally led conservation and park projects in communities that lack access to nature and its benefits.

### **Federal Program Objectives**

The objectives of the Urban and Community Forestry Grant Program are to:

1. Integrate Urban and Community Forestry into all scales of planning.
2. Promote the role of Urban and Community Forestry in human health and wellness.
3. Cultivate leadership within the Urban and Community Forestry community.
4. Strengthen Urban and Community Forest health and biodiversity for long-term resilience.
5. Improve Urban and Community Forest management, maintenance, and stewardship.
6. Diversify, leverage, and increase funding for Urban and Community Forestry.
7. Increase public awareness and environmental education to promote stewardship.
8. Prioritize projects focusing work on extreme heat mitigation, community wood utilization, community food forests and workforce development.

### **State Program Goals**

State program goals for the Urban and Community Program are described as (examples below):

1. Foster strong partnerships with various organizations, city, and county governments
2. Improve urban and community forestry knowledge.
3. Increase the number of communities participating in the Tree City USA program.
4. Increase participation of communities in priority areas in community forest management through comprehensive planning strategies.
5. Encourage communities to recognize the public health benefits of trees.
6. Increase community preparedness by developing storm mitigation plans.

### Available Funding

Funding available for this cycle is from \$5,000 to \$50,000. Records will be maintained for at least 3 years following final payment.

### Eligibility Information

Funds may be awarded to units of local governments (city, town, county), non-profit organizations, tribal entities, or educational institutions. Other organizations, such as community tree volunteer groups, neighborhood associations or civic groups which are not 501(c)3 are eligible but must apply in partnership with a non-profit organization or with their local government.

All applicants applying for a federally funded award must have BOTH a Federal Employer Identification Number (FEIN) and a Unique Entity Identifier (UEI). Information on UEI provided here: <https://www.isa.gov/about-us/organization/federal-acquisition-service/office-ofsystems-management/integrated-award-environment-iae/iae-systems-information-kit/uniqueentity-identifier-update>

For this cycle, proposals **must** deliver 100% of the funding/program benefits to communities identified as in need of community forestry resources. Applications must clearly describe the scope of work to be performed in applicable communities and identify the online data tools referenced to support a community in need designation. The [OFS Urban & Community Assessment Tool](#) **must** be used for identifying communities, but additional data tools may be used if approved by Oklahoma Forestry Services. This tool can be found at:

- <https://experience.arcgis.com/experience/f78b76477cf645cbb2856f9829d44787/>

Projects or programs of work completed 100% in communities identified by the [OFS Urban & Community Assessment Tool](#) will qualify for funding with OFS approval. **Qualified** projects will be eligible for funding up to \$50,000 for one (1) year. In addition, **qualified** projects will not be required to provide a match. **Projects which do not focus 100% on communities in need of community forestry resources do not qualify for funding. Applicant must provide evidence that 100% of the project will be conducted in these communities as identified by the [OFS Urban & Community Assessment Tool](#).**

### Eligible Projects

Eligible projects must meet Federal and State Program Objectives. The U&CF Grant Program is intended to support new initiatives, programs, projects, staff positions or activities not currently being funded through other sources. Some examples of eligible categories you could use depending on your approved narrative are described in detail below.

### **Category 1 – Support for Local Governments**

**LOCAL GOVERNMENT STAFFING** – Local governments can apply for funding to assist in the support of staff engaged in urban and community forestry activities in communities in need of community forestry resources for a **limited duration** and be **project-specific**. Funds can be used for either fulltime or part-time employees. Example: Professional staff such as an ISA-certified arborist on contract rather than a full-time employee. Grants can also be used to support professional certification of existing employees.

**TREE MAINTENANCE AND REMOVALS** – Localities can apply for funding to support the care and maintenance of their community forest and trees. Example: Funds can be used to do soil invigoration or deadwood pruning on a tree of historic significance.

**STORM READINESS, RESPONSE AND RECOVERY PROGRAM DEVELOPMENT** – Natural Disasters happen, but there are ways to manage the community forest so that the trees are better prepared for disasters. Funding can be used for developing a community forest resilience plan or debris management plan and necessary municipal pruning within critical zones on public lands.

**COMMUNITY TREE CANOPY ASSESSMENT** – Projects to assess the community tree canopy (CTC) of a specific community and develop a goal to increase canopy based on data from the assessment are eligible. An implementation plan on how the community plans to achieve that CTC goal should be part of the project deliverables.

**TREE INVENTORY FOR LOCAL GOVERNMENT** – Projects designed to inventory public trees on streets, in parks, on school campuses, etc. may be funded. The applicant must demonstrate that the inventory will be tied to its tree maintenance activities as well as plans for future tree planting, and that the inventory will be maintained by local staff over the long term. The purchase of inventory software and supplies can be included.

**TREE BOARD OR TREE COMMISSION DEVELOPMENT** – Projects to organize a new tree board or commission to develop or administer an urban and community forestry program. The new tree board or commission should be charged by ordinance to act on behalf of local government in coordination with the community's forestry program.

**TREE ORDINANCE REVISION** - Projects to develop or revise a local government tree ordinance or policy will be eligible. The ordinance or policy should address the establishment of municipal authority over public trees; assign responsibility to a public department, arborist position, or established tree board or commission; and/or set maintenance and management standards. The ordinance or policy may also address other issues such as landscape requirements and tree retention or replacement on development sites, riparian buffers, and for the protection of urban and community forest ecosystems.



**EXTREME HEAT MITIGATION** – Local governments may apply for funding to develop demonstration projects that focus on low canopy cover areas to offset above average heat. This can include a GIS-based canopy analysis, sidewalk removal (where it pertains to trees), soil rebuilding for trees and/or education and outreach campaigns about excessive heat as it pertains to tree canopy composition and density.

### **Category 2 - Education**

**CONFERENCES, SEMINARS, WORKSHOPS** – Non-profit organizations, local governments, and educational institutions may apply for funds to assist with the planning and implementation of a conference that has, whole or in part, an urban and community forestry focus. Grant funds can support printed materials, curriculum, speakers, publicity, and administration. Grant funds can also be used to offer scholarships. Scholarships should go to students or others with limited means to attend. Food and beverage costs cannot be funded.

**PUBLICATIONS AND COMMUNICATION** – Projects that develop new and unique publications, exhibits, videos, or websites, etc. that increase public awareness and understanding of the benefits of community forests are eligible. All communications as signage will attribute projects as made possible by a grant from the Oklahoma Forestry Services. Communications can be included as part of another category. Any products, language or signage associated with these activities will acknowledge the contribution of the Oklahoma Forestry Services funding.

### **Category 3 – Tree Planting Projects**

All projects funded under this category should include a site plan, plant list, tree quality and planting specifications, tree protection needs, site photos, and maintenance plan. Applications should include a letter of permission/support for the planting if the project and property access for maintenance is not on the applicant's property. Private property owners are not eligible unless applying in partnership with a non-profit organization or with their local government. Caliper for new plantings are up to 2 inches unless approved by OFS.

**COMMUNITY ORCHARDS** - may be organized to address food insecurity on any public lands.

**STREET TREE PLANTING** - projects including planting strips and cutouts. Cutouts must be appropriate for the size and species of tree being planted to be considered for funding under the program.

**NEIGHBORHOOD OR NEIGHBORHOODS TREE PLANTINGS** - may be organized by the local civic groups, neighborhood associations or by the community government. Projects should be located on common grounds or within 35 feet of the roadway.

**TURF TO TREES PROJECTS** - include conversion of regularly mowed lawns greater than 0.1 acres to trees, usually using tree seedlings, saplings, or small potted trees. The cost of tree protection is an allowable expense.

**COMMUNITY TREE PLANTING** - projects include any tree planting to promote tree canopy in the community.

#### **Category 4 – Demonstration Projects**

**MUNICIPAL TREE RESTORATION PROGRAM** – Local governments may apply for funding to do demonstration projects involving the removal of trees conflicting with utility lines **and replanting** with appropriate species.

**PILOT COMMUNITY WOOD UTILIZATION PROGRAMS** – Non-profit organizations and local governments may apply for funding to develop demonstration projects that increase knowledge, awareness, and visibility of community wood utilization and recycling. Grant funding may be applied to education and outreach materials, demonstration of specialized equipment and techniques for working on smaller interface woodlots, and assessments of the feasibility of recycling and processing community waste wood. Funds can also be used to develop business plans for an emerging community wood program.

#### **Category 5 - Non-profit Organization Support**

**NON-PROFIT ORGANIZATION SUPPORT** – Non-profit organizations may apply for funds to hire staff to assist with program development, volunteer coordination, and field work in communities with limited resources, etc. These funds should be viewed as start-up funds and not be relied on in subsequent grant cycles for continuation of the position.

#### **Category 6 - Planning**

**OPEN SPACE MASTER PLAN / TREE PLANTING PLANS / LANDSCAPING PLANS** – Projects related to the development of comprehensive master plans for urban and community forest management and community tree care, maintenance, and planting will be funded. Projects funded in this category should be from communities with limited resources to develop plans internally.

**GREENWAY DEVELOPMENT PLANNING** – Projects related to the planning and development of community greenways are eligible for funding. Grant funding may be applied to corridor and resource assessment, feasibility studies, maps and drawings, promotional and educational materials, and organizational development and staffing.

#### **Category 7 – Workforce Development**

**COMMUNITY FORESTRY/ARBORICULTURE SECTOR WORKFORCE PROGRAM** – Projects that help groups move toward a more varied and wide-ranging workforce in urban and community

forestry and arboriculture are eligible for funding. Grant funding may be used to build leadership, conduct outreach activities, increase capacity, or provide training and education to support local community development efforts.

### **Category 8 - Miscellaneous**

Projects that meet the objectives of the Urban and Community Forestry Program (see page 1), and that do not fit into any of the previous categories, may be submitted under category 8. The maximum funding for any project approved in this category will depend upon the nature of the project.

### **Ineligible Projects/Activities**

Ineligible projects include, but are not limited to:

- research
- property acquisition and related costs
- construction and capital improvement projects
- equipment purchases (Supplies exceeding \$2,500.00)
- food or beverage purchases
- gift cards

### **Grant Timeframe**

Approved projects can begin only after you have received a fully executed copy of your grant purchase order. Costs incurred **PRIOR TO** the date on your purchase order will **NOT** be covered. Note the timelines for your grant (1-year) here.

### **Reports**

Periodic progress reports and a final report are required of all grantees. Reporting dates will be made available in the grant award paperwork package. A final report must be submitted at the conclusion of the project, within 30 days of the project completion, and prior to final payout.

### **Payment Process**

The funds awarded under the grant are available on a **reimbursement basis** after report submittal and in accordance with a payment schedule agreed to in advance. **Grantees must file a Request for Reimbursement (included in award paperwork package)** and send records of expenditures along with documentation of all costs to Oklahoma Forestry Services. Oklahoma Forestry Services reserves the right to make partial payments subject to completion of scheduled milestones. The Urban and Community Forestry Grant Program Manager will evaluate the progress of the project to determine eligibility for full payment.

### **TIMETABLE**

**APPLICATIONS MUST BE RECEIVED BY EMAIL OR MAIL on August 29, 2025, by 5:00pm CST.**

The Urban and Community Forestry Program manager will notify successful applicants of funding approval as soon as possible. Successful applicants must submit required federal forms

**within thirty (30) days** of the date of the award notice. Municipalities needing city/town council or Board of Supervisor approval must contact the Department of Forestry for an extension of this time, if needed.

## **APPLICATION FORMAT**

Written proposals should be included in addition to the signed Application Form found at the beginning of this document and Budget Worksheet. The proposal narrative should not exceed four pages. Applicants should also include maps, photos, etc. in addition to the narrative. Clear and concise proposals should address an urban and community forestry need and meet one or more of the objectives of the Urban and Community Forestry Assistance Program (see page 1). The information that should be presented in the narrative and budget include:

1. The purpose, objective, or mission statement of the applying organization and the purpose and objectives of the project. The project's purpose should be explained in one concise paragraph.
2. Explain why the project is important. Identify the project audience, why they should be addressed and describe what condition will be changed because of the project. The narrative should include these elements:
  1. **Activities** – List all the activities you will undertake to complete the project.
  2. **Partnerships and Participants** – List project personnel, volunteers, participating organizations, etc.
  3. **Public, Educational Benefits, and Community Engagement** – Strategies for the project should also be described. \*Communications and signage will attribute projects as made possible by a grant from Oklahoma Forestry Services.
  4. **Community Benefit** – Provide a written description of how funds will benefit communities in need of community forestry resources. Also, provide a screenshot of the geographic area and/or areas from the approved online data tools.
  5. **Administration** – Specify who will be responsible for project management and record keeping.
  6. **Timetable** – Show project start date, project milestone completion dates, and total project completion dates.
  7. **End Product/Result** – List specific **deliverables** to be accomplished with funds (i.e., brochures, packets, videos, publications, websites, proposed newsletter articles, street tree inventory, management plans, etc.) and identify the recipients of or target audience for the deliverable (i.e., students, employees, civic organization, Chamber of Commerce, citizens in \_\_\_\_\_ community). This may be written as a bulleted list with descriptions and clarification.
3. A detailed project **budget** should include sources and description of materials, maintenance costs, and costs of professional services. On the last page of this document is a budget worksheet example for reference. The budget will be

compared to the project narrative to determine if proposed expenditures are reasonable and allowable. A maximum of 11.47% of the total award can be used towards administrative/indirect expenses.

Categories that might be used in the budget include:

1. **Personnel** – List all staff positions by title. Give annual salary, percentage of time assigned to the project, and total cost for the budget period.
2. **Fringe Benefits** – Identify the percentage used, the basis for its computation, and the types of benefits included.
3. **Travel** – Specify the mileage, per diem, estimated number of trips, and other costs for each type of travel. Please visit [www.gsa.gov/perdiem](http://www.gsa.gov/perdiem) to determine the appropriate federal rates. Note - homestays are eligible for reimbursement.
4. **Supplies** – All tangible items other than “equipment”. Supplies must not exceed \$2,500 per individual item. The budget detail should identify supplies to be purchased.
5. **Contractual** – Identify each proposed contract and specify its purpose, nature, and estimated cost
6. **Administrative costs** - Examples of administrative costs for UCF funding: Direct personnel and fringe, service contracts, and sub-awards for staff providing administrative support functions for the UCF Program. Subawards may include administration, accounting, and general administrative support to urban and community forestry staff.
7. **Other** – List each item in sufficient detail for grant administrators to determine the reasonableness of the cost.

Supplies such as printers and office supplies. Note: these costs should be included in indirect costs unless they are ONLY for the UCF work.

\*State assumes no liability for any contractors, volunteers, or local government employees working on any projects.

## **PROPOSAL SUBMISSION**

1. **Fill out and sign the grant proposal application form, budget worksheet, and state W9.** These documents must be submitted with your proposal package.
2. Non-profit organizations must submit documentation of 501(c)3 status (IRS letter or copy of annual tax filing).
3. Submit an **email or mailed copy** of your proposal, including the application form **by August 29, 2025, by 5:00pm CST to Riley Coy.** Post marked applications will not be accepted. Please make sure you receive a confirmation email once your application is submitted. **NO PARTIAL APPLICATIONS WILL BE ACCEPTED.**

## **GRANT PREPARATION ASSISTANCE**

Assistance in developing proposals is available to all potential applicants from Oklahoma. We will also provide guidance as to a project's suitability under this grant program. Applicants are strongly encouraged to discuss potential projects with Oklahoma Forestry Services before proposal submittal. Contact information is below to reach out with any questions.

**Riley Coy (Grant Administrator)** [Riley.coy@ag.ok.gov](mailto:Riley.coy@ag.ok.gov) 580-231-1770

**Elizabeth Bland-Corbishley** [Elizabeth.bland-corbishley@ag.ok.gov](mailto:Elizabeth.bland-corbishley@ag.ok.gov) 405-593-2142

## **FUNDING CRITERIA AND PROPOSAL REVIEW**

Only applications that meet all General Requirements will be reviewed.

Some examples to consider:

- Clearly defined purpose or objective of project.
- Goals, purpose, or mission statement of the applicant is clear.
- Meets a demonstrated urban and community forestry need.
- Helps strengthen and develop local urban & community forestry capacity.
- Meets federal and state program objectives.
- Involves various partnerships.
- Local visibility or awareness of the project.
- Long-term benefit of the project.
- Clarity of budget presentation and use of budget worksheet (enclosed).
- Cost effectiveness.
- Has a realistic time frame for completion.
- Acknowledgment of Oklahoma Forestry Services contribution language/signage.
- Can be duplicated and/or used as a model in other cities.
- Demonstrated ability of the applicant to follow through on project completion.
- Enhances environmental, social, cultural, historical, psychological, and economical values.
- Clearly defined maintenance plan for projects that involve any planting

Proposal ranking is based on the following criteria:

**Projects must score a minimum of 70 points in order to be considered for funding.** Be sure each issue is addressed in the written narrative. Budget information should be reflected in the budget worksheet.

	Points
<b>Purpose / Need</b>	<b>10</b>
Is proposal information complete?	
Is the project purpose clearly stated and reasonable?	
Is a schedule included? Is it realistic?	
Does this project start an urban and community forestry program or enhance an existing program?	
Will public awareness of the benefits of trees, forests and of community forest management be improved?	
Is there social and educational value of the project.	
Is there environmental and aesthetic value to the project.	
<b>Planning and Implementation</b>	<b>30</b>
Does the project include a list of tree species appropriate for the location?	
Is there a specified long-term maintenance plan that designates responsibility for the ongoing maintenance to ensure establishment of newly planted trees?	
Will newly planted trees abide by ANSI A300 standards?	
What individuals and organizations are cooperating on this effort?	
What is the level of volunteer involvement?	
Is any technical assistance being used?	
<b>Budget</b>	<b>30</b>
Is the project cost realistic and is it an efficient use of funds?	
Clarity of budget presentation and use of budget worksheet? (enclosed)	
<b>Results</b>	<b>30</b>
Will the project increase the community tree canopy and add resilience through proper planting and species selection?	
What is the benefit to the community and/or state?	
What is the public relations impact?	
<b>Total</b>	<b>100</b>
<b><u>Bonus Points:</u></b>	
(Tree City USA) +2	
(Historically All Black Community) + 5	
(Tribal Benefits) +5	

**SAMPLE**  
**Urban and Community Forestry Grant Program**  
**WORKSHEET**

The City of Metropolis has received a grant to do an urban and community forestry inventory and management plan. They plan to conduct, inventory and develop a management plan with in-house staff and help from a volunteer group. They plan to contract with a consultant to do the management plan. The inventory and management plan components are shown separately.

**Applicant:** City of Metropolis

**Project Name:** Tree Inventory Project

ITEM	Grant Share Direct Expenses or Cash Purchases	TOTAL
<b>Component:</b> Inventory		
Personnel: Clark Kent – Supervisor 30 hrs. @ \$30.30	\$909.00	\$909.00
Project Outreach Staff – 30 hrs. @ \$25.00	\$750.00	\$750.00
Consultant Services	\$3,000.00	\$3,000.00
Pickup Rental-100 hours @ \$10.00 (Keep on Trucking)	\$1,000.00	\$1,000.00
Supplies – Tablets 5 @ \$300	\$1,500.00	\$1,500.00
Inventory Software	\$1,500.00	\$1,500.00
Total Direct Expenses	\$8,659.00	\$8,659.00
Indirect	\$1,731.80	
<b>TOTAL</b>	<b>\$10,390.80</b>	<b>\$10,390.80</b>