

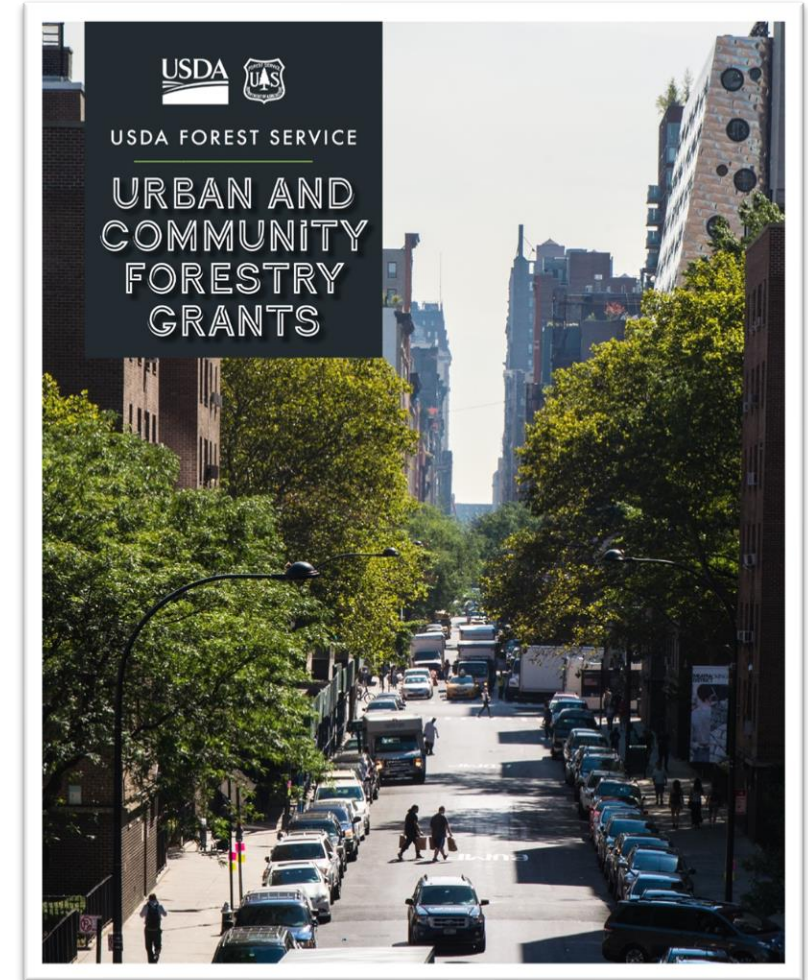


Urban and Community Forestry
Inflation Reduction Act (IRA)
Webinar for Grant Applicants
Part 2

April 2023

House Keeping

- Today's webinar is being recorded.
- Please mute your speakers.
- Please enter your comments or questions in the chat box. The chat box will be monitored during the webinar.
- We also invite your comments and questions via email. Please submit them to SM.FS.UCF_IRA@usda.gov and add **UCF-IRA Webinar** in the subject line.



Introductions

- **Urban and Community Forestry Program**

- SM.FS.UCF_IRA@usda.gov
- Nancy Stremple

- **The Access Team**

- Rebecca Buxton
- Aaron Stout

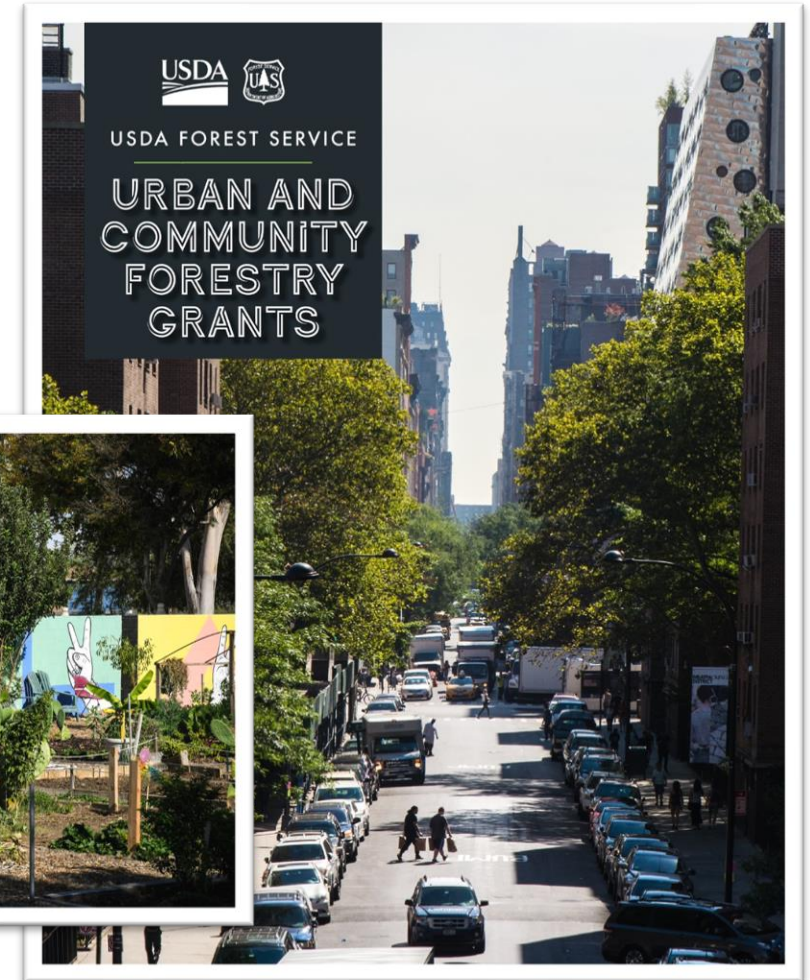
- **Southern Regional Extension Forestry**

- Darryl Outlaw




Today's Agenda – Urban and Community Forestry Program

- Introductions
- Budget
- Application Forms SF-424/424A
- Match
- Direct and Indirect Costs
- Supplies and Purchasing
- Website and Application Process
- Additional Questions



Budget Resources

- Application Guide - urbanandcommunityforests.org
- Forms, Templates, and Resources Tab
 - Instructions and Templates
- 2 CFR 200 Parts A-F <https://www.ecfr.gov/>
 - Part E addresses Eligible and Ineligible Costs



Application Guide

USDA Forest Service
[Office of Grants & Agreements](#)
[Access Branch](#)

FUNDING OPPORTUNITIES:
USDA-FS-2023-UCF-IRA-01
[Applications will be submitted through the UCF Online Grant Portal](#)

This guide addresses high level and routine components of a grant application. It does not replace requirements outlined in the Notice of Funding Opportunity or Detailed Instructions required for any funding opportunity. The guide targets new or infrequent applicants to the USDA Forest Service but is available to all applicants for use.

Application Budget

- A **separate** Budget document must be created that clearly defines your project costs over the project period.
 - **Personnel (Salary Costs)**
 - **Fringe Benefits**
 - **Travel**
 - **Equipment**
 - **PLEASE 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 **\$5,000**.
- **Equipment purchase is heavily discouraged.**

Application Budget

- **Supplies**
 - Tangible personal property other than equipment--includes tree purchase not completed under a contract for service
- **Contractual**
 - Contract for service, equipment rental
- **Other**
 - Sub-grants
 - Miscellaneous
- **Indirect Costs**
 - NICRA, de minimis, or none



Budget Narrative

- In a separate document titled “**Budget Narrative**”, explain and justify all requested budget items and costs.
- Please see the example in the Application Guide, along with Instructions **under the tab “FORMS, TEMPLATES & RESOURCES”**.

PLEASE NOTE:

- The Budget & Budget Narratives **MUST** match the **SF-424/424A**.
- All budget items must be consistent across the entire application.

Budget Narrative

- The **Budget** should be cited in the **Budget Narrative** document when the applicant is discussing the work to be performed and the cost to execute the specific work activity.
- For personnel salary costs, include the baseline 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 budget narrative **MUST** show the amounts and sources of match or cost share, including both cash and in-kind contributions.

SF-424/424A Application

- The SF-424 is an application for federal assistance that is required for grants.
- There is a budget information section that is required.
- Please make sure that any budget information in the SF-424A matches the Application budget as mentioned earlier.

Please see examples of the SF-424/424A under the tab “FORMS, TEMPLATES & RESOURCES” online portal at the link below.

[IRA-UCF 2023 Notice of Funding Opportunity \(NOFO\)](https://urbanandcommunityforests.org)
[\(urbanandcommunityforests.org\)](https://urbanandcommunityforests.org)



Match: Cash Match vs. Third Party In-Kind

- **Cash** is dollar for dollar match- such as required expense paid by the grantee.
- **In-Kind** donations are non-cash contributions such as services, supplies, property, and equipment.
- All matching funds or in-kind donations **MUST** be necessary, reasonable, and allowable.
- A match **MUST** also follow FFA guidelines on how federal dollars can be spent.

For more information, please see the [Application Guide](#) under the tab “FORMS, TEMPLATES & RESOURCES” .



Direct Costs vs. Indirect Costs

- If the cost can be identified specifically with a particular cost objective such as a grant, contract, project, function, or activity, then it is a **direct cost**.
- Costs of an organization that cannot readily be assigned to a particular project but are necessary to the operation of the organization and the performance of the project are considered **indirect costs**.

Indirect Cost Rates

- **De minimis-** The term “de minimis rate” refers to the rate that is available to recipients (and certain subrecipients) that do not have a current NICRA. The de minimis rate is **10%** of “modified total direct costs”.
- **NICRA-** Is an indirect cost rate over **10%** and must be negotiated through the Resource Audit Branch. You can find more information about negotiating your indirect cost rate in the appendix section of the Application Guide.

Supplies and Purchasing

- **Supplies**

- Tangible personal property other than equipment.
- This includes tree purchase not completed under a contract for service.
- Must be **under \$5,000**.
- Examples
 - Chainsaws, GPS devices, shovels, etc.

- **Equipment**

- Tangible personal property **over \$5,000**.
- **PLEASE NOTE** that equipment purchases are heavily discouraged and rental equipment should be considered first.



A blue-tinted photograph of a park scene. In the foreground, three people are sitting on a blanket on the grass, engaged in conversation. The background shows a large, leafy tree with a thick trunk on the left, and other people walking or sitting in the distance. The overall atmosphere is calm and social.

Break for Q&A

Website & Application Walk-Through

Application Videos

Helpful tutorials to assist in applying for this Funding Opportunity through the Online Application Portal can be found in the “HELP | VIDEOS” section at:

https://iraucfgrants.urbanandcommunityforests.org/help/help_videos



Video 1 – [Getting Started](#)



Video 2 – [Creating and Submitting an Application](#)



Video 3 – [Accessing Your Saved Application](#)

Resource Review

[IRA-UCF 2023 Notice of Funding Opportunity \(NOFO\) \(urbanandcommunityforests.org\)](https://urbanandcommunityforests.org)



USDA FOREST SERVICE URBAN & COMMUNITY FORESTRY
INFLATION REDUCTION ACT NOTICE OF FUNDING OPPORTUNITY (NOFO)
ONLINE GRANT PORTAL

HOME

APPLY ONLINE | CONTINUE APPLICATION

FORMS, TEMPLATES AND RESOURCES

HELP

Forms, Templates and Resources

USDA Forest Service Federal Financial Assistance Forms and Templates. To download any of the files listed below, click on the files title and the file will be downloaded to your browser's default download folder. To access the downloaded file, navigate to your browser's download folder. NOTE: All completed forms uploaded to the Grant Portal MUST be Adobe PDF formatted files. Forms in other formats such as Word Documents and Spreadsheets must be saved-as or converted to an Adobe PDF file before uploading to your online application.

Resources

To view a resource file, click the title of the link of interest. Depending on your browser's settings, the resource file will either open in a new browser window or will be downloaded to your browser's default download folder. If downloaded to your browser's download folder, you'll need to navigate to your browser's download folder and open the file there. Videos will display in a new browser window.

 [And Justice for All Poster](#)
Justice for All Poster



Application Review Process



Notification of Receipt.



Award will be announced by October 1, 2023.



Funding will come after the announcement.

Questions & Answers
Closing Remarks

Thank You!



Urban and Community Forestry Program