



GUIDELINES AND BID INSTRUCTIONS

New York State

Department of Environmental Conservation Urban and Community Forestry Program 2024 Community Reforestation (CoRe) Grant (Round 1)

NYS SFS Grants Management Bid Event ID No.: CoRe2024

Apply through the [SFS Vendor Portal](#)

Bid (Application) Due Date: 2:00 p.m. on Wednesday, March 12, 2025

Timetable of Key Events:

Open Bid (Application) Period Begins	Thursday, December 12, 2024
Webinar	10:00 am Thursday, January 9, 2025
Question & Answer Period Ends	2:00 p.m. Tuesday, February 25, 2025
Bids (Applications) Due	2:00 p.m. Wednesday, March 12, 2025
Awards Announced By (anticipated)	July 2025

To register for the webinar: [Register Here](#)

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Introduction

The Department of Environmental Conservation (DEC) Division of Lands and Forests is pleased to announce the first round of the Community Reforestation (CoRe) Grant program. The purpose of this grant is to develop, expand, and restore healthy forested natural areas in or near urban communities across New York State.

More than 85% of New York State's population lives in or near an urban community. In the 2024 State of the State address, Governor Hochul launched the 25 Million Trees by 2033 Initiative to recognize the importance of trees and forests for climate mitigation and community resilience. Supporting resilient reforestation and forests in urban communities that will bear the brunt of climate change impacts, particularly extreme heat, is a paramount component of the initiative. The competitive CoRe grant program will expand and restore urban forested natural areas on public land and not-for-profit land open to the public.

In addition to providing recreational opportunities, improving public health and well-being, and providing benefits to disadvantaged communities where greenspace is lacking, urban forested natural areas serve as a testing ground and bellwether for forest resiliency across the state. They provide the [greatest cooling benefits](#) of all urban greenspace types, improve water and air quality, provide wildlife habitat, increase biodiversity, reduce stormwater runoff, moderate extreme heat and capture and store carbon. Urban and community reforestation is an effective resiliency strategy to combat heat islands, greenhouse gas emissions, extreme weather events, and climate change.

Projects funded through this grant program will utilize [afforestation and reforestation practices](#) to establish new areas of forest on non-forest areas, supplement existing seedlings in existing forests or replant trees after a disturbance, [restore forest stands](#) and [control competing vegetation](#) to increase overall forest health resilience for the long term, and using fences or a natural slash wall barrier to [prevent deer browse](#) as appropriate and necessary.

1. Grant Information

a) Inquiries & Designated Contact Information

- [Grants Management Website](#)
- [Search for Grant Opportunities instructions](#)
- Vendors need to be logged in in order to submit a bid.

For general information on submitting a bid and for clarification of bidding requirements, contractual terms and procedures, contact:

- i. DEC Regional Urban Foresters (Appendix 1) are available for consultation on projects throughout the entire open grant period. All bidders should discuss their project with their regional urban forester early in the planning process.
- ii. DEC Urban Forestry team at urbanforestry@dec.ny.gov and include "2024 CoRe" in the subject line of the email for questions regarding this grant opportunity. Questions

will be accepted by DEC until C.O.B. February 25, 2025. All questions, and answers, will be uploaded in the Grants Management System Bid Event for all bidders to view.

For technical information regarding the Grants Management Bid Event and the Grants Management portal, direct questions to:

NYS SFS Grants Management

Contact Information: helpdesk@sfs.ny.gov | 877-737-4185 toll-free | 518-457-7737

Include “2024 CoRe” in the subject line of the email.

b) Timetable of Key Events

Thursday, December 12, 2024	Bid (Application) Period Begins
Thursday, January 9, 2025 10 am – 12 pm	Grant Information Session and Grant Portal Information Session (details on front page)
Tuesday, February 25, 2025	Question and Answer Period Ends
Wednesday, March 12, 2025, 2:00 pm	Bid (Application) Period Ends
July 2025	Anticipated Awards Announcement

c) Funding

Approximately \$15 million is available for Round 1 of the Community Reforestation (CoRe) Grant Program. Up to \$3 million is available to State agencies, State authorities and State public benefit corporations. Of the \$12 million available to all other eligible bidders, up to \$3 million is available for smaller projects (\$150,000 to \$500,000). Should newly appropriated funding become available, DEC may make additional awards to fund bids received in this grant round. Funding for this grant opportunity is provided from the New York State General Fund - Capital Projects. **This is a reimbursement grant.** Costs need to be paid by the awardee prior to being reimbursed by DEC.

d) Minimum and Maximum Award Amounts

Minimum grant amount is \$150,000; Maximum grant amount is \$3,000,000.

e) Match Requirement

Match funds are not required for this grant.

f) Bidders (Applicants)

For the purposes of this grant program, the following entities are considered eligible bidders:

1. New York State municipalities, and quasi-governmental entities including, but not limited to counties, cities, towns, villages, public benefit corporations, public authorities, municipal corporations, and soil and water conservation districts.
2. Indian nations or tribes recognized by the State or the United States with a reservation wholly or partly within the boundaries of New York State, or any combination thereof.
3. 501(c)(3) not-for-profit (NFP) corporations whose projects are located within the eligible geographic boundaries defined in this document.

- a. Nonprofits must receive approved prequalification status prior to bid submission and execution of contracts. Grant proposals from nonprofits that are not Prequalified in SFS at the bid due date and time will be disqualified from further consideration. To become prequalified, a nonprofit must first register with Statewide Financial System (SFS). Once registered, nonprofits complete an online Prequalification application. Nonprofits are strongly encouraged to begin the Prequalification process as soon as possible.
4. NYS Agencies (NYS Office of Parks, Recreation and Historic Preservation; State University of New York (including individual campuses); etc.).

Note: Individuals and unincorporated groups may not apply but an eligible organization, known as a fiscal sponsor, may apply on behalf of an unincorporated group.

If a proposed project involves a cooperative agreement or partners, only one eligible, designated lead bidder can submit the bid for grant funding. The lead bidder must assume the responsibility for the project bid, performance of work consistent with this document, and the State of New York Master Contract for Grants. Letters substantiating the collaboration from each partner are required. These letters are to be uploaded to the SFS Grants Management system in a single PDF under the appropriate question for the bid.

g) Project Locations

Eligible projects must:

1. Be on non-federal public properties (i.e. state, county, municipal), privately owned land that is open to the public (i.e. preserves, land trusts, cemeteries); AND
2. Be within the boundaries identified by the **CoRe Grant eligibility map**. See Appendix 2 for methodology used to determine eligible project areas.

Private property, other than what is described above, is not eligible for this bid opportunity.

h) Proposed Project Timeframes

All projects must have defined objectives, tasks, and deliverables accounted for in performance measures that can be completed and invoiced within a five-year contract period/term. Costs outside of the contract period/term are ineligible. The Master Contract for Grants (MCG) must be fully approved by DEC, and if applicable approved by the Attorney General and the State Comptroller. Time extensions beyond the contract term end date may be allowed and will be determined by the DEC based upon written justification from the Grantee. Bidders should not submit an application if they do not anticipate their project can be completed within the specified contract term.

i) Bid (Application) Limit

Bidders may submit one application with multiple project sites. Bidders may also submit multiple applications for multiple projects.

j) Debriefing Request

In accordance with section 163 of the NY State Finance Law, DEC must, upon request, provide a debriefing to any unsuccessful offeror that responded to the Program Overview, regarding the reasons that the proposal or bid submitted by the unsuccessful offeror was not selected for an award. An unsuccessful offeror wanting a debriefing must request a debriefing in writing, within

fifteen calendar days of receipt of the notice that their proposal did not result in an award. Debriefings requested after fifteen calendar days may be denied.

k) Protest Procedure

DEC does not have a formal protest procedure; therefore, a bidder may file an initial protest with OSC's Bureau of Contracts (BOC) after the Department has made a contract award. The protest must be in writing and filed with BOC within ten business days of notice of the contract award or if a debriefing has been requested by the interested party, within five business days of the debriefing (whichever is later). If the interested party is not provided with notice of the contract award, the interested party may file a protest with BOC at any time after the contract award and prior to the Comptroller's final action on the contract.

Formal protests concerning a pending contract award must be received within five (5) business days after the protesting party knows or should have known of the facts that constitute the basis of the formal protest.

The protest must be filed with:

Bureau Director
at bidprotests@osc.ny.gov or
Bureau of Contracts
New York State Office of the State Comptroller
110 State Street, 11th Floor.
Albany, NY 12236

l) Department of Environmental Conservation Oversight

The Department of Environmental Conservation reserves the right to:

- Award additional and available funding for scored and ranked projects consistent with this grant opportunity.
- Award an agreement for any or all parts of the Guidelines and Bid Instructions in accordance with the method of award or withdraw of the Guidelines and Bid Instructions at any time at the Department's sole discretion.
- Award only one bid for funding in the event there are multiple bid submissions for a single project or for pieces of a single project.
- Award to the next highest scoring bid in the event bidder fails to negotiate a grant contract with the Department within 60 days of a grant award.
- Monitor the progress of all grant awards and withdraw grant funding if the bidder fails to make significant and timely progress on the project or fails to receive the necessary permissions and permits for the project.
- The Department reserves the right not to fund projects that are determined not to be consistent with NYS's Smart Growth Public Infrastructure Policy Act.
- The Department reserves the right not to fund projects that are determined not to be consistent with the Climate Change Leadership and Community Protection Act or its implementing regulations.
- Reject any or all bids in response to the Guidelines and Bid Instructions at the agency's sole discretion.

m) Sexual Harassment Prevention Certification

State Finance Law §139-l requires all bidders of grant funding to certify that they have a written policy addressing sexual harassment prevention in the workplace and provide annual sexual harassment training (that meets the Department of Labor's model policy and training standards) to all its employees.

Where applying for grant funding is required pursuant to statute, rule or regulation, every bid submitted to the state or any public department or agency of the state must contain the following statement: "By submission of this bid, each bidder and each person signing on behalf of the bidder certifies, and in the case of a partnering bid each party thereto certifies as to its own organization, under penalty of perjury, that the bidder has and has implemented a written policy addressing sexual harassment prevention in the workplace and provides annual sexual harassment prevention training to all of its employees. Such policy shall, at a minimum, meet the requirements of section two hundred one g of the labor law."

Bids that do not contain the certification will not be considered for award; provided however, that if the bidder cannot make the certification, the bidder may provide a signed statement with their bid detailing the reasons why the certification cannot be made. After review and consideration of such statement, the Department may reject the bid or may decide there are sufficient reasons to accept the bid without such certification.

Bidders are required to sign and upload the Sexual Harassment Prevention Certification form or upload a signed statement with their bid detailing the reasons why the certification cannot be provided.

n) Executive Order 16

Executive Order No. 16 provides that "all Affected State Entities are directed to refrain from entering into any new contract or renewing any existing contract with an entity conducting business operations in Russia." The complete text of Executive Order No. 16 can be found at <https://www.governor.ny.gov/executive-order/no-16-prohibiting-state-agencies-and-authorities-contracting-businesses-conducting>. The Executive Order remains in effect while sanctions against Russia imposed by the federal government are in effect. Accordingly, vendors who may be excluded from award because of current business operations in Russia are nevertheless encouraged to respond to solicitations to preserve their contracting opportunities in case the sanctions are lifted during a solicitation or even after award in the case of some solicitations. As defined in Executive Order No. 16, an "entity conducting business operations in Russia" means an institution or company, wherever located, conducting any commercial activity in Russia or transacting business with the Russian Government or with commercial entities headquartered in Russia or with their principal place of business in Russia in the form of contracting, sales, purchasing, investment, or any business partnership. Vendors responding to this solicitation are required to complete and submit the form entitled "Certification Under Executive Order No. 16 Prohibiting State Agencies and Authorities from Contracting with Businesses Conducting Business in Russia".

ALL bidders must download, complete, and save the Executive Order No. 16 Certification form, prior to uploading the completed form back into the GM.

2. Project Types/Practices

a) Eligible CoRe Practices

CoRe practices must be one of the following: A) Afforestation/Restoration; B) Forest Stand Restoration/Competing Vegetation Control; C) Deer Exclosure; or D) a combination of any or all practices.

Each practice has different requirements as reflected in standards and specifications. These specifications often align with the Natural Resource Conservation Services' Field Office Technical Guide (FOTG) and the reference number is listed for each CoRe Practice.

Bidders should carefully review the practice information below, and the pass/fail eligibility criteria contained in the Guidelines to avoid disqualification. The Practice Template form with basic stand information and practice-specific information must be downloaded from the Event Comments and Attachments section of SFS GM or from Appendix 3 in this Bid Document, completed by the Bidder and uploaded to the SFS Grants Management Practice Template Question to be considered for funding.

b) Alignment with Natural Resources Conservation Service EQIP Practices

Reimbursement is allowed for CoRe projects if the bidder uses the specifications and standards outlined below or by the following aligned NRCS EQIP Practices.

- 314-Brush Management Practices
- 315-Herbaceous Weed Control
- 342-Critical Area Planting
- 382-Fence
- 391-Riparian Forest Buffer
- 490-Site preparation
- 528-Prescribed Grazing
- 612-Tree Planting
- 647-Early Succession Habitat
 - Wildlife Openings
 - Low shade removal
 - Overstory removal

To receive payment, the project must be installed to NRCS standards, and the stated standards listed in this Bid Document. A DEC forester will sign off on the execution of these standards.

NRCS rates for 2024 for New York can be found on the USDA Natural Resource Conservation Service Environmental Quality Incentive Program (NRCS EQIP) page (<https://www.nrcs.usda.gov/sites/default/files/2022-11/New-York-EQIP-23-payment-rates.pdf>). Please use the above codes to find (**hint: use control F function to quickly find each section**) the correct practice sections within the document for the relevant reimbursement rates.

Note* NRCS EQIP Rates are only based on 75% of the full cost of practice installation, while the CoRe Grant will reimburse up to 100% of the project cost, including installation, labor, and materials. Please carefully consider these differences in project estimates. It is expected that

bids for the CoRe Grant will be above NRCS's EQIP reimbursement rate by at least a 25% margin.

c) Afforestation/Reforestation Practice

The goal of this practice is to establish new forests or supplement seedling regeneration in existing forest stands after a natural disturbance or treatment through planting trees. This practice **cannot** be used to establish orchards, ornamental, nursery or Christmas trees farms.

Reimbursement is allowed for CoRe projects if the bidder uses the specifications and standards outlined below or by the following aligned NRCS EQIP Practices.

- 490-Site preparation
- 314-Brush Management Practices
- 315-Herbaceous Weed Control
- 612-Tree Planting
- 342-Critical Area Planting
- 391-Riparian Forest Buffer

NOTE: Bidder is required to complete the General Site Conditions and Afforestation/Reforestation Sections of the Project Practice Plan Template Form and upload it as an attachment in the SFS Grants Management System.

This practice authorizes grant funds to be used for planting projects for:

- Establishing new forest areas where the previous land use was non-forest.
- Reforestation of a previously forested area after treatment or natural disturbance (wind, fire, etc.), or canopy dieback where natural regeneration is not being utilized.
- Supplement areas where natural regeneration is present, but not currently adequate in an existing forest after a harvest, natural disturbances (wind, fire, etc.), or dieback.

Practice Cost and Reimbursement

Materials and tasks that are approved for reimbursement for this practice include:

- Planning by a forester, arborist, natural resources professional, or specialist in restoration and reforestation
- Cost of tree planting by contractor and/or forester/natural resources professional
- Purchase of bare root or containerized tree or shrub seedlings
- Groundcover to assist with weed control
- Labor hours to prepare and plant seedlings on the site
- Materials and labor for tree protection and survival (except deer fencing, see practice D)
- Rental/ leasing equipment directly related to site preparation and the planting and maintenance of tree seedlings
- Purchase of tools (under \$5,000 per unit)
- Other techniques as approved by DEC to assist or enhance tree planting success

Afforestation/Reforestation practice cost estimates should use local rates.

GENERAL STANDARDS AND SPECIFICATIONS

Site Evaluation

Evaluate the site to determine necessary site preparation, and if mulching, supplemental water or other treatments (e.g., tree protection devices, shade cards, brush mats, etc.) are needed to assure adequate survival and establishment. Minimize the need for supplemental water and/or nutrients by choosing site-adapted plant materials, planting methods, and planting seasons.

Tree Species

Species selection for reforestation projects must be native, regionally suitable, and/or selected for the desired future forest type. Species may also be based on plant stock availability, planting season, and/or other factors. Planting plans will be evaluated for each project and will require Departmental approval. An example of an appropriate species list for Downstate and the Lower Hudson Valley can be found at:

<https://naturalareasnyc.org/nyc-forest-restoration-tool/>

A number of factors should be considered when selecting trees for planting including:

- Native forest type of project location
- Site factors such as soil type, drainage and aspect
- Hardiness zone
- Ability to perform future maintenance, such as thinning and pruning
- Bidder goals
- Growth rates
- Appropriate species for restoring-rare and unique forested habitats.

Plantings must consist of trees or shrubs stock. Up to 10% of the site may include shrub (understory) plantings. Project tree and shrub stock specifications must be included in estimates. To ensure planting success, DEC may require bidders to use different planting stock based on site, project timelines, stock availability and other unforeseen situations.

Select viable, high-quality, and adapted plant materials. Select planting stock that conforms to established seed transfer protocols within the State and complies with minimum standards accepted by the American National Standards Institute (ANSI). Do not plant any species on the Federal or State invasive species or noxious weed lists. New York State Department of Agriculture and Markets' list of prohibited and regulated invasive plants can be found [here](#). The United States Department of Agriculture's National Invasive Species Information Center has both federal and regional prohibited species lists which can be found [here](#).

Site Preparation

Depending on site factors, there will likely be a need for some site preparation. Site factors that indicate a need for site preparation include:

- Compacted soils (such as if the field was previously used for agriculture), which likely indicate a need for tilling,
- Steep slope or erodible soils (silt or clay), which likely indicate the need for erosion control, and/or

- Presence of vegetation cover on the site (>30% cover), will require mechanical control (ex: mowing), vegetation exclusion (ex: weed mats, gravel mulch), and/or herbicide control prior to planting.

Vegetation Control

For sites where there is more than 30% cover of vegetation, which will compete or interfere with seedling or tree stock growth, mechanical control, vegetation exclusion, and/or herbicide control will be required. Control of vegetation cover must be maintained throughout the site preparation, tree planting and protection, and maintenance and monitoring phases of a project. For projects that involve vegetation control outside of industry standards, Bidders must provide supporting documentation of control methods in the form of peer reviewed research, such as research articles cited in scientific journals or fact sheets by attaching them to the Project Template for upload to the SFS Grants Management.

Mechanical Control

For mechanical treatments, plans should describe the type of equipment, techniques, or procedures to be followed and timing of treatment to achieve best results.

Herbicide Control

- Utilization of an Herbicide Plan is encouraged and should include:
 - Acceptable chemical treatment references for containment and management or control of target species.
 - Evaluation and interpretation of herbicide risks associated with selected treatment(s).
 - Acceptable dates or plant growth stage at application to best effect control and reduce reinvasion.
 - Any mitigation, timing considerations or other factors that must be considered to ensure the safest, most effective application of herbicide.
- Application of herbicides must be done according to the label (labels attached) and manufacturer's safety instructions and in compliance with State regulations.
- Chemicals must be legally registered in NYS as an herbicide to be used as such under this grant opportunity.
- All of the designated area must be treated uniformly and after the herbicide application, at least 80% or more of the target vegetation stems must be dead. The effectiveness of the herbicide application will be evaluated by the DEC after June 15th during the following growing season using six-foot radius sample plots. Fern and woody species will be evaluated separately for effectiveness of the herbicide application.

When the Grantee hires a contractor to apply herbicides as part of this grant, the Grantee's Contractor must be a registered pesticide business that is currently registered with the NYS DEC and employs a certified applicator in the appropriate category (i.e., Category 2). A pesticide applicator who is a holder of a N.Y.S. Commercial Applicator Permit (Category 2) must be present during the spraying operation.

Planting Times

Choose appropriate planting dates and handling methods to increase rates of survival. Typically, plantings have the most success if completed in the fall prior to frost or the early spring following thaw.

Planting Guidance

Choose appropriate planting dates and handling methods to increase rates of survival. Typically, plantings have the most success if completed in the fall prior to frost or the early spring following thaw.

Select planting techniques and timing appropriate for soil and site conditions.

A guide for tree planting can be found at the following link:

https://www.dec.ny.gov/docs/lands_forests_pdf/tftplantmaint.pdf.

And additional information at:

<https://dec.ny.gov/nature/forests-trees/urban-and-community-forestry/how-to-plant-a-tree>

Required Survival Rates

Total seedling survival for bare root stock must be **65% or greater** by the end of the five-year contract period to receive full reimbursement for this practice.

Total seedling survival for containerized stock must be **75% or greater** by the end of the five-year contract period to receive full reimbursement for this practice.

Tree Protection

Protect tree, seeded areas, and naturally regenerated areas, from unacceptable adverse impacts of pests, wildlife, livestock, and/or fire. Protect from pests, as necessary, by applying integrated pest management techniques for pest prevention, avoidance, monitoring, and suppression.

All plantings that have a risk of deer browse shall require protection which may include fencing or tree shelters.

Projects may include groundcover to limit competing vegetation with trees.

Specific Conditions for Establishing New Forest Areas or Re-establishing forests after a treatment or disturbance

- The minimum planting density for bare root trees for establishing new forested areas is 500 trees per acre.
- Containerized seedlings should be planted at a minimum density of 100 trees per acre.
- Fewer trees per acre may be allowed depending on the species planted or the forest type being replanted, site conditions, type of tree stock. For example, special or rare ecological habitats may require fewer trees per acre.

Specific Conditions for Planting to supplement existing tree regeneration in forest

- Fewer trees per acre may be required for supplemental planting in forest openings based on the current natural regeneration. The Bidder will provide the number of trees or trees per acre required to adequately supplement existing regeneration. Site factors, current forest type, and light conditions are crucial for overall project success and will be used in the evaluation process.

Operation

Supplemental water will be provided as needed to plantings. Watering systems can be used and associated costs can be submitted for reimbursement. The most cost-effective system shall be utilized.

Select proper equipment to perform site preparation work.

Control erosion and maintain water quality during site preparation activities.

Long-Term Management

After the project is completed, the bidder is expected to maintain this practice at their own cost to reach the long-term goal of establishing and maintaining planted trees within 10 years. This includes performing the proper cleaning and thinning of planted areas to reduce competition, pruning and replacement of species necessary to maintain forest cover.

The bidder will develop a long-term maintenance and cost plan for the lifespan of the practice.

Monitoring

Once implemented to the specifications listed above, the bidder will monitor this practice throughout its lifespan (10 years) to evaluate success. Frequently inspect the site within the first years of practice establishment to address threats to tree survival (i.e., insects, disease, browsing, etc.).

Monitoring records should be maintained by the bidder throughout the lifespan (10 years) of the practice and available upon request by DEC. These records should provide the necessary information needed to enable the DEC to evaluate the site. DEC may also conduct on-site monitoring throughout the lifespan of the project to evaluate project and program success.

d) Forest Stand Restoration/ Competing Vegetation Control Practice

To restore forests impacted by pests and disease, invasive vegetation, or other issues for the purpose of increasing overall forest health and resilience. Approved treatments may include silvicultural sound methods to help eradicate or limit the spread of native or exotic invasive plant species in forested environments which interfere with natural regeneration and designed to renew degraded forest stands. Funding can support mechanical removal or chemical control using herbicide registered in New York for targeted species and planting. Practice installation can either meet the specifications listed below or the equivalent NRCS EQIP specifications for the practices listed.

This practice is not for orchard, ornamental, nursery, or Christmas tree purposes.

Suite of NRCS Practices potentially under CoRe Forest Stand Restoration/Competing Vegetation Control Practice.

- 314 Brush Management Practices
 - Biological Management
 - Blanket Treatment
 - Chemical-Ground Applied
 - Chemical Individual Plant
 - Intense Individual Plant Treatment
 - Mechanical hand tools and Chemical Treatment

- Hand Tool, Woody Vegetation
- Mechanical Light Equipment
- Mechanical Medium 2-to-4-inch DBH
- 315 Herbaceous Weed Control
 - Biological Management High Density
 - Biological Management Low Density
 - Blanket Treatment
 - Chemical-Spot Treatment
 - Forest herbaceous Chemical Ground
 - Chemical Individual Plant
 - Intense Individual Plant Treatment
 - Mechanical hand tools and Chemical Treatment
 - Hand Tools, Herbaceous Vegetation
 - Mechanical
- 342-Critical Area Planting
- 391-Riparian Forest Buffer
- 490-Site preparation
- 528-Prescribed Grazing
- 612-Tree Planting
- 647-Early Succession Habitat
 - Wildlife Openings
 - Low shade removal
 - Overstory removal

NOTE: Bidder is required to complete the General Site Conditions and Forest Stand Restoration/ Competing Vegetation Control Practice Sections of the Project Practice Plan Template Form and upload it as an attachment in the SFS Grants Management System.

GENERAL DESCRIPTION

The bidder objective must be to control competing vegetation during the contract period using the most effective methods possible. Herbicides are an effective method to restore areas overrun with competing vegetation within a short timeframe and can be completed in conjunction with mechanical method. The intention of this practices is to eradicate or reduce the issue to a manageable level for a bidder in a short period of time, so native trees and plants can start to reoccupy the site.

Practice Cost and Reimbursement

Materials and tasks that are approved for this practice include:

- Planning by a forester, arborist, natural resources professional, or specialist in restoration and reforestation
- Cost of tree planting by contractor and/or forester/natural resources professional
- Equipment use and labor, such as forestry mower
- Rental/ leasing equipment directly related to site preparation, the planting and maintenance of tree seedlings
- Herbicide
- Travel Time
- Purchase of tools
- Cost of tree planting contractor and/or forester/natural resources professional
- Purchase of bare root or containerized tree or shrub seedlings
- Groundcover to assist with weed control

- Labor hours to prepare and plant seedlings on the site
- Materials and labor for tree protection and survival (except deer fencing SEE Practice 3)
 - Rental/ leasing equipment directly related to the planting and maintenance of tree seedlings
- Purchase of tools (under \$5,000 per unit)
 - Other techniques as approved by DEC to assist or enhance tree planting success

STANDARDS AND SPECIFICATIONS

Practices are authorized to enhance overall forest health resilience of a forest stand by eradicating or reducing the spread of native or exotic plant species in forested environments which interfere with natural and naturalized forest reforestation.

To qualify for this practice the interfering vegetation must make up a least 30% of the understory as ocularly estimated.

Project will be evaluated on the current light conditions and the desired tree species to occupy the understory. Competing vegetation control may need to be paired with a silvicultural treatment and deer protection to be successful.

Competing Vegetation Control practice cost estimates should be based on current local rates.

Work plans should describe the extent or size and orientation of treatment area(s) and clearly state the goals and objectives. Describe the current and desired future condition of each stand that will be treated. Include the species, cover type, and size-class distribution. Stocking will be described in terms of basal area per acre, trees per acre, between-tree spacing, or by any other appropriate and professionally accepted density or stocking protocol. Maps and narratives detailing/ identifying areas to be treated, pattern of treatment (if applicable), and areas that will not be treated.

If Bidders plan on utilizing vegetation controls that are not standard practice, Bidders must provide supporting documentation of desired control methods in the form of peer reviewed research or fact sheets, described in the narrative section of the Project Practice Plan Template Form, and uploading them as a combined PDF attachment in the SFS Grants management system.

Site Evaluation

Evaluate the site to determine necessary site preparation, and if mulching, supplemental water or other treatments (e.g., tree protection devices, shade cards, brush mats, etc.) are needed to assure adequate survival and establishment. Minimize the need for supplemental water and/or nutrients by choosing site-adapted plant materials, planting methods, and planting seasons.

Tree Species

Species selections for reforestation projects should be regionally suitable and may be based on plant stock availability, planting season, and/or other factors. Planting plans will be evaluated for each project and will require Departmental approval. An example of an appropriate species list for Downstate and the Lower Hudson Valley can be found at:

<https://naturalareasnyc.org/nyc-forest-restoration-tool/>

Tree species must conform with the current forest type or desired future forest type. A number of factors should be considered when selecting trees for planting including:

- Native forest type of project location
- Site factors such as soil type, drainage and aspect
- Hardiness zone
- Ability to perform future maintenance, such as thinning and pruning
- Bidder goals
- Growth rates
- Appropriate species for restoring ~~critical~~ rare and unique forested habitats.

Plantings must consist of trees or shrubs stock. Up to 10% of the site may include shrub plantings. Project tree and shrub stock specifications must be included in estimates. To ensure planting success, DEC may require bidders to use different planting stock based on site, project timelines, stock availability and other unforeseen situations.

Select only viable, high-quality, and adapted plant materials. Select planting stock that conforms to established seed transfer protocols within the State and complies with minimum standards accepted by the American National Standards Institute (ANSI). Do not plant any species on the Federal or State invasive species or noxious weed lists. New York State Department of Agriculture and Markets' list of prohibited and regulated invasive plants can be found here. The United States Department of Agriculture's National Invasive Species Information Center has both federal and regional prohibited species lists which can be found here.

Site Preparation

Depending on site factors, there will likely be a need for some site preparation. Site factors that indicate a need for site preparation include:

- Compacted soils (such as if the field was previously used for agriculture), which likely indicate a need for tilling,
- Steep slope or erodible soils (silt or clay), which likely indicate the need for erosion control, and/or
- Presence of vegetation cover on the site (>30% cover), will require mechanical control (ex: mowing), vegetation exclusion (ex: weed mats, gravel mulch), and/or herbicide control prior to planting.

Vegetation Control

For sites where there is more than 30% cover of vegetation, which will compete or interfere with seedling or tree stock growth, mechanical control, vegetation exclusion, and/or herbicide control will be required. Control of vegetation cover must be maintained throughout the site preparation, tree planting and protection, and maintenance and monitoring phases of a project. For projects that involve vegetation control outside of industry standards, Bidders must provide supporting documentation of control methods in the form of peer reviewed research, such as research articles cited in scientific journals or fact sheets by attaching them to the Project Template for upload to the SFS Grants Management.

Mechanical Control

For mechanical treatments, plans should describe the type of equipment, techniques or procedures to be followed and timing of treatment to achieve best results.

Herbicide Control

- Utilization of an Herbicide Plan is encouraged and should include:

- Acceptable chemical treatment references for containment and management or control of target species.
- Evaluation and interpretation of herbicide risks associated with selected treatment(s).
- Acceptable dates or plant growth stage at application to best effect control and reduce reinvasion.
- Any mitigation, timing considerations or other factors that must be considered to ensure the safest, most effective application of herbicide.
- Application of herbicides must be done according to the label (labels attached) and manufacturer's safety instructions and in compliance with State regulations.
- Chemicals must be legally registered in NYS as an herbicide to be used as such under this grant opportunity.
- All of the designated area must be treated uniformly and after the herbicide application, at least 80% or more of the target vegetation stems must be dead. The effectiveness of the herbicide application will be evaluated by the DEC after June 15th during the following growing season using six-foot radius sample plots. Fern and woody species will be evaluated separately for effectiveness of the herbicide application.

When the Grantee hires a contractor to apply herbicides as part of this grant, the Grantee's Contractor must be a registered pesticide business that is currently registered with the NYS DEC and employs a certified applicator in the appropriate category (i.e., Category 2). A pesticide applicator who is a holder of a N.Y.S. Commercial Applicator Permit (Category 2) must be present during the spraying operation.

Planting Times

Choose appropriate planting dates and handling methods to increase rates of survival. Typically, plantings have the most success if completed in the fall prior to frost or the early spring following thaw.

Planting Guidance

Choose appropriate planting dates and handling methods to increase rates of survival. Typically, plantings have the most success if completed in the fall prior to frost or the early spring following thaw.

Select planting techniques and timing appropriate for soil and site conditions.

A guide for tree planting can be found at the following link:

https://www.dec.ny.gov/docs/lands_forests_pdf/tftplantmaint.pdf.

And additional information at:

<https://dec.ny.gov/nature/forests-trees/urban-and-community-forestry/how-to-plant-a-tree>

Required Survival Rates

Total seedling survival for bare root stock must be **65% or greater** by the end of the five-year contract period to receive full reimbursement for this practice.

Total seedling survival for containerized stock must be **75% or greater** by the end of the five-year contract period to receive full reimbursement for this practice.

Tree Protection

Protect tree, seeded areas, and naturally regenerated areas, from unacceptable adverse impacts of pests, wildlife, livestock, and/or fire. Protect from pests, as necessary, by applying integrated pest management techniques for pest prevention, avoidance, monitoring, and suppression.

All plantings that have a risk of deer browse shall require protection which may include fencing or tree shelters.

Projects may include groundcover to limit competing vegetation with trees.

Specific Conditions for Establishing New Forest Areas or Re-establishing forests after a treatment or disturbance

- The minimum planting density for bare root trees for establishing new forested areas is 500 trees per acre,
- Containerized seedlings should be planted at a minimum density of 100 trees per acre;
- Fewer trees per acre may be allowed depending on the species planted or the forest type being replanted, site conditions, type of tree stock. For example, special or rare ecological habitats may require fewer trees per acre.

Specific Conditions for Planting to supplement existing tree regeneration in forest

- Fewer trees per acre may be required for supplemental planting in forest openings based on the current natural regeneration. The Bidder will provide the number of trees or trees per acre required to adequately supplement existing regeneration. Site factors, current forest type, and light conditions are crucial for overall project success and will be used in the evaluation process.

Operation

As part of the project the bidder must evaluate post-treatment regrowth of target species to determine success of control. Length of evaluation periods will depend on the woody species being monitored, proximity of propagules (seeds, branches, and roots) to the site, transport mode of seeds (wind or animals) and methods and materials used. Follow up treatments may be needed to successfully complete practice.

Competing Vegetation Management treatments shall be applied using approved materials and procedures in compliance with all local, state, and federal laws and ordinances.

Supplemental water will be provided as needed to plantings. Watering systems can be used and associated costs can be submitted for reimbursement. The most cost-effective system shall be utilized,

Select proper equipment to perform site preparation work.

Control erosion and maintain water quality during site preparation activities.

Long-Term Management

After the project is completed, the bidder is expected to maintain this practice at their own cost to reach the long-term goal of establishing and maintaining planted tree within 10 years. This includes performing the proper cleaning and thinning of planted areas to reduce competition, pruning and replacement of species necessary to maintain forest cover.

Following initial application, some regrowth of competing vegetation may be expected. To improve effectiveness, spot treatment of regrowth of individual plants or areas needing re-treatment shall be completed.

Review and update the plan periodically to incorporate new Integrated Pest Management technology and avoid the development of plant resistance to herbicide chemicals.

The bidder will develop a long-term maintenance and cost plan for the lifespan of the practice.

Monitoring

Once implemented to the specifications listed above, the bidder will monitor this practice throughout its lifespan (10 years) to evaluate success. Frequently inspect the site within the first years of practice establishment to address threats to tree survival (i.e., insects, disease, browsing, etc.).

Monitoring records should be maintained by the bidder throughout the lifespan (10 years) of the practice and available upon request by DEC. These records should provide the necessary information needed to enable the DEC to evaluate the site. DEC may also conduct on site monitoring throughout the lifespan of the project to evaluate project and program success.

e) Deer Exclosures

To protect recently established and planned regeneration of tree seedlings from herbivory by white-tailed deer by preventing access to tree seedlings and saplings. Practice authorizes the use of tree tubes and/or deer fencing as effective methods for protecting tree seedlings from deer.

NOTE: Bidder is required to complete the General Site Conditions and Deer Fencing of the Project Template Form and upload it to the SFS Grants management system.

Aligns with NRCS EQIP Practice

- 382-Fence

GENERAL DESCRIPTION

Install a wildlife exclusion fence or natural slash wall to prevent deer from eating seedlings. Plan for maintenance as fencing can sometimes be labor intensive. Check regularly for wildlife encroachments and damaged areas.

Practice Cost and Reimbursement

Materials and tasks that are approved for this practice include:

- Planning by a forester, arborist, natural resources professional, or specialist in restoration and reforestation
- Cost of installation by contractor and/or forester/natural resources professional
- Equipment use and labor for fence installation
- Rental/ leasing equipment directly related to site preparation and fence installation
- Fence, posts, and associated supplies
- Travel time
- Purchase of tools (under \$5,000 per unit)

DEER FENCING STANDARDS AND SPECIFICATIONS

Work plans should describe the extent or size and orientation of treatment area(s). The materials, type and design of installed fence will meet the management objectives and site challenges. Based on objectives, fences may be permanent, portable, or temporary.

Deer Enclosure fencing practice cost estimates should use local rates.

Slash Wall cost estimates may be determined using local sources.

All Deer Enclosure fences must be at least eight (8) feet tall.

All plantings that have a risk of deer browse shall require protection which may include fencing/ slash walls.

Bids and Plan Templates must describe the extent or size of the fence and describe how the materials, type and design of installed fence will meet the management objectives and site challenges.

Based on objectives, fences may be permanent, portable, or temporary, however all installed fences will need to be maintained for at least 10-years following project approval and sign off.

Fences shall be positioned to facilitate management requirements. Ingress/egress features such as gates shall be planned to meet management requirements. The fence design and installation should have the life expectancy appropriate for management objectives and shall follow all federal, state, and local laws and regulations. To establish forest regeneration, the life expectancy of the fence should be at least 10 years.

Fencing and gates for the purposes of property protection, aesthetics, or any other purposes other than for the protection of tree seedling from deer herbivory are not eligible.

Fences shall be designed, located, and installed to meet appropriate local wildlife and land management needs and requirements.

Natural slash fences may qualify provided they meet the following specifications:

- Fences must be designed to specific height and width to exclude deer access.
- A gate allowing for the monitoring of the site must also be installed.
- Deer inside the perimeter of the fence must be excluded.

Operation

Manmade fence or natural slash fences will be installed to specifications on the acres outlined on the project map.

Long-Term Management

After the project is completed, the bidder is expected to maintain this practice to reach the long-term goal of establishing tree regeneration within 10 years. This may include additional costs to the bidder with no reimbursement if additional practices are needed to properly secure tree regeneration.

The bidder will develop a long-term maintenance and cost plan for the lifespan of the practice.

Regular inspection of fences should be part of an ongoing maintenance program to ensure continuing proper function of the fence.

A schedule for regular inspections and inspection after storms and other disturbance events will provide for the following:

- Repair or replacement of loose or broken material, gates and other forms of ingress/egress
- Removal of trees/limbs
- Replacement of water gaps as necessary
- Repair of eroded areas as necessary
- Repair or replacement of markers or other safety and control features as required

Monitoring

Once implemented to the specifications listed above, the bidder will monitor this practice throughout its lifespan (10 years) to evaluate success. Frequently inspect the site within the first years of practice establishment to address threats to tree survival (i.e., insects, disease, browsing, etc.).

Monitoring records should be maintained by the bidder throughout the lifespan (10 years) of the practice and available upon request by DEC. These records should provide the necessary information needed to enable the DEC to evaluate the site. DEC may also conduct on site monitoring throughout the lifespan of the project to evaluate project and program success.

3. Eligible and Ineligible Expenditures

a) Budget Costs Eligible for Reimbursement

- **Contractual:** Tasks completed by professional and technical consultants or contractors such as urban foresters, arborists, foresters, and others natural resource professionals directly related to the project.
- **Personal Services:** Salaries directly devoted to the project implementation are eligible, including staff time to write practice plans and conduct implementation such as site preparation, tree planting, tree protection installation, and maintenance activities that assure tree survival. Grantees will be required to document time worked, tasks, pay ratio and payment. **Administrative costs will not exceed twenty percent (20%) of total grant amount.**
- **Fringe benefits** should be budgeted in line with your organization's standard fringe benefit policy and/or negotiated bargaining agreements. Bidders should briefly explain the percentage and composition of the fringe benefit structure and whether the budgeted fringe benefits represent an exception to standard policy.
- **Equipment:** Equipment rental or leasing required to implement the project such as a backhoe. Purchase of equipment less than \$5,000 per unit if it is more cost effective than renting or leasing. At least one quote should be uploaded to the bid submission for any equipment purchase more than \$1,000.
- **Travel:** Project related travel costs for staff travel from normal work location to project site. Mileage will be reimbursed at the current federal rate. Note that consultants should include travel in the overall cost proposal and not bill the grantee separately.

- **Other:** Materials and supplies directly related to the project, such as signage, trees, shrubs (shrub plantings must be no more than 10% of project site), herbicide, stakes, weed mats, fencing, tree tubes and other tree protection. Educational resources, such as training, that enables DPW, tree board members and volunteers to do their work are allowed.

b) Budget Costs NOT Eligible

- **Other state or federal funding:** Costs paid from other state or federal funding sources are not eligible for reimbursement or match.
- **Outside contract term:** Costs incurred prior to an award or prior to a contract start date or after the contract end date, including costs associated with grant preparation. A contract term start and end date will be determined by DEC at the time of an official award and cannot be back-dated. Funds may not be used to reimburse municipalities for acquisitions that have already gone through closing or will go through closing before DEC issues an official award and establishes a contract term.
- **Salary** not devoted to the project.
- **Indirect/Overhead:** Costs including accounting fees, insurance, interest, legal fees, labor burden, rent, repairs, telephone bills, expenditures, space/property, and utilities.
- **Travel:** staff and/or contractor travel to and from the project from home location.
- **Equipment:** purchase or rental of drones. Purchase of equipment greater than \$5000 per unit.
- **Other:** Funds cannot be used for real property (land) acquisition; planting and maintenance of individual street or park trees; or trail planning, design and construction.

4. Bid Evaluation, Scoring and Selection

All bids will be reviewed and scored by a review team in accordance with the evaluation and scoring criteria contained in this Guidelines and Bid Instructions document.

a) Eligibility Questions

Bidders should carefully review the pass/fail eligibility criteria, evaluation criteria in this document to avoid bid disqualification. **Be sure to upload all required documents appropriate question in the application in the SFS Grant Management System. Only one PDF can be uploaded in each location. Combine multiple documents into one PDF for each upload location.**

1. **Practice Types:** Did the bidder identify eligible practices the project will implement - Afforestation/Reforestation; Forest Stand Restoration/ Competing Vegetation Control; and/or Deer Exclosure/Fencing? Pass=Yes, Fail=No
2. **Bidder Type:** Is the bidder eligible per the Guidelines and Bid Instructions section 1.f) Eligible Bidders? Pass=Yes, Fail=No
3. **Project Location:** Eligible projects must:
 - a. Be on non-federal public properties (i.e. state, county, municipal), privately owned land that is open to the public (i.e. preserves, land trusts, cemeteries); AND
 - b. Be within the boundaries identified by the **CoRe Grant eligibility map**. Upload a map showing this. See Appendix 2 for methodology used to determine eligible project areas; AND

- c. be shown on a clearly labeled map(s) identifying:
 - i. The boundaries of the desired project area (location of the property or properties the project area is located on,
 - ii. a north arrow,
 - iii. a legend,
 - iv. aerial imagery,
 - v. a scale,
 - vi. and an approximate location address for the site; AND
- d. include ground truth photos of the proposed site.

Map(s) and photos must be uploaded. Only one PDF can be uploaded with each question. No hand drawn maps will be accepted.

Were the appropriate maps and photos uploaded? *Pass=Yes, Fail=No*

4. **Ownership/Site Permission:** Did the bidder provide appropriate documentation regarding owner consent of the project as per the following criteria?
 - If the project area is owned by the bidder, nothing needs to be uploaded.
 - If the project area is not owned by the bidder, a municipal endorsement, or an agreement or letter giving permission for the project to be conducted by the bidder and signed by the owner, must be uploaded as one PDF. *Pass=Yes, Fail=No.*
5. **Field Evaluation:** A DEC Forester will visit the project location as part of the bid evaluation. Confirm the DEC Forester is allowed access to the project area(s). *Pass=Yes, Fail=No.*
6. **Other funding:** Is the proposed project already receiving funds from another New York State or federal assistance program for the same activities as those being proposed in this application? *Note: this is the only Eligibility question in which a Pass=No, Fail=Yes*
7. **Practice plan template:** Did the bidder upload a completed practice plan template, including eligible project activities? *Pass=Yes, Fail=No*
8. **Long-Term Maintenance Plan:** Did the bidder upload a long-term maintenance plan for the project? *Pass=Yes, Fail=No*
9. **Tree species approval:** Did the bidder upload proof of tree and plant list approval by an appropriate professional such as a DEC forester, or other natural resource professional? *Pass=Yes, Fail=No*
10. **Project Estimates:** Has the bidder uploaded at least one estimate for each expense greater than \$1,000 (purchase of trees, consultant/contractor, equipment) on letterhead with company address and credentials? *Pass=Yes, Fail=No*
11. **Use of a Forester, Certified Arborist and Natural Resource Professionals.** Will the project be overseen, guided, administered, or completed by a forester, certified arborist or natural resource professionals?
 - A forester can be used for all practices. A forester means an individual who has earned an associate's or higher degree in a program recognized by the Society of American Foresters, or who possesses qualifications for the practice of forestry essentially equivalent to those possessed by a graduate of a school of forestry in a degree program recognized by the Society of American Foresters. Foresters who are currently on DEC's Cooperating Forester List and/or who are qualified to write 480a plans and submit prescriptions are prequalified and do not need to upload additional qualifications. Please provide name of the forester in the dialog box below. For foresters not on the DEC Cooperating Forester List or who do not work with 480a, please upload a CV document into a January 2023 15 single .pdf in the SFS Grant Management System. The Cooperating Forester List can be found at: https://www.dec.ny.gov/docs/lands_forests_pdf/cooplist.pdf.

- A certified arborist or other natural resource professional can be used for all practices if they can demonstrate that they have at least 8 years of applicable experience in the past 10 years. Otherwise, they will be limited to establishing new forest areas under the Afforestation/Reforestation practice and for establishing deer protection around new forest areas under the Deer Exclosure practice. Qualified persons will need to have knowledge or experience in tree species selection and planting techniques for bare root and containerized. A certified arborist can be found at <https://nysarborists.com/for-everyone/find-an-arborist>. For other natural resource professionals, a Curriculum Vitae (CV) is required and should include relevant education and project experience to successfully guide, administer or complete a project to establish new forest areas. If using a certified arborist, please submit name and the International Society of Arboriculture Certification Number in text box. For other natural resource professionals, please upload a CV document in a single .pdf in the SFS Grant Management System.

12. Time Frame: Does the bidder verify that the applied for project can be completed within five years? *Pass=Yes, Fail=No*

13. Sexual Harassment (Attachment S): Has Bidder signed and uploaded the Sexual Harassment Prevention Certification form or uploaded a signed statement detailing the reasons why the certification cannot be made? *Pass=Yes, Fail=No*

- Bidders are required to sign and upload the Sexual Harassment Prevention Certification form or upload a signed statement with their application detailing the reasons why the certification cannot be made, as an attachment in the SFS Grants Management System.
- If the bidder has no employees, certify the second section. Locate the Certification form in the SFS Grant Management System.
- Upload the signed Sexual Harassment Prevention Certificate in the SFS Grant Management System.

14. Executive Order No. 16: Has Bidder signed and uploaded the Executive Order No. 16 Certification form with their application? *Pass=Yes, Fail=No*

- This Order provides that “all Affected State Entities are directed to refrain from entering into any new contract or renewing any existing contract with an entity conducting business operations in Russia.” See the Guidelines and Bid Instructions for more information.
- Bidders responding to this solicitation are required to complete and submit the form entitled “Certification Under Executive Order No. 16 Prohibiting State Agencies and Authorities from Contracting with Businesses Conducting Business in Russia”, located in the SFS Grant Management System.

b) Project Evaluation, Scoring and Selection

Bids that pass the eligibility pass/fail review will receive a technical and cost evaluation review by a DEC review panel. **Be sure to upload all additional documents for scoring to the appropriate question in the application.** Bids will be evaluated and scored (total possible points =100) based on the following criteria:

Project Details

1. Project description, planning, and timeline

Describe the project in as much detail as possible, including:

- What are the project goals?
- Which Practices will be conducted: Afforestation/Reforestation; Forest Stand Restoration/ Competing Vegetation Control; and/or Deer Exclosure/Fencing?

- Who will be involved in the planning, including internal departments and outside groups (i.e.: DPW, planning staff, parks department, tree board, not-for-profits, etc.)
- Who will implement the project?
- What size is the project area in acres?
- How many trees will be planted?
- How will the project be implemented?
- What is the location and overall condition of the site? Upload detailed description, maps (not hand-drawn), and **ground truth photos** of the site such as existing infrastructure, the property entrance, forest condition, and/or natural feature in the SFS Grant Management System.
- Describe how the project will be completed within the 5-year grant period.

- | | |
|--|---------|
| (A) The project is thoroughly planned out and detailed, a detailed timeline is included, and provides for the long-term maintenance of the project. | 24 pts. |
| (B) The project is well planned with sufficient details, a sufficient timeline is included, and provides for the long-term maintenance of the project. | 18 pts. |
| (C) The project is adequately planned but missing some details and a minimal timeline is included. | 10 pts. |
| (D) The project is inadequately described, doesn't provide for the long-term maintenance of the project and/or the timeline is unclear. | 0 pts. |

2. Number of Trees to be Planted

During the 2024 State of the State address, Governor Hochul established tree planting in New York's urban communities as a priority of the 25 Million Trees Initiative. Points will be awarded to projects that demonstrate a significant amount of tree planting (not counting shrubs) as a component. How many trees will be planted in this project?

	Containerized Stock	Bare Root Stock	
(A)	1,001 or more	5,001 or more	12 pts.
(B)	501-1,000	2,501-5,000	9 pts.
(C)	100-500	500-2,500	6 pts.
(D)	1-99	1-499	3 pts.

Note: The maximum amount of points possible will be awarded based on the highest stem count for bareroot or containerized stock (i.e. a project that utilizes 75 containerized trees and 501 bare root trees would earn six points).

3. Community Outreach and Engagement

Communities and residents affected by this project should be engaged prior to and during implementation and given an opportunity to be involved when possible and/or appropriate. Describe how the residents and community affected will be notified of this project and what opportunities there will be for engagement. Large projects (over \$500,000) should have a groundbreaking ceremony announcing the start of the project.

- | | |
|---|--------|
| (A) Bidder clearly described an outreach strategy that will respectfully inform the community members about this project and describes reasonable opportunities | 8 pts. |
|---|--------|

for community involvement.

- (B) Bidder described an adequate outreach strategy to inform community members and some opportunity for community involvement. 4 pts.
- (C) Some public outreach effort was described that may or may not reach community members 2 pts.
- (D) No public outreach and/or education efforts were described. 0 pts.

4. Long-term Planning

Projects are expected to be maintained and supported for at least 10 years after the grant is completed. Points will be awarded to projects that demonstrate long-term maintenance planning, protection, sustainability and durability. Describe the long-term plan for sustainability and protection of planted trees following the grant period.

- (E) The narrative provided clearly demonstrates long-term planning for sustainability and protection of the planted trees following the grant period. 8 pts.
- (F) The narrative provided adequately demonstrates long-term planning for sustainability and protection of the planted trees following the grant period. 4 pts.
- (G) The narrative does not adequately demonstrate long-term planning for sustainability and protection of the planted trees following the grant period. 0 pts.

5. Tree Equity Score

The Tree Equity Score was created by American Forests to measure the intersection of urban tree canopy and social vulnerabilities nationwide. Click on “Find Your Tree Equity Score” in the following link: <https://www.treeequityscore.org/> The Tree Equity Score takes into account multiple factors including tree canopy cover and gap, poverty, unemployment, health burden, and heat disparity. A higher priority index rating indicates greater potential for residents to be disproportionality affected by extreme heat, pollution, and other environmental hazards which could be reduced with the benefits of trees.

What is the Priority rating for the majority (at least 50%) of the project area?

- (A) HIGHEST Priority (0-69 score) or HIGH Priority (70-79 score) 6 pts
- (B) MODERATE Priority (80-89 score) or LOW Priority (90-99 score) 3 pts.
- (C) LOW Priority (90-99 score) or NONE Priority (100 score) 0 pts.

Note: For cemeteries, parks and other open spaces with no Tree Equity Score but are directly adjacent to census block groups with Tree Equity Scores, may use the highest Priority rating of the adjacent block groups. All other areas without a Tree Equity Score receive 0 points.

6. Disadvantaged Communities

Is the project in a disadvantaged community? Disadvantaged community maps have been developed under the 2019 NYS Climate Act and are to be referenced to determine this criterion. To access these maps, use the DECinfo Locator at <https://dec.ny.gov/maps/interactive-maps/decinfo-locator>. After launching the Locator, click on the DEC Information Layers tab on

the left side of the map, then click Environmental Quality and then the Public Involvement tab. Check the box for Disadvantaged Communities (DAC) only. Then navigate to the project site. Use the Tools tab to print the map or take a screen shot. Upload a copy of the map showing the project area in relation to the DAC in the Disadvantaged Communities question of the SFS Grant Management System.

- When uploading more than one document, please include in a single .pdf file.

- (C) The proposed project is within a DAC or completely surrounded by a DAC, and a map is provided that clearly shows this. 6 pts
- (D) The proposed project is directly adjacent to a DAC. 4 pts.
- (C) The proposed project is not fully within or directly adjacent to a DAC. 0 pts.

7. Work Plan

Bidders must complete a work plan in the SFS Grant Management System that provides a clear overview of the project. Bids must include proposed project objectives, tasks associated with meeting each objective, and the performance measures associated with each task (performance measures can include desired project outcomes or deliverables). The work plan may include anticipated time frames in meeting project objectives, tasks and deliverables.

Note: Examples of the Work Plan 'worksheet' are available for bidders in the Appendices of this Guidelines and Bid Instructions document. The 'worksheet' example can be used as a tool to help bidders organize their proposed project objectives, tasks and performance measures. A completed 'worksheet' should NOT be uploaded back into the SFS Grant Management System. The intent of the 'worksheet' is to assist bidders in developing their bid application work plan in the SFS Grant Management System.

The workplan contains 3 sections, which are all required:

- Project Summary
- Organizational Capacity
- Project Details- Objectives, tasks and performance measures

(The Project Summary and Project Details become part of the contract if awarded.)

8. Project Summary

Even though the SFS Grant Management System says to provide a high-level overview of the project, use the Project Summary to describe the entire project. It may be helpful to copy and paste the answers from the previous questions. This section becomes part of the awardee contract. Details that should be included are listed below:

- the overall goals and desired outcomes
- scope of work (ex: personnel working on the project, contractors, volunteers, etc.).
- detailed timeline
- location and current condition
- estimated costs
- outreach and community support
- # of trees to be planted

- All deliverables
 - long-term plans for maintenance and protection
- | | |
|---|--------|
| (A) The bidder included exceptional details for scope of work, objectives, performance measures and for all deliverables and expenses. | 6 pts. |
| (B) The bidder included good details and scope of work, project objectives, tasks and performance measures for all deliverables. A few details are missing. | 3 pts. |
| (C) The bidder did not provide some key details about scope of work or insufficient information overall. | 0 pts. |

9. Organizational Capacity

Describe the staffing, qualifications, and relevant experience of the bidder to support the project. Describe the knowledge, skills, and/or experience that both the bidder and key staff members possess to successfully implement the proposed project.

- | | |
|--|--------|
| (A) The bidder has clearly documented they have the organizational capacity and experience to execute the proposed project successfully | 4 pts. |
| (B) The bidder has provided good information about their organizational capacity and experience to execute the project, but some information is missing or more detail is needed | 2 pts. |
| (B) The bidder provided little or no detail about their organizational capacity and experience to successfully implement the project. | 0 pts |

10. Objectives, Tasks and Performance Measures

The objectives, tasks and performance measures become part of the contract if awarded. Complete the Projects Detail section with objectives, tasks and performance measures that cover all deliverables. This section becomes part of the awardee contract. See the Workplan – Project Details worksheet in the Guidelines and Bid Instructions.

- | | |
|--|--------|
| (A) The objectives, tasks and performance measures cover all project deliverables and expenses | 6 pts. |
| (B) The objectives, tasks and performance measures cover most deliverables and expenses. | 3 pts. |
| (C) The objectives, tasks and performance measures are missing some important deliverables or expenses or little or no information was provided. | 1 pt. |

Cost Effectiveness

Complete all applicable fields in the SFS Grant Management System Expenditure Budget. All grant funds must be accounted for in the Budget section. The Narrative sections require expenditures to be explained including purpose of expenses (salaried person's roles, equipment, outreach, etc.). Equipment and outreach materials should be itemized in the Summary section. Items more than \$1,000, including trees, require estimates/quotes to be included. Include details of materials (supplies) to be purchased such as mulch, stakes, ties, guards, soil, fencing, and materials necessary for project. DEC will review and assess proposed projects based on the cost-effective nature and value of the proposal. Projects with clearly written budgets that are deemed cost effective, only include eligible costs, and demonstrate value for cost will be approved. Bids that do not provide sufficient information to determine

whether costs are eligible and reasonable will lose points and may receive a reduced grant award if funded.

Note: All expenses related to after-planting care and maintenance (watering, mulching, invasive species treatments, monitoring etc.) need to be listed as a separate expense line, regardless of who is doing the work. For instance, if a contractor is doing site prep, planting and post planting care, this would be separated into 3 different costs under Contractual and each explained. This includes personal services, fringe, supplies, and all other project expenses.

11. Cost Effectiveness 1 - Budget Details and eligible costs

How detailed is the budget? Is the budget clear? Are quotes totaled and easy to read?

- (A) The budget contains an exceptional level of detail to assess cost-effectiveness. 10 pts.
- (B) The budget contains a good level of detail to assess cost-effectiveness. 7 pts.
- (C) The budget contains a fair level of detail to assess general cost-effectiveness. 4 pts.
- (D) The budget does not contain an adequate level of detail to assess cost-effectiveness. 0 pts.

12. Cost Effectiveness 2 - Reasonability of costs

Does the budget contain reasonable and eligible expenses for implementing the project? NRCS practice scenarios for New York can help Bidders set reasonable cost estimates for projects and can be found at <https://www.nrcs.usda.gov/sites/default/files/2023-12/fy24-newyork-scenarios.pdf>.

- (A) All expenses are included in the budget and only reasonable and eligible implementation expenses as detailed in the Guidelines and Bid Instructions are included in the budget. The value relative to the cost is very good. 10 pts.
- (B) Mostly reasonable implementation expenses are included in the budget. The value relative to costs is good. 7 pts.
- (C) Multiple unreasonable expenses are included and/or bidder did not provide adequate detail. 4 pts.
- (D) Many ineligible or unreasonable expenses are included and/or bidder did not describe need for them. 0 pts.

5. Bid Submission

Bids must be submitted through the NYS [SFS Grants Management System](#) Using **Google Chrome** to access the SFS Grants Management System (GM) is recommended. Using other browsers may cause errors.

If you do not have access to the SFS Vendor Portal and if your organization is already established within the SFS Vendor portal, an SFS Delegated Administrator has been authorized within your organization to provision user login credentials, unlock accounts, or reset passwords. Please reach out to your SFS Delegated Administrator directly.

Also, if you do not have a login and if you are new to the SFS Vendor portal, and would like to establish an account for the purposes of doing business with the State of New York, contact the SFS Help Desk at 518-457-7717, 855-233-8363 or HelpDesk@sfs.ny.gov for more information.

The NYS SFS Grants Management system offers a Vendor User Manual, training videos and webinars for bidders requiring assistance. Please visit <https://grantsmanagement.ny.gov/transition-SFS>.

Paper bids will NOT be accepted. Bidders are strongly encouraged to submit their bids prior to the bid deadline. Late bids will not be accepted. Please note staff with a Bid Response Initiator role can begin a bid, but only staff with the Bid Response Submitter role can submit the bid response.

All Bidders must be Registered with SFS Grants Management to apply. Please visit <https://grantsmanagement.ny.gov/transition-SFS> to register.

In addition to registration, not-for-profits must also be Prequalified at the time and date that the bid is due. If you are not Prequalified at that time and date, your bid will not be considered.

PLEASE DO NOT DELAY IN BEGINNING AND COMPLETING THE PREQUALIFICATION PROCESS. PLEASE VISIT THE GRANTS MANAGEMENT [Prequalification Page](#) TO GET STARTED.

THE STATE RESERVES 5 DAYS TO REVIEW SUBMITTED PREQUALIFICATION APPLICATIONS. PREQUALIFICATION APPLICATIONS SUBMITTED TO THE STATE FOR REVIEW LESS THAN 5 DAYS PRIOR TO COMMUNITY REFORESTATION (CoRe) BID (APPLICATION) DUE DATE MAY NOT BE CONSIDERED.

BIDDERS SHOULD NOT ASSUME THAT THEIR PREQUALIFICATION INFORMATION WILL BE REVIEWED IF THEY DO NOT ADHERE TO THIS TIMEFRAME.

a) Bidder Prequalification

Pursuant to the New York State Division of Budget Bulletin H-1032 Revised, effective July 16, 2014, New York State has instituted key reform initiatives to the grant contract. Information on these initiatives can be found on the Grants Management Website.

All Bidders must be Prequalified in the SFS Grants Management System at the time and date that the bid is due. Bids from non-prequalified entities will be rejected. The system will not allow you to submit your bid.

The SFS Handbook: SFS Training for Vendors guide is available on SFS Coach and includes guidance for prequalification. Additional training is available on SFS Coach.

If you are not familiar with SFS Grants Management, there are many resources available to help you register and become Prequalified on the NYS Grants Management Website <https://grantsmanagement.ny.gov/transition-sfs> including:

- Video tutorials on Grants Management Registration or Prequalification
- SFS Handbook: SFS Training for Vendors includes walkthroughs for the Bid process

6. Method of Award

All bids submitted to the SFS Grant Management System by the due date will be reviewed for bidder and project eligibility on a pass/fail basis. Bids that fail one or more of the eligibility criteria will be disqualified.

Bids will then be reviewed and scored by members of a DEC review committee in accordance with the Evaluation and Scoring Criteria contained in the Guidelines and Bid Instructions. A site visit by a DEC forester is part of this evaluation. Reviewers' scores will be averaged for each bid to determine a final score. Final scores will be ranked from highest to lowest. Bids will be selected for funding beginning with the highest down to the lowest ranked project until all available funding is exhausted, or no eligible bids remain. The total number of points that can be awarded are 100, and each bid should meet or exceed 50% to be considered eligible for an awardable.

Tie Breaker: If there is a numerical tie between multiple bids, the bid that scores the highest in Cost-Effectiveness will determine placement on the ranked list. If a tie remains, the order bids were received will determine placement on the ranked list, with the earliest bid placing highest.

7. What to Expect If You Receive an Award

a) Notification of Award

Bidders selected to receive a grant award will be notified by email and in an official DEC award letter. The SFS Grant Management System will also provide you with an award status. Bidders who are not successful will receive written notification of non-award with information on how to request a debrief.

IMPORTANT NOTE: By accepting an award, bidder agrees to abide by all Master Contract for Grants (MCG) or purchase order terms and conditions. Any changes to the terms and conditions will not be accepted and may affect bidder's award.

b) State of New York Master Contract for Grants (MCG)

Bidders selected to receive a grant award will be required to execute a MCG within 60 - 90 days from the time of their award notification. Failure to submit timely required MCG documents could cause a grantee to lose their grant award. Bidders should review and be prepared to comply with all MCG terms and conditions should grant funding be awarded. The MCG and attachments can be reviewed and/or downloaded in the SFS Grant Management System under the screen named 'Contract Document Properties'. The MCG and attachments include:

- MCG Grants Face Page
- Standard Terms and Conditions (NYS standard terms and conditions)
- Attachment A-1 Program Specific Terms and Conditions (Agency and Program specific terms and conditions)
- Attachment A-2 Federally Funded Grant Terms and Conditions (optional)
- Attachment B-1 Expenditure Based Budget (project expense categories and detail)
- Attachment C Work Plan (project objectives, tasks and performance measures)
- Attachment D Payment and Reporting Schedule (claims for reimbursement and grant reporting provisions)

IMPORTANT NOTE: Project related costs must be incurred within the term of the MCG to be considered eligible for reimbursement or match. Contract payments will not be approved or processed by the DEC until a MCG is fully approved by the DEC, and as applicable the Attorney General and the State Comptroller. All contracts must be approved by the contract start date of which will be determined at the time of an official award.

Bidders (referred to as “Contractor” following award of Grant Contract) Should Be Prepared to Comply with the Following MCG Requirements:

c) Insurance Requirements

Contractor will be required to carry appropriate insurance as specified in the MCG, Attachment A-1 Program Specific Terms and Conditions, and agree that each project consultant, project contractor and project subcontractor secures and delivers to the contractor appropriate policies of insurance issued by an insurance company licensed to do business in the State of New York. Policies must name the contractor as an additional insured, with appropriate limits, covering contractor’s public liability and property damage insurance, contractor’s contingency liability insurance, “all-risk” insurance and workers compensation/disability benefits coverage for the project.

d) Permit Requirements

Contractors agree to obtain all required permits, including but not limited to, local, state and federal permits prior to the commencement of any project related work. The Contractor agrees that all work performed in relation to the project by the Contractor or its agents, representatives, or contractors will comply with all relevant federal, state and local laws, rules, regulations and standards, zoning and building codes, ordinances, operating certificates for facilities, or licenses for an activity.

e) Vendor Responsibility Questionnaire

While bidders will not need to complete a VRQ, the seller will be asked to complete a VRQ as a post-award requirement and this will be requested in the bidder award letter. In addition, Not-For-Profit contractors and/or subcontractors are subject to a vendor responsibility review by the State to ensure public dollars are being spent appropriately with responsible contractors. A vendor responsibility review may include a contractor and/or subcontractor to present evidence of its continuing legal authority to do business in NYS, integrity, experience, ability, prior performance, and organizational and financial capacity. To enroll in and use the NYS VendRep System, see the VendRep System instructions, or log in at <https://onlineservices.osc.state.ny.us>.

f) Iran Divestment Act

As a result of the Iran Divestment Act of 2012 (Act), Chapter 1 of the 2012 Laws of New York, a new provision has been added to the State Finance Law (SFL), § 165-a, effective April 12, 2012. By entering into a Contract, the Contractor certifies that it is not on the “Entities Determined To Be Non-Responsive Bidders/Offerers Pursuant to The New York State Iran Divestment Act of 2012” list (“Prohibited Entities List”) posted on the OGS website at: <http://www.ogs.ny.gov/about/reg/docs/ListofEntities.pdf> and further certifies that it will not utilize on such Contract any subcontractor that is identified on the Prohibited Entities List. Additional detail on the Iran Divestment Act can be found in the MCG, Attachment A-1 Program Specific Terms and Conditions.

g) Minority and Women Business Enterprise (MWBE) and Equal Employment Opportunity (EEO) Requirements

DEC is required to implement the provisions of New York State Executive Law Article 15-A and 5 NYCRR Parts 142-144 (MWBE Regulations) for all State contracts with a value (1) in excess

of \$25,000 for labor, services, equipment, materials, or any combination of the foregoing or (2) in excess of \$100,000 for real property renovations and construction.

Bidders subject to executing a future NYS Master Contract for Grants (MCG) agree, in addition to any other nondiscrimination provision of the MCG and at no additional cost to DEC, to fully comply and cooperate with DEC in the implementation of New York State Executive Law Article 15-A. These requirements include Equal Employment Opportunities (EEO) for minority group members and women and contracting opportunities for certified Minority and Women Owned Business Enterprises (MWBEs). Contractor's demonstration of Good Faith Efforts (GFEs) pursuant to 5 NYCRR §142.8 shall be a part of these requirements. These provisions shall be deemed supplementary to, and not in lieu of, the nondiscrimination provisions required by New York State Executive Law Article 15 (the "Human Rights Law") or other applicable federal, state or local laws.

Failure to comply with MWBE and EEO requirements may result in a DEC finding of non-responsiveness, non-responsibility and/or a breach of contract, leading to the withholding of funds or such other actions, liquidated damages, or enforcement proceedings.

Please refer to the NYS MCG - Article IV (J) and Attachment A-1 Program Specific Terms and Conditions - Article X, to review MWBE and EEO requirements.

- The local government is responsible for designating someone to serve as their Affirmative Action representative. The governing body should make this designation through official means.
- A list of certified MWBE enterprises can be obtained via the internet from the NYS Department of Economic Development at <https://ny.newnycontracts.com/FrontEnd/searchcertifieddirectory.asp>

MWBE reporting for DEC contracts must now be completed using the New York State Contract System (NYSCS). <https://ny.newnycontracts.com/>.

All contracts of \$25,000 or more will be assessed for MWBE goals. Contracts which meet the established MWBE-EEO thresholds require the Contractor to submit the Utilization Plan prior to the execution of the contract and Monthly Compliance Audits in the NYSCS after the contract is executed. To submit the required MWBE Utilization Plan, log-in to NYSCS and access the Utilization Plans section displayed on the user dashboard. Plans requiring action will be displayed in red.

All contractors shall complete an Equal Employment Opportunity (EEO) Policy Statement and Staffing Plan form and submit it prior to the execution of the contract. These EEO forms are to be uploaded to the SFS Grant Management System .

For more information regarding MWBE compliance and reporting guidelines, and to download required forms, please visit <https://www.dec.ny.gov/about/61016.html#MWBE>.

- The following MWBE "Fair Share" goals are established as follows:
 - Minority and Women Owned Business Enterprise (MWBE) Overall Participation Goals:**
 - Construction/Engineering – up to 0%
 - Commodities – up to 0%
 - Services/Technologies –up to 0%

DEC MWBE Compliance Unit
NYS Department of Environmental Conservation
Bureau of Contract and Grant Development/MWBE Program
625 Broadway, 10th Floor
Albany, New York 12233-5028
Mwbe@dec.ny.gov
Phone: (518) 402-9240
Fax: (518) 402-9023

h) Service-Disabled Veteran-Owned Business (SDVOB) Participation Requirements

DEC is required to implement the provisions of New York State Veteran's Law Article 3. The contractor must make Good Faith Efforts to subcontract a goal of 0% of the contract amount to New York State Certified Service-Disabled Veteran-Owned Businesses (SDVOBs), for purposes of providing meaningful participation by SDVOBs.

The contractor is required to complete and submit a SDVOB Utilization Plan detailing how the contractor intends to meet the SDVOB goal. In addition, the contractor must complete and submit quarterly compliance reports detailing the amount spent on SDVOBs in the previous quarter. Please upload all required forms to the SFS Grant Management System. In addition, all forms and guidance can be located at; [Division of Service-Disabled Veterans' Business Development Compliance and Reporting | Office of General Services \(ny.gov\)](#). Please contact the DEC's SDVOB compliance staff with any questions at:

DEC SDVOB Compliance Unit
NYS Department of Environmental Conservation
Bureau of Contract and Grant Development/SDVOB Program
625 Broadway, 10th Floor
Albany, New York 12233-5028
SDVOB@dec.ny.gov
Phone: (518) 402-9240

i) Procurement of Contractors/Subcontractors

Municipalities must comply with General Municipal Law Sections 103 (competitive bidding) and 104-b (procurement policies and procedures). Not-for-profit corporations must follow procurement policies that ensure prudent and economical use of public money. Failure to comply with these requirements could jeopardize full reimbursement of your approved eligible project costs.

j) Americans With Disabilities Act

In the event the monies defined herein are to be used for the development of facilities, outdoor recreation areas, transportation or written or spoken communication with the public, the Contractor shall comply with all requirements for providing access for individuals with disabilities as established by Article 4A of the New York State Public Buildings Law, Americans with Disabilities Act, and relevant sections of the New York State Uniform Fire Prevention and Building Code. Standards for certain Recreation Facilities are found in the 2010 ADA Standards for Accessible Design while others are found in the Architectural Barriers Act Accessibility

Guidelines for Outdoor Recreation Areas <https://www.access-board.gov/guidelines-and-standards>.

k) Signage

DEC will provide awardees guidance for signage if required under this grant.

8. Grant Program Payment

Project costs eligible for reimbursement and project match must be incurred between the MCG term start and end dates. Costs incurred prior to the MCG term start date or after the MCG term end date will not be considered eligible for grant reimbursement or match. Copies of supporting cost documentation (paid invoices, receipts, cancelled checks, etc.) must be audited and approved by the DEC for costs to be eligible for grant reimbursement. Approved project design required permits and landowner permissions must be in place to submit a reimbursement request.

Advance payments of up to 25% of the awarded grant amount may be available to not-for-profit grantees once a Master Contract for Grants (MCG) has been fully approved by all applicable State agencies. Municipalities are not eligible to receive advance payments under State Finance Law.

Quarterly Expenditure Reports, detailed by object of expense as defined in the MCG Attachment B-1 Expenditure Based Budget, may accompany the quarterly Narrative Reports, no later than 30 days from the end of the calendar quarter. Expenditure reports must correlate to subsequent vouchers submitted for payment. Quarterly MCG payment reimbursement requests will be accepted prior to submission of a final closeout reimbursement request.

Fifteen percent (15%) of the grant amount will be held as retainage until project completion. Any final or interim payment request submitted before completion of all performance measures will be reduced, such that 15% of the grant amount remains unpaid. Once all performance measures have been achieved and the project passes DEC urban forester inspection, any withheld retainage will be released for payment.

Projects already receiving funds from another NYS or Federal assistance grant program are not eligible to receive funding for the same project activities identified in this document.

9. Grant Program Reporting

Quarterly Narrative Reports must be submitted in narrative form, no later than 30 days from the end of the calendar quarter. The reports will summarize how the project progressed toward meeting project objectives and deliverables during the respective quarter. Quarterly reports shall be submitted in the SFS Grant Management System or as directed by DEC.

Tree Tracker Tool: Grant recipients must report the total number of trees planted as a result of their funded project utilizing the 25 Million Trees Initiative's online tree tracker tool, a link to which will be provided by DEC to awardees. Recipients will be expected to enter the total number of tree stems planted, the location of planted trees, the start/end dates of the planting efforts associated with their project, the species of trees planted, the size of the trees planted

(seedlings, saplings, young trees, or mature trees), and where plant material was sourced from (a nursery, etc.). Photos will also be requested.

Final Report must be submitted and approved by the DEC prior to the release of the final contract payment to the Grantee. The Contractor must submit the Final Report no later than 60 days after the end of the contract period. The Final Report should report on all aspects of the program and detail how the use of grant funds was utilized in achieving the goals set forth in the approved MCG Attachment C Work Plan. Copies of appropriate documents (i.e., inventory and/or management plan) must be submitted and approved by the DEC.

A DEC inspection/s will be required to confirm all work was completed in accordance with the approved project work plan.

Any project involving volunteer time will be required to report the number of volunteers and the number of volunteer hours in their project quarterly status reports. The total number of volunteers and volunteer hours for the entire project must be reported in the Final Report.

Quarterly and Final Reports must include:

- Number of trees planted in the quarter
- Number of acres planted and a shape file
- Number of acres treated and a shape file

End.

Appendix 1. NYS DEC Urban Foresters

DEC Region	Counties/Areas Served	Forester Name	Email
1	Suffolk	John Wernet	john.wernet@dec.ny.gov
1	Nassau	Mike Fiorentino	mf628@cornell.edu
2	NYC all boroughs	Tim Wenskus	timothy.wenskus@dec.ny.gov
3	Dutchess, Orange, Putnam, Rockland, Sullivan, Ulster, Westchester	Mike Callan	Michael.callan@dec.ny.gov
4	Delaware, Greene, Otsego	Nick Shaw	Nicholas.shaw@dec.ny.gov
4	Albany, Columbia, Montgomery, Rensselaer, Schenectady, Schoharie	Tyler Levy	Tyler.levy@dec.ny.gov
5	Clinton, Essex, Franklin, Fulton, Hamilton, Saratoga, Warren, Washington	Amy Mackenzie	Amy.mackenzie@dec.ny.gov
6	Herkimer, Oneida	Dan Welc	dan.welc@dec.ny.gov
6	St. Lawrence	Steve Sherwood	steven.sherwood@dec.ny.gov
6	Lewis	Mike Giocondo	michael.giocondo@dec.ny.gov
6	Jefferson	Tony Sparacino	Tony.sparacino@dec.dec.ny.gov
7	Onondaga, Oswego	Sarah Malinowski	Sarah.malinowski@dec.ny.gov
7	Cortland, Tioga	Matt Swayze	matthew.swayze@dec.ny.gov
7	Cayuga, Tompkins	Tina Elliott	Christine.elliott@dec.ny.gov
7	Chenango, Madison	Brian Burlew	brian.burlew2@dec.ny.gov
7	Broome	Nate Funk	nathan.funk@dec.ny.gov
8	Genesee, Monroe, Orleans, Wayne	Gary Koplun	garrett.koplun@dec.ny.gov
8	Ontario, Livingston, Seneca	Cody Lafler	cody.lafler@dec.ny.gov
8	Chemung, Schuyler, Yates	Brice June	Brice.june@dec.ny.gov
8	Steuben	Emily Bonk	emily.bonk@dec.ny.gov
9	Allegany, Cattaraugus, Chautauqua, Erie, Niagara, Wyoming	Justin Kindt	Justin.kindt@dec.ny.gov

Appendix 2. CoRe Eligibility Map Methodology

The Community Reforestation (CoRe) Grant program will support resilient reforestation and urban forests by funding tree planting projects in urban areas across New York State. The qualification boundary for CoRe-eligible projects (“eligibility boundary”) was drawn to ensure the inclusion of all potentially eligible sites that fall directly within an “urban area” or are considered green spaces that service urban populations.

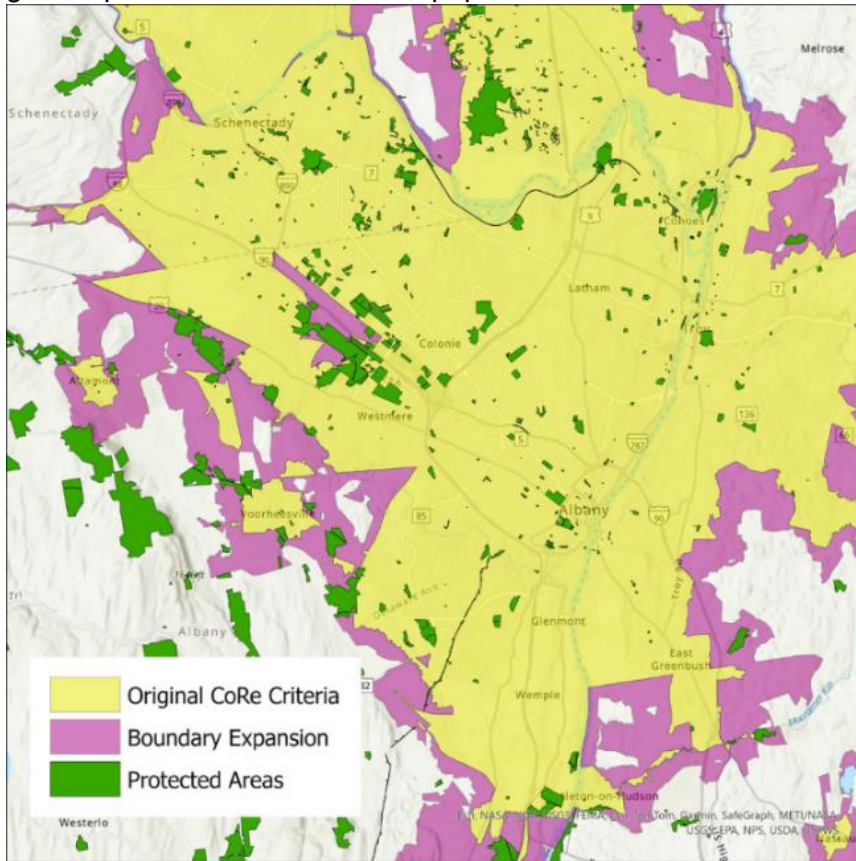


Figure 1: The final qualifying area boundary is drawn in pink. The original qualifying boundary, yellow, included only Census tracts designated as “Urban Areas” and tracts with a high population density, was expanded by one Census block to include the areas in pink.

The process for creating this eligibility boundary began with including areas that meet at least one of the following criteria: 1) a Census-designated Urban Area, which at a minimum contains at least 2,000 housing units or a population of at least 5,000 inhabitants, OR 2) a Census tract with a population density greater than or equal to 500 inhabitants per square mile. This is depicted in the yellow shaded area in the attached map.

Blocks are the smallest geographic unit measured by the U.S. Census Bureau and are the size of a typical city block, while a *tract* is a larger area that incorporates many blocks and contains about 4,000 people.

The New York Protected Areas Database (NYPAD) delineates lands protected or designated as natural areas, conservation lands, open space, or recreational areas (“protected areas”). These protected areas are depicted in green in the attached map. To ensure that protected areas that surround/service urban communities were included, the eligibility boundary was expanded laterally by one Census block in all directions. Any land that fell within that extension was incorporated into the eligibility boundary.

If a protected area was partially bisected by the boundary but a majority of that area (greater than or equal to 50%) fell within that boundary extension, the entire protected area was incorporated into the eligibility boundary. An example of a protected area included through this calculation is depicted below.

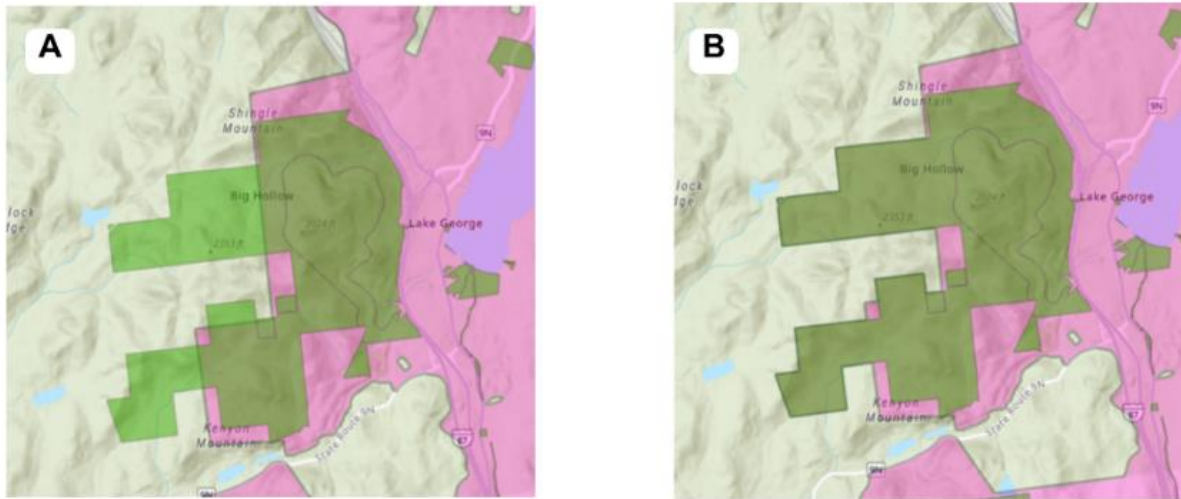


Figure 2: Image A shows an example protected area that, after the initial boundary was expanded by one Census block, more than 50% of the area fell within the boundary edge. Image B shows the inclusion of the entire protected area into the final boundary expansion.

Appendix 3. Community Reforestation (CoRe) Practice Template

Bidders for the 2024 Community Reforestation (CoRe) Grant opportunity must complete a project workplan to outline their proposed project forest practices. This template is to be included in the Additional Documents section of SFS Grant Management System by all bidders. Questions about the template can be sent to the Urban Forestry team at urbanforestry@dec.ny.gov.

INSTRUCTIONS

Section 1. General Information

Fill out table completely. Please include the physical address of the property where the proposed project will take place. If there is no physical address, provide the tax map parcel number.

Use the [Environmental Resource Mapper](#) to identify rare, threatened, or endangered species present on the project site.

Section 2. Current Forest Stand Conditions

Please describe the current stand conditions for each natural area that will implement a CoRe practice if proposed project is funded.

In column 1, please reference stand and/or field numbers identified in the submitted forest type map from Section 1. In column 3, [a list of forest type groups](#) can be found on the Forest Atlas of the United States created by the U.S. Department of Agriculture and U.S. Forest Service. In column 4, identify the diameter class (seedling/sapling, poletimber, or sawtimber) for each stand. In column 7, identify the number of tree stems per acre to be planted over 1 inch (anything more mature than a seedling). In column 8, to the nearest 10%, identify the species composition of the stand (i.e. 50% red maple, 30% black cherry, 20% yellow birch). In column 9, describe any issues with competing vegetation or deer browse that the stand/field is facing. If not applicable, write N/A. In column 10, identify the CoRe practices to be implemented if the project were funded. CoRe practices, as identified in the RFA, include 1) afforestation and/or reforestation (identify in Section 3), 2) forest stand restoration and/or competing vegetation control (identify in Section 4), and 3) deer exclosure (identify in Section 5).

Section 3. Afforestation/Reforestation Practice

Please describe any afforestation and/or reforestation proposed for the project site.

In column 4, identify the U.S. Geological Type(s) symbol. Soil information can be found online via the [Web Soil Survey](#) app. In column 6, identify the aspect of the planting site (North, Northeast, East, Southeast, South, Southwest, West, Northwest). In column 7, identify the drainage class of the planting site (i.e. well drained, moderately well drained, poorly drained).

Section 4. Forest Stand Restoration & Competing Vegetation Control

Please describe any forest stand restoration and/or control of competing vegetation proposed for the project site. In column 3 and 4, identify the number of acres that will be treated with mechanical, chemical, or both types of vegetation control method. Projects that involved vegetation control require that bidders provide supporting documentation of control methods in the form of peer-reviewed research (i.e. articles cited in scientific journals, fact sheets) by attaching them to this template for upload into the SFS Grants Management. In column 6, identify the method of mechanical treatment that will be utilized (i.e. hand pulling, mowing, brush hogging). In column 7, identify the method(s) of chemical treatment that will be utilized (i.e. broadcast, cut stump, hack & squirt). In column 8, identify the anticipated timing of treatments (spring, summer, fall, or winter). In column 9, estimate the number of follow-up treatments that are anticipated.

A narrative description of treatments can be provided and uploaded into the SFS Grant Management system.

Section 5. Deer Exclosure

Please describe any deer exclosure proposed for the project site. In column 2, identify the exclosure type proposed. This can be the material being used (welded wire, polyfence, etc.) or the product name.

Section 1. General Information

Bidder/Organization Name:	Classified By	Date
Property Address	Department Use Only	
City, State Zip Code	Checked By	Date
Rare, threatened, or endangered species are <input type="checkbox"/> Present Absent on the CoRe project site.		
If "Present" selected, identify the species present and the mitigation measures for protection below.		

Section 2. Current Forest Stand Conditions

Stand/ Field #	Size (acres)	Forest Type	Diameter Class (Seed Sap, PT, ST)	Site Class (1,2,3)	Basal Area	# of Trees / Acre (All stems >1")	Species Composition	Competing Vegetation/ Deer Browse Issues	CoRe Practice(s) Proposed

Section 3. Afforestation/Reforestation Practice

Current Site Conditions for Natural Area to be Planted							Light Conditions (Check One)			Site Preparation Needed (Estimated Acreage)		
Stand/Field #	Size (acres)	Total Acreage to be Planted	Soil Type	Slope %	Aspect	Drainage	Full Sun	Partial Sun	Shade	Herbicide	Mowing	Disking

Species Composition of NEW area planting / afforestation				Species Composition of SUPPLEMENTAL PLANTING/ reforestation area			
Stand/Field #	Species	# of Trees Planted	Bare Root/ Containerized	Stand/Field #	Species	# of Trees Planted	Bare Root/ Containerized

Please describe planned **measures for tree protection and enhancement** (tree tubes, stakes, fence, mats, etc.).

--

Section 4. Forest Stand Restoration/ Competing Vegetation Control Practice

		Acres Treated by Method						
Stand/ Field #	Size (acres)	Mechanical	Chemical	Target Vegetation	Type of Mechanical Treatment	Type of Chemical Treatment	Season Timing	# of Follow Up Treatments Anticipated

Narrative Description of Treatments (optional)

Section 5. Deer Exclosure Practice

Stand/ Field #	Type of Exclosure	Perimeter of Exclosure (ft)	Planned Area for Protection (acres)	Fence Height (ft)

APPENDIX 4 - Expenditure Based Budget

SUMMARY

PROJECT NAME: Name of project e.g. City of Anytown CoRe Round 1 Afforestation Site Prep, Planting, Deer Fence Enclosure, and Maintenance

CONTRACTOR SFS PAYEE NAME: John Smith

CONTRACT PERIOD: From: 12/01/2025 (the actual contract date will be set by DEC.)
 To: 11/30/2030

CATEGORY OF EXPENSE	GRANT FUNDS	MATCH FUNDS	MATCH %	OTHER FUNDS	TOTAL
1. Personal Services					
a) Salary	\$45,000			\$0.00	\$45,000
b) Fringe	\$13,000			\$0.00	\$13,000
Subtotal	\$58,000			\$0.00	\$58,000
2. Non Personal Services					
a) Contractual Services	\$214,000			\$0.00	\$214,000.00
b) Travel	\$0.00			\$0.00	\$0.00
c) Equipment Add information here if being requested for funding or match	\$0.00			\$0.00	\$0.00
d) Space/Property & Utilities	\$0.00			\$0.00	\$0.00
e) Operating Expenses	\$0.00			\$0.00	\$0.00
f) Other	\$20,000.00			\$0.00	\$20,000.00
Subtotal	\$234,000.00			\$0.00	\$234,000.00
TOTAL	\$292,000.00			\$0.00	\$292,000.00

APPENDIX 4 - Expenditure Based Budget

PERSONAL SERVICES DETAIL

SALARY						
POSITION TITLE	ANNUALIZED SALARY PER POSITION	STANDARD WORK WEEK (HOURS)	PERCENT OF EFFORT FUNDED	NUMBER OF MONTHS FUNDED	TOTAL	
City Arborist – Project manager	\$60,000	40	10	60	\$30,000.00	
Clerk – grant administration	\$40,000	40	5	60	\$10,000.00	
Subtotal					\$40,000.00	
TOTAL FRINGE						
City Arborist – retirement, health, dental	\$30,000	40	10	60	\$15,000.00	40
Clerk – grant admin	\$20,000	40	5	60	\$3,000.00	40
Subtotal					\$18,000.00	
PERSONAL SERVICES TOTAL					\$58,000.00	

APPENDIX 4 – Expenditure Based Budget

NON-PERSONAL SERVICES DETAIL

CONTRACTUAL SERVICES - TYPE/DESCRIPTION	TOTAL
Contractor qualified for competing vegetation control – Site Prep- Invasive species removal	\$100,000
Contractor – qualified for planting	\$50,000
Contractor – fence and installation	\$34,000
Contractor – after planting care during grant – watering, invasive species treatments	\$30,000
TOTAL	\$214,000.00

EQUIPMENT - TYPE/DESCRIPTION	TOTAL
	\$0.00
TOTAL	\$0.00

OTHER - TYPE/DESCRIPTION	TOTAL
5,000 bareroot tree seedlings	\$20,000.00
TOTAL	\$20,000.00

APPENDIX 5 – Sample Work Plan and Objectives Worksheet

PROJECT NAME: Name of project e.g. City of Anytown CoRe Round 1 Afforestation Site Prep, Planting, Deer Fence Exclosure, and Maintenance

CONTRACTOR SFS PAYEE NAME: John Smith

CONTRACT PERIOD: From: 12/01/2025
 To: 11/30/2030

Workplan Summary

Provide a high-level overview of the project, including the overall goal and desired outcomes. Include information such as location, target population, overall number of persons to be served, service delivery method and hours of operation.

This project will work to establish forests on 10 acres of open lands located in X County. The project area consists of land that was previously used for pasture but has sat idle for the past 10 years. Over time, the project area has developed patches of competing vegetation that cover approximately 60% of the site, including herbaceous species like mugwort, vines such as bittersweet, and shrub species including multiflora rose and autumn olive. The soils of the site do not show signs of compaction, are not sloped, and are not highly erodible (loamy-sand), which will help minimize required site preparation prior to planting. To address the competing vegetation present at the site, an herbicide plan will be followed including spraying and maintaining a 3 meter buffer around each planted tree with herbicide.

For this project, we plan to follow all of the planting recommendations included in the CoRe grant program, including tree species, planting 500 trees per acre, and associated tree planting and tree quality standards. In addition, a deer exclosure fence will be set up around the perimeter of the stand to protect natural regeneration. Specifically, practices are broken out as specific tasks below:

- 1) Competing Vegetation Control: Herbicide treatment for all stands utilizing backpack sprayer and associated supplies (repeated annually for 3 years, as required based on site conditions).
- 2) Deer Exclosure/Fencing: Use 8' tall polypropylene fencing with a guy wire at the top and approximately 0.5' apron with material to weigh it down at the bottom, covering 10 acre site.
- 3) Planting: Plant 500 hardwood stems/ac on 10 acre site. Species to plant in addition to natural regeneration will include northern red oak, white oak, black walnut, butternut, black cherry, black oak, chestnut oak, hickory spp., tulip poplar, scarlet oak, sugar maple, and white pine.

Budget – Costs for tree planting by a qualified contractor, is \$50,000. 5,000 bareroot 2-year seedlings is \$20,000. Cost for mechanical invasive/interfering species on 10 acres over a continuous 3-year period by a qualified contractor is \$100,000. Deer fence installation by a contractor \$34,000, including material and labor. City arborist to manage project including hiring and coordinating contractors and organize community engagement. \$45,000. Clerk to manage contract paperwork and file quarterly reports and expense reimbursements \$13,000. Cost of after planting care by a qualified contractor will cost \$30,000. Total costs associated with the project are \$292,000 (NOTE: this is just an example for what a high-level project overview looks like; budget costs and other details in this example may not be accurately representative).

Workplan Summary continued

Community outreach and engagement will consist of a wide array of electronic messaging about the project from award announcement forward including the monthly City e-newsletter to 30,000 subscribers and which is posted on the City's webpage, social media posts, and on the agenda of each monthly city Council meeting. Posts will begin with the award and the purpose/benefits of the project, following by updates throughout the project, and notice of three public tours the city arborist will give, 1 before work is done, 2 after site prep and before planting, and after fencing installation and planting.

SAMPLE

APPENDIX 6 – Sample Work Plan & Objective Worksheet cont.

Objective	
1	Prepare the site for tree planting and plant trees to establish forest
Tasks	
1.1	Competing Vegetation Control - Hire mechanical treatment contractor. Contractor is hired. Performance Measures: <ul style="list-style-type: none">1.1.1 Initial treatment multiflora rose/other invasives/herbaceous - 10 acres of invasives/herbaceous species is treated.1.1.2 Subsequent treatment multiflora rose/other invasives/herbaceous - 10 acres of invasives/herbaceous species is treated in year 2.1.1.3 Final treatment multiflora rose/other invasives/herbaceous - 10 acres of invasives/herbaceous species is treated in year 3. Assess for effectiveness and potential future chemical treatment.
1.2	Install deer enclosure - Hire fence contractor. Contractor is hired. Performance Measures: <ul style="list-style-type: none">1.2.1 Install deer enclosure - Install fence (8' tall), using posts in open field area Monitor fence 2-3 times a year - Monitor to ensure that no deer are getting inside. Fix breaks/tears.
1.3	Reforestation - Plant tree seedlings. Hire a contractor. Performance Measures: <ul style="list-style-type: none">1.3.1 Purchase 5000 seedlings1.3.2 Hire Contractor - Plant tree seedlings over 10 acres. Achieve 65% survival rate.
1.4	Implement Long term maintenance Plan - Ensure seedling survival via monitoring, watering, etc. over 10 years. Performance Measures: <ul style="list-style-type: none">1.4.1 Long term maintenance - Ensure seedling survival via monitoring, watering, invasive species treatments, etc. Replant if survival is below 65%.
1.5	Conduct public outreach and engagement campaign about the project and its benefits and its progress <ul style="list-style-type: none">1.5.1 Provide content for monthly newsletter, city webpage, facebook page and social media posts throughout project.1.5.2 City Arborist will lead 3 public tours of the site before, during and after the project.
1.6	DEC Inspections - DEC Forester will inspect and approve after most major work/practice is completed and ready for payment. Performance Measure: <ul style="list-style-type: none">1.6.1 DEC Forester will inspect and approve after most major work/practice is completed and ready for payment

APPENDIX 7 – Sample Work Plan Organizational Capacity

Describe the staffing, qualifications and ongoing staff development/training activities, and relevant experience of the provider organization to support the project.

The City Arborist will manage the project, develop and review bids for contractors and review work for quality control. The City Arborist is an ISA certified arborist and has 10 years managing municipal urban forestry programs. Only qualified contractors will be hired to conduct site prep, planting and care.

The Clerk has administered state grants for the city for 15 years, including 3 grants from DEC's Urban Forestry program over the last 8 years.

SAMPLE

APPENDIX 8 – Natural Resources Conservation Service EQIP Standards