GUIDELINES AND BID INSTRUCTIONS

New York State

Department of Environmental Conservation
Urban and Community Forestry Program

2026 Tree Inventory and Assessment Grant Opportunity

NYS SFS Grants Management Bid Event ID No.: UCF 2026

Apply through the SFS Vendor Portal

Bid (Application) Due Date: 2:00 p.m. Wednesday, August 12, 2026

Timetable of Key Events:	
Open Bid (Application) Period Begins	May, 2026
Webinar	1:00 p.m Tuesday, June 2, 2026
Question & Answer Period Ends	1:00 p.m. Tuesday, August 4, 2026
Bids (Applications) Due	2:00 p.m. Wednesday, August 12,
Awards Announced By (anticipated)	2026 November 2026

To register for the webinar: Register Here

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1. Grant Information

The Department of Environmental Conservation (DEC) Division of Lands and Forests is pleased to announce funding for Round 17 of Urban and Community Forestry (UCF) grants. Tree inventories and management plans are the essential building blocks of healthy, thriving urban forests. Under the auspices of the 25 Million Trees Initiative, this grant program will promote a data-driven understanding of urban forest extent and composition to support management planning for community forest expansion and enhancement—maximizing the resiliency and co-benefits of trees and forested natural areas, including clean air and water, stormwater retention, extreme heat mitigation, increased access to urban nature, and improved public health.

The purpose of this grant opportunity is to support strong, self-sustaining urban and community forestry programs which enhance the quality of life for all New Yorkers. Grant projects must develop inventories and assessments for individual right-of-way and landscape trees or for forested natural areas or develop community forest management plans based on inventories or assessments. This round adds a new project type for developing inventories and assessments using ground-based remote sensing technologies.

This Request for Applications (RFA) is intended to help applicants develop a successful and detailed application. Please read this RFA carefully and in its entirety.

A) 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 four-year contract period/term. Costs outside of the contract period/term are ineligible. The NYS Contract for Grants 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 will be determined by the Department based upon written justification from the Bidder. Bidders should not submit a bid if they do not anticipate their project can be completed within the specified contract term.

B) Funding

- Approximately $10 million total is available for UCF Grant Round 17, with up to $3 million of this amount available for communities with populations smaller than 65,000 people. Funding for this grant opportunity is provided by the New York State Environmental Protection Fund.
- Applicants should request the amount of funding they can show is appropriate and reasonable for their project and supported in their application.

This is a reimbursement grant. The awardee must pay costs upfront before receiving reimbursement by DEC.

C) Minimum and Maximum Award Amounts

Minimum grant amount is $50,000; Maximum grant amount is $2,500,000.

D) Match Requirements

There are no match requirements for this grant opportunity.

E) Bid (Application) Limit

Bidders may submit one application with multiple project sites. Bidders may also submit multiple applications for multiple projects but are limited to one inventory/ assessment and one community forest management plan

F) Eligible Project Locations

Eligible projects must be implemented in New York State on public properties (municipal public property, i.e., street and park trees or forested natural areas), privately owned land that is open to the public (e.g. cemeteries) or alongside a state-owned roadway in a city, town, village in a location where they provide a public benefit, or federally and state recognized Tribal reservation land. State lands are eligible only for inventories/assessments and/or management plans for forested natural areas. Projects may be implemented further from a public roadway if within 10 feet either side of a paved or maintained multiple use trail. Trees on school properties may be included in municipal applications if the property is owned by the municipality or if there is a written agreement that asserts the municipality manages the trees, in which the applicant must upload the agreement. All applicants must include a detailed map and description of the proposed project location.

G) Non-Eligible Project Locations

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

2. Eligible Bidders (Applicants)

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

Governmental Entities, Municipalities, and Quasi-Governmental Entities, including but not limited to Counties, Cities, Towns, Villages, or 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, Public Benefit Corporations, Public Authorities, Municipal Corporations, Soil and Water Conservation Districts, School Districts, and Community Colleges, and 501(c)(3) not-for-profit corporations whose projects are located within the eligible geographic boundaries defined in this Request For Applications (RFA). New York State agencies are ONLY eligible to apply for inventories/assessments and management plans of forested natural areas.

Bidders must possess the knowledge, skills, and/or track record to successfully implement the project.

Individuals and unincorporated groups may not apply, but an eligible nonprofit organization, known as a fiscal sponsor, may apply on behalf of an individual or unincorporated group. The fiscal sponsor accepts responsibility to serve as a fiscal conduit for a DEC-funded project, receiving and disbursing funds related to the grant, and administering the requirements throughout the DEC grant process, including final reporting of grant activity. The unincorporated artist or group completes the project activity.

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 RFA, and the State of New York 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.

<u>Not-for Profit Applicants:</u>

A not-for-profit corporation (NFP) community-based organization is eligible to bid. NFPs planning to inventory public trees must have a signed letter of agreement with the municipality the trees are located in. A community-based organization may partner with a NFP that will serve as their fiscal sponsor in order to be eligible to bid on this opportunity.

For the purposes of this grant opportunity, a community-based organization is an organization that:

- Serves the residents of an area equal to or smaller than a town or city outside of New York City, or an area equal to or smaller than one of the five boroughs within New York City; and
- Cannot have its charter revoked or otherwise be dissolved through the action of another organization; and

- Is able to enter into legal agreements independent of any affiliated nonprofit organization, government body, university or other entity that would be ineligible to apply for this grant; and
- Has more than 50 percent of its members residing in the affected community, or more than 50 percent of the people served by the bidder community group residing in the affected community.

For this grant opportunity, a NFP is subject to New York State's Not-For-Profit Corporation Law, is qualified for tax-exempt status under Section 501(c)(3) of the Federal Internal Revenue Code, has an IRS 501(c)(3) determination letter to be incorporated in New York State and is current in their charities reporting requirements with the Office of the Attorney General.

3. 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:

DEC Regional Urban Foresters (Appendix 6) 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.

DEC Urban Forestry team at urbanforestry@dec.ny.gov and include "2026 Inventory and Assessment" in the subject line of the email for questions regarding this grant opportunity. Questions will be accepted by DEC until C.O.B. July 7, 2026. All questions, and answers, will be uploaded in the Grants Management System Bid Event for all bidders to view.

For State Agencies: State agencies must request an application from the DEC Urban Forestry team at urbanforestry@dec.ny.gov and include "2026 Inventory and Assessment" in the subject line.

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 "2026 Inventory and Assessment" in the subject line of the email.

4. 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. If you don't know who your Delegated Administrator is, please call SFS Help Desk at 518-457-7717, 855-233-8363.

If you do not have a login and 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.

Paper bids will NOT be accepted except from State Agencies. 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 the NYS SFS Grants Management System to register.

In addition to registration, not-for-profits must also be Prequalified at the time and date that the application is due. If you are not Prequalified at that time and date, your application 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 2026 Tree Inventory and Assessment Grant Opportunity 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 SFS Grants Management System.

5. Grant Opportunity General Information and Conditions

A) Grant Program Payment

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

Project costs eligible for reimbursement and project match must be incurred between the contract term start and end dates. Costs incurred prior to the contract term start date or after the contract 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.

B) Expenditure Based Budget

Bidders must complete an itemized budget in the SFS Grants Management that provides details of the proposed project-related expenses. Budget detail must clearly distinguish between expenses to be claimed under the State grant share and expenses comprising the match. The itemized budget should also include appropriate level of information for the breakdown of costs for each budget item (depending on the budget category this information is provided in the budget detail and/or budget narrative) Eligible and ineligible costs are identified in this RFA. A project's reasonableness of costs is at least 20% of the evaluation factor in the scoring of the bid therefore, attention to budget accuracy will increase your project score.

Project cost-effectiveness will account for at least 20% of a bid score as identified in the evaluation criteria section of this RFA. (you may require bidders to answer a program question and/or upload documentation that may support their claims of cost effectiveness, e.g., vendor quotes in the GM that will support cost effectiveness criteria).

C) Match Requirement and Expenditures

Match is the portion of project expenditures not paid for with grant funds. Match funds are not required for this grant.

D) Work Plan

Bidders must complete a work plan in the SFS GM 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. Time frames must be consistent with the timeline bidders are required to upload in the GM.

E) 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. The certification form or statement must be signed by an authorized staff of the contractor and dated after the application start date.

F) 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. The certification form must be signed by an authorized staff of the contractor and dated after the application start date.

G) Attachment G: Gender-Based Violence and the Workplace Certification

State Finance Law §139-m requires bidders on state procurements to certify that they have a written policy addressing gender-based violence and the workplace and have provided such policy to all of its employees, directors and board members. Such policy shall, at a minimum, meet the requirements of subdivision 11 of section five hundred seventy-five of the executive law.

Where competitive bidding is required pursuant to statute, rule or regulation, for work or services performed or to be performed or goods sold or to be sold, every bid made 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 any bidder certifies, and in the case of a joint 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 gender-based violence and the workplace and has provided such policy to all of its employees, directors and board members. Such policy shall, at a minimum, meet the requirements of subdivision 11 of section five hundred seventy-five of the executive 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 shall 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 that there are sufficient reasons to accept the bid without such certification.

Bidders are required to sign and submit the Gender-Based Violence and the Workplace Certification form, (Attachment G) If the bidder cannot make the certification, then a signed statement must be submitted with the bid detailing the reasons why the certification cannot be made. The certification form must be signed by an authorized staff of the contractor and dated after the application start date.

H) SEQRA and Permits

The bidder is responsible for assuring that any SEQR determinations, permits, approvals, lands, easements, and rights-of way that may be required to carry out the activities of the project are obtained.

6. Project Types/ Practices

Bids must be for one of the following practice types:
A) Traditional Street/ Landscaped Park Tree Inventory/Assessment;
B) Street Trees/ Landscaped Park tree inventory/assessment using ground based remote sensing (terrestrial LiDAR)
C) Forested Natural Areas Inventory/Assessment;
D) Community Forest Management Plan; or
E) a combined bid of a Community Forest Management Plan (D) and one of the inventory/assessment methods (A, B, or C).
Bidders are allowed to apply for one inventory/assessment project and one management plan per application. Bidders are limited to one application.

Each practice has different requirements as reflected in standards and specifications. Bidders should carefully review the practice information below, and the pass/fail eligibility criteria contained in the Guidelines to avoid disqualification.

A) Traditional Street/ Landscaped Park Tree Inventory and Assessment

The goal of an urban forest inventory project is to assess the location, composition, and condition of a specific population of urban trees at a point in time. In the case of street and landscaped park trees, an inventory will enumerate the size, species, condition, location, and maintenance needs of individual trees. An individual tree inventory may also include a tree risk assessment, a standard arboricultural Best Management Practice. Applicants may choose to include a Level II risk tree assessment as part of their tree inventory project. For more information on tree risk assessment, see the Tree Risk Assessment Methods: A Comparison of Three Common Evaluation Forms, "Managing Hazards and Risks" by Trees Are Good, or Best Management Practices-Tree Risk Assessment, Third Edition (International Society of Arboriculture, 2025).

Bidders/communities are eligible to apply for a Street/ Landscaped Park Tree Inventory if a project of this practice type has not been completed for the same location in the last 5 years.

Practice Cost and Reimbursement

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

- Planning and design of inventory structure and methods by a forester, arborist, natural resources professional, or specialist in street tree inventory
- Cost of inventory if conducted by an approved contractor
- Labor hours of inventory if conducted by approved organization(s)/individual practitioner(s)
- Cost of proprietary software subscription to manage inventory data for the length of the NYS Contract with DEC (cannot exceed 4 years).
- Purchase of tools (under $5,000 per unit) used for conducting the inventory

Inventory practice cost estimates should use local rates.

GENERAL STANDARDS AND SPECIFICATIONS

Awardees are required to

- Hire/use an International Society of Arboriculture (ISA) certified arborist (or ISA arborist-supervised company) to conduct the inventory. An exception may be granted by the DEC UCF Program if requested prior to application submission and organization/individual to conduct the inventory has proven experience in conducting professional tree inventories. Check local listings or the ISA website for certified arborist companies in your area for quotes.
- Collect and record data in an electronic system or software application that will allow for an i-Tree ECO benefits analysis (pollution removal, carbon storage, hydrology effects, ultraviolet (UV) effects, etc.).
- While aerial assessment may be used as part of the project, all inventory data collected must be confirmed through on-the-ground visual inspection.
- Data quality assurance, including double-sampling efforts. The inventory should be designed to use defined field protocols, controlled vocabularies and picklists, and locked measurement units. At point of entry, data quality should include required fields, range (for numbers) and logic checks, and other location and consistency and completeness checks. Post data collection review and field re-visits should include spot checks on a subset of records, review of outliers (largest DBH, worst condition ratings, unusual locations) and other appropriate quality assurance checks.

- Submit an electronic copy of the final inventory dataset to DEC Grants Administrator (Grants Forester). Datasets must be in a format compatible with Microsoft Office Excel (e.g., .xlsx, .csv, or .txt file formats) and as geospatial data (file geodatabase preferred; geopackage, geoJSON, shapefile, and geopackage may also be accepted). The preferred data structure (e.g., field names, field length) will be provided by NYS DEC at the time an award is made.
- Submittal of the inventory dataset shall be listed as one of the Tasks and related Performance Measures in the application Work Plan.
- The DEC urban forester will inspect and approve the inventory prior to final reimbursement. The inspection will consist of a 3-10% random sample of the data across the inventory, and the minimum accuracy rate shall be 95% of sites sampled. Discuss expectations for this inspection with your local DEC urban forester.
- Explain how the inventory will be updated and maintained, including software, in the Long-term Planning question (Project Evaluation, Scoring and Selection Question #3).
- Bidders who plan to develop a Community Forest Management Plan (CFMP) as a part of this project with the data collected from this inventorying/assessment cannot begin writing the CFMP until the DEC regional urban forester inspects inventory/assessment for accuracy and approval is granted by DEC grants administrator.

Please see Appendix 1 for the Data Points Tables of required and recommended data points

In addition to the tree inventory itself, another deliverable will be an i-Tree Eco benefits analysis report (see the i-Tree website for further details, i-Tree Eco.).If the i-Tree application becomes no longer available, then this deliverable will not be required.

B) Street Tree/ Landscaped Park Tree Inventory and Assessment Using Terrestrial LiDAR

Remote sensing technology such as Light Detection and Ranging (LiDAR), which is typically used for aerial canopy assessments, can also be used for individual tree assessments through combining high-resolution imagery with machine learning. Benefits include high resolution imaging of individual trees (digital twin of the tree), comprehensive mapping, real-time and efficient data collection, and cost effectiveness (minimizing human error). Managers are provided with efficient and high precision information enabling them to analyze changes in individual trees and tree populations

over time which helps make informed data-driven decisions regarding forest management, conservation efforts, and ecological research.

The goal of this project is to employ terrestrial LiDAR combined with high resolution imagery to assess and inventory individual trees.

The bidder shall describe in detail which terrestrial LiDAR methods will be employed to locate, assess, and monitor trees located on the public rights-of-way and other public properties as designated.

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 terrestrial LiDAR inventory/assessment
- Cost of inventory/assessment by contractor
- Cost of proprietary software subscription to manage inventory for length of awardee's contract with DEC (cannot exceed 4 years).
- Purchase of tools (under $5,000 per unit) used for the inventory/ assessment

Inventory practice cost estimates should use local rates.

GENERAL STANDARDS AND SPECIFICATIONS

Awardees are required to

- Utilize a company with proven experience in conducting terrestrial LiDAR inventories and assessments.
- Hire/use an ISA certified arborist (or ISA arborist-supervised company) to conduct the inventory. An exception may be granted by the DEC UCF Program if requested prior to application submission and organization/individual to conduct the inventory has proven experience in conducting professional tree inventories. Check local listings or the International Society of Arboriculture (ISA) website for certified arborist companies in your area for quotes.
- Collect and record data in an electronic system or software application that will allow for an i-Tree ECO benefits analysis (pollution removal, carbon storage, hydrology effects, ultraviolet (UV) effects, etc.).
- While aerial assessment may be used as part of the project, all inventory data collected must be confirmed through on-the-ground visual inspection.

- Data quality assurance, including double-sampling efforts. The inventory should be designed to use defined field protocols, controlled vocabularies and picklists, and locked measurement units. At point of entry, data quality should include required fields, range (for numbers) and logic checks, and other location and consistency and completeness checks. Post data collection review and field re-visits should include spot checks on a subset of records, review of outliers (largest DBH, worst condition ratings, unusual locations) and other appropriate quality assurance checks.
- Submit an electronic copy of the final inventory dataset to DEC Grants Administrator (Grants Forester). Datasets must be in a format compatible with Microsoft Office Excel (e.g., .xlsx, .csv, or .txt file formats) and as geospatial data (file geodatabase preferred; geopackage, geoJSON, shapefile, and geopackage may also be accepted). The preferred data structure (e.g., field names, field length) will be provided by NYS DEC at the time an award is made. Submittal of the inventory dataset shall be listed as one of the Tasks and related Performance Measures in the application Work Plan.
- The DEC urban forester will inspect and approve the inventory prior to final reimbursement. The inspection will consist of a 3-10% random sample of the data across the inventory, and the minimum accuracy rate shall be 95% of sites sampled. Discuss expectations for this inspection with your local DEC urban forester.
- Explain how the inventory will be updated and maintained, including software, in the Long-term Planning question (Project Evaluation, Scoring and Selection Question #3).
- Bidders who plan to develop a Community Forest Management Plan (CFMP) as a part of this project with the data collected from this inventorying/assessment cannot begin writing the CFMP until the DEC regional urban forester inspects inventory/assessment for accuracy and approval is granted by DEC grants administrator.

Please see Appendix 1 for the Data Points Tables of required and recommended data points

In addition to the tree inventory itself, another deliverable will be an i-Tree Eco benefits analysis report (see the i-Tree website for further details, i-Tree Eco.).If the i-Tree application becomes no longer available, then this deliverable will not be required.

C) Natural Area Inventory/ Assessment

The goal of a forested natural area inventory/ assessment project is to assess the composition and condition of forest stands to inform urban forest planning, conservation, and management. Inventories and assessments will help identify appropriate sites for protection, restoration, and/or afforestation/ reforestation efforts. A forested natural area inventory employs a statistical sampling methodology to delineate and assess forest stands. Resources for natural areas inventories include NRCS Forestry Inventory Methods, Technical Note No. 190-FOR-01, July 2018 or the Natural Areas Conservancy Rapid Site Assessment Manual.

Bidders/communities are eligible to apply for a Natural Area Inventory/ Assessment if a project of this practice type has not been completed for the same location in the last 5 years.

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 natural area inventory/ assessment
- Cost of inventory/assessment if conducted by an approved contractor
- Labor hours of inventory if conducted by approved organization(s)/individual practitioner(s)
- Cost of proprietary software subscription to manage inventory data for the length of the NYS Contract with DEC (cannot exceed 4 years).
- Purchase of tools (under $5,000 per unit) used for conducting the inventory

GENERAL STANDARDS AND SPECIFICATIONS

Awardees are required to

- Hire/use a forester, arborist, natural resources professional, or specialist to conduct the inventory/ assessment. The professional shall have proven experience in conducting professional natural area/ forest inventories and assessments. While aerial assessment may be used as part of the project, all inventory data collected must be confirmed through on-the-ground visual inspection.
- Data quality assurance, including double-sampling efforts. The inventory should be designed to use defined field protocols, controlled vocabularies and picklists, and locked measurement units. At point of entry, data quality should include required fields, range (for numbers) and logic checks, and other location and consistency and completeness checks. Post data collection review and field re-

visits should include spot checks on a subset of records, review of outliers and other appropriate quality assurance checks.

- Submit an electronic copy of the final inventory dataset to DEC Grants Administrator (Grants Forester). Datasets must be in a format compatible with Microsoft Office Excel (e.g., .xlsx, .csv, or .txt file formats) and as geospatial data (file geodatabase preferred; geopackage, geoJSON, shapefile, and geopackage may also be accepted). The preferred data structure (e.g., field names, field length) will be provided by NYS DEC at the time an award is made. Submittal of the inventory dataset shall be listed as one of the Tasks and related Performance Measures in the application Work Plan.
- The natural area inventory will achieve an accuracy of ±10% of the basal area per acre at a 90% statistical confidence level. The local DEC urban forester will inspect and approve the inventory prior to final approval. Discuss expectations with your local DEC urban forester.
- Bidders who plan to develop a Community Forest Management Plan (CFMP) as a part of this project with the data collected from this inventorying/assessment cannot begin writing the CFMP until the DEC regional urban forester inspects inventory/assessment for accuracy and approval is granted by DEC grants administrator.

Please see Appendix 1 for the Data Points Tables of required and recommended data points

D) Community Forest Management Plan

A Tree Inventory or Assessment is a prerequisite or corequisite for a Community Forest Management Plan (CFMP) project. Submit to DEC grants administrator who will coordinate inspection with DEC regional urban forester. **Do not begin Community Forest Management Plan (CFMP) until regional urban forester inspects for accuracy and approval is granted by DEC grants administrator**

The CFMP uses tree or forested natural area inventory/assessment data to plan for and prioritize maintenance and stewardship of the urban forest. While an inventory establishes a baseline record and understanding of urban forest conditions at a specific point in time, the management plan analyzes these conditions, establishes budgetary and maintenance needs, and forms the basis for the vision of the future urban forest. Bidders/communities are eligible to apply for a CFMP if a management plan has not been completed for the same location in the last 5 years. CFMPs should use inventories as recently completed as possible, with data at a minimum no older than 5 years.

Bids should include an explanation of how this plan will be incorporated into all aspects of future planning in the community, such as infrastructure, development, revitalization, recreation, transportation and storm preparedness.

The CFMP should be itemized separately from the inventory/assessment in the budget, and as one of the tasks and performance measures in the application work plan. Upon completion of the project, an electronic copy of the completed management plan must be submitted to the DEC grant administrator via email.

Practice Cost and Reimbursement

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

- Cost of the CFMP by a forester, arborist, or natural resources professional

GENERAL STANDARDS AND SPECIFICATIONS

Completed Management Plans must include the following information and be customized to each community.

Street/ Maintained Park Trees CFMP:

- A vision, goals, and objectives for the long-term community forest, and a strategy for how to care for the community trees, including geographic scope and ownership and alignment with other municipal plans
- Governance and roles of the lead agency and decision authority, as well as interagency coordination and cooperation.
- Legal and policy framework for public trees including tree protection standards, relevant municipal codes and permitting requirements, and enforcement mechanisms.
- Summary of existing tree inventory data including tree age, species dominance, health by species, invasive species and/or other forest health threats, tree location by community demographics and or other socioeconomic data to measure tree equity.
- Information for increasing tree canopy including recommended species for planting, tree diversity targets, annual planting targets and equity-based tree siting criteria, and nursery stock standards and planting specifications.
- Prohibited planting species.
- Tree establishment and maintenance criteria including tree planting contractor performance standards, pruning rotations, tree and stump removal needs, emergency response and storm protocols, and prioritization of workload.

- The development of budgets and work plans, including timelines and tasks, to meet the vision. This should include an operational plan based on the community's current budget which includes budget strategies to help build capacity and move awardee toward being able to complete the work in the CFMP.
- An i-Tree ECO benefits analysis (if available) of environmental issues such as: pollution removal, carbon storage, hydrology effects, ultraviolet effects, etc.
- Basic in-house training/meeting of responsible staff by the contracted consultant that will provide guidance to all those involved with ongoing maintenance of the Tree Inventory, and implementation of the Management Plan. Follow up by consultant in the second or third year is also available to ensure positive long-term support.
- Strategies for community outreach and stewardship, including stewardship expectations and support programs, volunteer roles, and public education and engagement opportunities.

Optional Additional Plans

Must be individualized to the geographic project area and for the awardee:

- Storm preparedness and response planning.
- Waste wood utilization plan to reduce disposal costs.

Note: Consultants offer additional plans and services that are not covered by the DEC UCF grant program but may be purchased directly by the community.

Natural Areas CFMP:

- A vision, goals and objectives for the long-term community forest and a strategy for how to care for the community trees, including geographic scope and ownership and alignment with other municipal plans
- Governance and roles of the lead agency and decision authority, as well as interagency coordination and cooperation.
- Legal and policy framework for natural areas including tree protection standards, relevant municipal codes and permitting requirements, and enforcement mechanisms.
- Maps including:
    - General location map of the planning area showing crossroads to the location.

    - Stand map (this may consist of several maps to account for the entire planning area). This map will specifically include:
        - Boundary lines for the Stands with labels (name, number, or both).
        - Acreage for each Stand.
        - Location of sensitive resources and setbacks, if applicable.
        - Locations of planned and applied stewardship practices.
    - Soil interpretative map(s) and other natural resource maps used to support the planning activity.
- All maps developed will include:
    - Map title
    - Participant's name
    - Assisted By [Natural Resource Professional's name(s)]
    - Date prepared
    - Map scale
    - Information needed to locate the planning area, such as geographic coordinates, public land survey coordinates, etc.
    - North arrow.
    - Appropriate map symbols and a map symbol legend on the map or as an attachment.
- Summary of existing forest inventory/ assessment which details the information collected, maps, and analysis of existing conditions (flora, fauna, water, soil).
- Identify management strategies/ practice i.e. competing vegetation control, forest restoration, afforestation and reforestation, deer browse, and prioritization of workload.
- Management strategies/ practice schedule. This can include a table, titled "Practice Schedule" indicating all of the following:
    - Stand Number to have practice(s) installed
    - Practice Name to be implemented
    - Estimated Amount of each practice to be implemented, and the practice's measurement units
    - Dates (month and year) the activities are intended to be installed or were previously installed.
- Outline protocols for monitoring and evaluation of the implemented management strategies. This should track effectiveness and when corrective actions should be taken.
- Information for increasing tree canopy including recommended species for planting, tree diversity targets, annual planting targets and equity-based tree siting criteria, and nursery stock standards and planting specifications.
- Prohibited planting species.
- Development strategies for stakeholder engagement.

- The development of budgets and work plans, including timelines and tasks, to meet the vision. This should include an operational plan based on the community's current budget which includes budget strategies to help build capacity and move awardee toward being able to complete the work in the CFMP.

7. Eligibility of Budget Costs

A) Ineligible Costs

The following costs are not eligible for reimbursement or for match for any of the UCF grant opportunities.

- Indirect/Overhead: Costs including accounting fees, insurance, interest, legal fees, rent, repairs, telephone bills, space/property, and utilities; contingencies.
- Salary not devoted to the project: sick, vacation, personal time, etc.
- Travel: Staff and/or contractor travel between the home location and the project site.
- Application preparation: Costs associated with preparing the grant application.
- Outside contract term: Costs incurred prior to an award or prior to a contract start date or after the contract end date. A contract term (start and end date) will be determined by DEC at the time of an official award.
- Other state or federal funding: Costs paid from other state or federal funding sources are not eligible for reimbursement.
- Equipment: drones

B) Eligible Costs

Project costs eligible for reimbursement and project match must be incurred between the contract term start and end dates. Costs incurred prior to the contract term start date or after the contract 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.

- Personal Services – Salary: Staff and paid labor costs (excludes overhead) devoted to the project must be itemized according to job title or job assignment. This also includes grant administration costs associated with preparing the final workplan (DEC contract), quarterly reporting, and reimbursement request

documentation once the grant is awarded. Grant recipients will be required to document the time worked, tasks, pay ratio and payment.

Personal Services – Salary is not eligible for reimbursement for CFMPs.

- Personal Services – Fringe: Fringe benefits may include social security, workers' compensation, health and disability insurance, unemployment, or any insurance programs provided by the grantee organization to staff and paid labor for work devoted to the project. Fringe benefits should be budgeted in line with your organization's standard fringe benefit policy and/or negotiated bargaining agreements. Applicants should briefly explain the percentage and composition of the fringe benefit structure and whether the budgeted fringe benefits represent an exception to standard policy. Personal Services – Fringe is not eligible for reimbursement for CFMPs.
- Contractual: Costs for services rendered to the project under a written agreement with the grantee.
- Travel: Costs for staff travel from normal work location to project site.
- Equipment: Includes purchase and/or rental costs and delivery of equipment directly required to implement the project. At least one quote should be uploaded to the application for any equipment more than $1,000.
- Tree Inventory Software
    a. Bidders must keep tree inventories updated in a way that fits the capabilities of field staff and makes financial sense long-term.
    b. Leased tree inventory software may be considered for the length of the NYS Contract with DEC (cannot exceed 4 years), and the applicant shall explain how they will cover the cost beyond grant funding.
- Other Expenses: Includes supplies and materials directly required to implement the project, the cost of publicizing the project, appropriate construction publications, or informational brochures about the project. Educational resources, such as training, that enables DPW, tree board members and volunteers to do their work and/or to enhance the spread of knowledge of community trees and the benefits they provide are allowed.

8. Bidder 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 RFA. Bidders are strongly encouraged to read and address the Bid Review and Scoring Standards in the process of developing a bid. Knowledge of the scoring criteria is valuable for designing and proposing a relevant and quality project. Scoring consists of:

Step 1: Bid and Project Eligibility Determination

Applications will be initially reviewed for applicant and project eligibility on a pass/fail basis. Applications that pass all the following eligibility criteria will be further evaluated and scored. **Applications that fail one or more of the following eligibility criteria will be disqualified from further review or funding.**

Choose a simple and descriptive title for your project (e.g. “City of ABC Street and Park Tree Inventory and Community Forest Management Plan”).

1. Applicant Contact Details: Please provide the following:
a. Municipality Name (lead municipality on project application)
b. Contact Name
c. Contact Phone
d. Contact Email
e. Partner organizations, if applicable

2. Project Type: Did the application address an eligible project type: (A) Street/Maintained Park Tree Inventory; B) Terrestrial LiDAR Assessment of Street Trees/Maintained Park; C) Natural Areas Inventory/Assessment; D) Community Forest Management Plan; or E) a combination of inventory/assessment and a management plan) as described in this RFA?

3. Applicant Type: Is the applicant an eligible governmental or quasi-governmental entity, not-for-profit (NFP) corporation, or Indian Tribe as defined in the RFA, and if the applicant is an NFP, was the NFP prequalified in the SFS Grants Management System by the due date of the RFA?

4. Eligible Project Location: Is the project on eligible land types as described in 1.F. Eligible Project Locations?

5. Ownership/Site Permission: Did the applicant provide appropriate documentation regarding owner consent of the project as per the following criteria?

b) If the project area (right-of-way, parks, natural area) is owned by the applicant, nothing needs to be uploaded.
b) If project area is not owned by the applicant, a municipal endorsement (Appendix 4) or agreement for the project to be conducted by the applicant and signed by the owner must be uploaded as one PDF in Pre-Submission Uploads.

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 “No” answer = pass and “Yes” = fail.

7. Project Map: Did the applicant upload a legible map clearly identifying the project area (no hand-drawn maps)?

8. Project Estimates: Has the applicant uploaded at least one estimate for each expense greater than $1,000 (consultant/contractor, equipment) on letterhead with company address and credentials? ISA arborists should include ISA certification number.

9. Project Completion Time Frame: Will the project be completed within a four-year time frame?

10. Sexual Harassment Prevention Certification: Did Applicant sign and upload the Sexual Harassment Prevention Certification form (Attachment S) or upload a signed statement, detailing the reasons why the certification cannot be made, as an attachment for Question 10. Locate the Certification form in the SFS Events Comments and Attachments Page, or at the bottom of this RFA. Do not upload your policy. The certification form must be signed by an authorized staff of the contractor and dated after the application start date.

10. Executive Order No. 16: 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." 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. The form is available for download from the SFS Events Comments and Attachments Page or at the bottom of this RFA. Please upload the completed form as an attachment to Question 10. The certification form must be signed by an authorized staff of the contractor and dated after the application start date.

11. Gender-Based Violence and the Workplace Certification Form: Bidders are required to sign and submit the Gender-Based Violence and the Workplace Certification form, (Attachment G) If the bidder cannot make the certification then a signed statement must be submitted with the bid detailing the reasons why the certification cannot be made. The form is available for download from the SFS Events Comments and Attachments Page, or at the bottom of this RFA.

Complete and attach the form to Question 11. The certification form must be signed by an authorized staff of the contractor and dated after the application start date.

Step 2: Project Evaluation, Scoring and Selection

If your bid meets all eligibility pass/fail criteria it will be further evaluated and scored by a review team in accordance with the Evaluation and Scoring Standards contained in this RFA. These include:

13. Project Approach to Meeting Local Needs

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

- The goals of this project and how this project fits in with the local master plan or other local or regional plans.
- Tell us about the community where this project is happening. Describe local needs and how this project will address those needs.
- When was the last time your community underwent the process of getting a tree inventory and/or assessment? Describe its comprehensiveness, and the efforts (or lack thereof) taken by the community to make meaningful use of the information gathered.
- 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?
- How will the project be implemented?
- Show how it will be completed within the 4-year grant period.

(A) The bidder outlines a meaningful and clear need for the described project to improve and/or better understand the urban forest of the community. Relevant stakeholders are informed, consulted, and involved. The timeline is equally realistic as ambitious.	20 pts.
(B The project sufficiently addresses stated needs for improving or better understanding the urban forest of the community. Relevant stakeholders are informed and consulted. The timeline is realistic and ambitious in some capacity but maybe unbalanced.	13 pts.
(C) The project attempts but incompletely addresses stated needs for improving or better understanding the urban forest of the community. Relevant stakeholders are informed. The timeline is either not realistic or not ambitious.	7 pts.
(D) The project goals do not meet the stated needs. Relevant stakeholders are not engaged at all. The timeline is neither realistic nor ambitious.	0 pts.

14. 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, intended utilization, and implementation when applicable. Describe the long-term plan for use and upkeep of the inventory/ assessment data and/or the implementation of the management plan following the grant period.

Note: Who will be maintaining the inventory; if utilizing proprietary software, how it will be funded after the grant period; how the inventory/ assessment and/or management plan will be implemented and/or the plan to work with DEC staff to co-develop a long term plan; how the operational budgets in the management plan tentatively expect to be implemented.

(A) The bidder clearly demonstrates long-term planning for the utilization, upkeep of the inventory/ assessment and/or implementation of the management plan following the grant period.	10 pts.
(B) The bidder's long-term plan adequately demonstrates utilization, upkeep of the inventory/ assessment and/or the implementation of the management plan following the grant period.	6 pts.
(C) The bidder does not adequately demonstrate long-term planning for the utilization, upkeep of the inventory/ assessment and/or the implementation of the management plan following the grant period.	0 pts

15. Community Outreach and Engagement Strategy

Outreach, education and community engagement are important components of strong UCF programs. Community members affected by this project should be aware of and provided opportunities to be engaged in the project (i.e., community meetings, choice of trees, volunteer opportunities, tree care workshops and materials, education programs/walks/displays, Arbor Day events, etc.). Outreach and education can be conducted by the applicant or partners. Describe the outreach strategy and activities in detail, including who will be responsible for which components.

(A) The bidder's education and outreach strategy will inform, consult, and involve community members from all backgrounds and provide multiple opportunities for community members to engage with the project.	10 pts.
(B) The bidder's education and outreach strategy will inform and consult community members from all backgrounds and provides at least one opportunity for community members to get involved with the project.	7 pts.
(C) The bidder's public outreach and/or education effort does not meaningfully inform and consult community members	4 pts.
(D) No public outreach and/or education efforts were described.	0 pts.

16. Disadvantaged Communities

What portion of the project is in a disadvantaged community? For the purposes of this grant, "disadvantaged community" maps have been developed under the 2019 NYS Climate Act. To reference these maps, use the DECinfo Locator https://www.dec.ny.gov/maps/interactive-maps/decinfo-locator. Click on Launch DECINFO Locator button. Once the mapper opens, click on the DEC Information Layers tab, then Public Involvement tab on the left side of the map. Check the box for Disadvantaged Communities (DAC) only. Use the Tools tab to print the map and upload a copy showing the project area in relation to the DAC in Pre-submission Uploads. Include what percentage of the project is in the DAC.

Note: Cemeteries, parks and natural areas that qualify as eligible project locations in this RFA and not designated in a DAC in the above maps but are directly adjacent to a disadvantaged community are eligible for points in this question. Explain how residents of the DAC would benefit from, have access to and are currently using the project area.

(A) The entire project is located in a DAC or is an eligible project location as per this RFA and completely surrounded by a DAC. Supporting information was clearly documented.	7 pts.
(B) A portion of the project is located in a DAC; or directly adjacent to a DAC as described above, and applicant explained how the residents of the DAC will benefit from the project. Supporting information was clearly documented.	3 pts.
(C) The project is not in a DAC, or the applicant did not provide adequate documentation showing the area is in a DAC.	0 pts.

17. Tree City USA

Proposed projects that take place within a Tree City USA community that certified or recertified for work occurring in 2025 will receive points in the evaluation of their application.

(A) The project takes place within a community that was certified as a Tree City USA for work occurring in 2025.	3 pts.
(B) The project does not take place within a community that was certified as a Tree City USA for work occurring in 2025.	0 pts.

18. Support Need

An up-to-date inventory or assessment informs practical and data-driven urban forest management. Having an accurate understanding of your community's urban forest can inform budget allocations and removal/tending decisions. Priority will be given to applicants that have a demonstrated need to create or update their inventories and/or assessments.

(A) The bidder has not completed an Inventory or Assessment in 8 or more years.	10 pts.

(B) The bidder has not completed an Inventory or Assessment more recently than 5 years ago and no later than 8 years ago.	5 pts.
(C) The bidder has completed an inventory and/or assessment within the last 5 years.	0 pts.

Cost Effectiveness - Budget – Salary, Contractual, Equipment etc.

Complete all applicable fields in the SFS Grants Management 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 require estimates/quotes to be included. Include details of materials to be purchased such as equipment 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. Applications 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.

The budget should be detailed, clear, and with totaled and easy-to-read quotes. Does the budget contain reasonable and eligible expenses for implementing the project?

(A) The budget contains an exceptional level of detail to assess cost-effectiveness. All expenses are included in the budget and only reasonable and eligible implementation expenses as detailed in the RFA are included in the budget. The value relative to the cost is very good.	20 pts.
(B) The budget contains a good level of detail to assess cost-effectiveness. Mostly reasonable implementation expenses are included in the budget. The value relative to costs is good.	12 pts.
(D) The budget contains a fair level of detail to assess general cost-effectiveness. Multiple unreasonable expenses are included and/or applicant did not provide adequate detail.	6 pts.
(E) The budget does not contain an adequate level of detail to assess cost-effectiveness. Many ineligible or unreasonable expenses are included and/or applicant did not describe need for them.	0 pts.

Workplan

The workplan contains 3 sections: **all required**

1. Project Summary
2. Organizational Capacity
3. Project Details- Objectives, tasks and performance measures

(Numbers 1 and 3 become part of the contract if awarded)

Project Summary

Even though the SFS Grant Management System says to provide a high-level overview of the proposal, use the Proposal Summary to describe the entire proposal. This section becomes part of the awardee contract.

The following details should be included in your Proposal Summary:

- Provide a detailed scope of work and timeline in support of this bid
- A description of the overall goals and desired outcomes of this bid
- Estimated costs
- Description of the community outreach and engagement
- All expected deliverables from the bid

How the information in the inventory/ assessment and/ or the management plan will be used to make informed decisions on the future management of the urban forest

(A) The bidder's work, objectives, performance measures and all deliverables and expenses indicate an executable project that will have significant ability to utilize the inventory/ assessment and/ or the management plan to make informed decisions for future urban forest management.	10 pts.
(B) The bidder's work, objectives, performance measures and all deliverables and expenses indicate an executable project that will have somewhat of an ability to utilize the inventory/ assessment and/or the management plan to make informed decisions for future urban forest management.	5 pts.
(C) The details provided about the scope of work or other aspects of the summary indicate a non-impactful project.	0 pts.

Organizational Capacity

Describe the staffing, qualifications, and relevant experience of the applicant to support the project. Describe the knowledge, skills, and/or experience that both the applicant 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.	5 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.	3 pts.
(C) The bidder provided little or no detail about their organizational capacity and experience to successfully implement the project.	0 pts.

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. See the Workplan – Project Details worksheet in the Round 17 RFA.

(A) The objectives, tasks and performance measures cover all project deliverables and expenses.	5 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.	1 pts.
(D) The objectives, tasks and performance measures provided little or no information	0 pts.

9. Method of Award

A technical review committee, comprised of at least three reviewers, will each provide a raw score for each of the technical and work plan criteria (80 points). The reviewers will provide a score for the cost effectiveness criteria (20 points). The individual reviewer scores will be totaled, then averaged to produce the total score.

Scored bids will be ranked in order beginning with the highest down to the lowest scored bids. Bids having the highest total scores will be selected for funding, beginning with the highest down to the lowest ranked proposal, until available funding is exhausted. The total number of possible points a bid can receive is 100.

DEC reserves the right to decline to fund projects that do not receive a minimum total score of 75.

Tie Breaker: If there is a numerical tie in bids' final scores, the bid that scores the highest in the technical and work plan in the evaluation criteria will determine placement on the ranked list. If a tie remains, the bid that is submitted first in the SFS Grants Management will determine placement on the ranked list.

A) 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.

B) 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

C) 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.
- Reduce or increase the scale and amount of an awarded project based on availability of funding, provided that the activity can be increased or reduced without changing any attributes of the project other than size and amount.
- Award an agreement for any or all parts of the RFA in accordance with the method of award or withdraw of the RFA 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.
- Seek clarification from an applicant to effectively evaluate a project proposal.
- 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 RFA at the agency's sole discretion.

10. Grant Program Payment

This is a reimbursement-based grant program. Project costs eligible for reimbursement and project match must be incurred between the contract term start and end dates. Costs incurred prior to the contract term start date or after the contract 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.

Advance payments of up to 25% of the awarded grant amount may be available to not-for-profit grantees once a contract has been fully approved by all applicable State agencies. Only not-for-profits may submit a request for advance payment, which must include a justification of the need for advance payment, and which may be approved at the Department's discretion.

Ten percent (10%) 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 10% of the grant amount remains unpaid. Once all performance measures have been achieved, any withheld retainage will be released for payment.

11. Grant Program Reporting

Quarterly Narrative Reports must be submitted in SFS Grants Management in narrative form, no later than 30 days from the end of the calendar quarter. The reports will summarize how the project progressed toward completion of Performance Measures to satisfy Project Objectives during the respective quarter.

Quarterly Expenditure Reports, detailed by object of expense as defined in the contract Attachment B-1 Expenditure Based Budget, must accompany the quarterly Narrative Reports, no later than 30 days from the end of the calendar quarter. These reports must correlate to subsequent vouchers submitted for payment.

Quarterly contract payment reimbursement requests will be accepted prior to submission of a final closeout reimbursement request. Approved project design required permits and landowner permissions must be in place to submit a reimbursement request.

Final Report must be submitted in SFS Grants Management and approved by the DEC prior to the release of the final contract payment to the Awardee. The Awardee 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 contract 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 on-site inspection may 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.

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 RFA.

12. 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 Department award letter. The SFS GM will also provide you with an award status.

IMPORTANT NOTE: By accepting an award, the bidder agrees to abide by all State of New York Contract for Grants 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 Contract for Grants

Bidders selected to receive a grant award will be required to execute a State of New York Contract for Grants within 60 - 90 days from the time of their award notification. Failure to submit timely required documents could cause a bidder to lose their grant award. Bidders should review and be prepared to comply with all terms and conditions should grant funding be awarded. The State of New York Contract for Grants and attachments include:

- Grants Face Page
- NYS Standard Terms and Conditions
- Appendix A – Statewide Terms and Conditions
- Attachment A-1 Agency Specific Terms and Conditions
- Attachment A-2 Program Specific Terms and Conditions
- 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 contract to be considered eligible for reimbursement or match. Contract payments will not be approved or processed by the DEC until a contract 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 Contract Requirements:

I. Insurance Requirements

Contractor will be required to carry appropriate insurance as specified in the MGC or LOA, Attachment A-2 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.

II. Permit Requirements (if applicable)

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.

III. State Environmental Quality Review (SEQR) Documentation

With respect to the project, the Contractor certifies that it has complied, and shall continue to comply with all requirements of the State Environmental Quality Review Act (SEQRA). The Contractor agrees to provide all environmental documents as may be required by the DEC. The Contractor has notified, and shall continue to notify, the DEC of all actions proposed for complying with the environmental review requirements imposed by SEQRA.

d. Vendor Responsibility Questionnaire

Not-For-Profit contractors, Not-For-Profit subcontractors, and/or For-Profit 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.

e. 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/regs/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 NYS Contract for Grants, Attachment A-1 Agency Specific Terms and Conditions.

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

The Department 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 Contract for Grants agree, in addition to any other nondiscrimination provision of the contract and at no additional cost to the Department, to fully comply and cooperate with the Department 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 Department 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 Contract - Article IV (J) and Attachment A-1 Agency 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 Empire State Development at: https://ny.newnycontracts.com/FrontEnd/searchcertifieddirectory.asp

MWBE reporting for Department of Environmental Conservation 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.

For more information regarding MWBE compliance and reporting guidelines, and to download required forms, please visit: https://dec.ny.gov/about/doing-business/minority-women-owned-business-enterprise-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 30%
Commodities – up to 30%
Services/Technologies –up to 30%

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

g. Service-Disabled Veteran-Owned Business (SDVOB) Participation Requirements

The Department 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 6% 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. 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 Department'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

h. 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.

i. 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.

j. Signage

For infrastructure projects, the contractor shall install signage on-site that identifies the site as a clean vehicle charging/refueling facility; promotes public use of the facility; and acknowledges rebate funding from the Department of Environmental Conservation through Title 15 of the New York State Environmental Protection Fund. Signage developed for use at a rebate-funded facility shall be subject to review and approval by the Department prior to installation.

k. Diesel Emissions Reduction Act 2006

In 2007, New York State passed legislation establishing the Diesel Emissions Reduction Act 2006 (DERA). This Act amended the Environmental Conservation Law (ECL) by adding Section 19-0323 which requires the use of best available retrofit technology (BART) and ultra-low sulfur diesel fuel (ULSD) for heavy duty vehicles owned or operated by, including on behalf of, state agencies and state or regional public authorities. The Department has promulgated regulations (6 NYCRR Part 248) to provide guidance on provisions of the law. The regulations may be found on the Department's website at http://www.dec.ny.gov/regs/2492.html.

If applicable, the contractor must comply with the specifications and provisions of ECL Section 19-0323 and 6 NYCRR Part 248, which require the use of BART and ULSD, unless specifically waived by the Department. Qualifications for a waiver under this law are the responsibility of the Contractor.

APPENDIX 1 – Data Points Tables for Inventories and Assessments

Data points in **Bold** print are required to be provided to DEC.

Traditional Street/ Landscaped Park Tree Inventory and Assessment		
Variable	*Description*	*Values or Units*
Unique tree ID	Unique identifier that remains connected to the tree during future monitoring	
Inventory Date	Date data was collected	MM/DD/YYYY
Species- Common Name	Common name including cultivar	
Species- Scientific	Scientific name	genus and species
Species Code	USDA Plants Database	
Street Address	Information about the nearest address to the tree	
Site Type	A description of the tree, stump or planting site's immediate location	Sidewalk cutout, sidewalk planting strip, median, planter box, other hardscape, front yard, side yard, back yard, maintained park, other landscapes area, natural area
Trunk Diameter	Diameter of the tree's trunk recorded at either 4.5 ft or 1 ft depending on tree form to the nearest whole inch	Inches
Multi-Stem	Presence of multi-stem	Yes/ No
Mortality Status	A record of whether the tree is alive, standing dead, removed, or in some other state	Alive, standing dead, stump, removed, never planted
Crown Vigor	A holistic assessment of overall crown health that cumulatively incorporates dieback, twig mortality, defoliation, and missing crown into one metric	1 (Healthy) 2 (Slightly Unhealthy) 3 (Moderately Unhealthy) 4 (Severely Unhealthy) 5 (Dead)

Traditional Street/ Landscaped Park Tree Inventory and Assessment		
Variable	*Description*	*Values or Units*
Overhead Utility Conflict	A description of the presence of overhead utility conflicts	Present and Conflicting, Present and Not Conflicting, Not Present
Maintenance-Primary	A description of the primary maintenance recommendation	Remove Stump Remove Prune (Crown Raising, Structural, Cleaning, Training) Plant N/A
GPS Coordinates	Latitude- Each data point should be located using GIS and/or GPS equipment using NAD83 UTM 18N in meters to 8 decimal points	*Ex. 42.65669963*
	Longitude- Each data point should be located using GIS and/or GPS equipment using NAD83 UTM 18N in meters to 8 decimal points	*Ex. -73.77145321*
Notes	Issues that cannot be resolved in the field; entering a note flags the tree for review by the project supervisor	
Optional / Recommended Data		
Variable	*Description*	*Values or Units*
Size of Stump	Diameter of the tree's stump nearest whole inch	Inches
Signs of Stewardship	Presence of Mulch	Yes/ No
	If Yes: Type of Mulch	Wood, Rubber, Stone, Other
	If Yes: Mulch volcano present	Yes/ No
	Pruning Present	Yes/ No
	If Yes: Type of pruning	Crown Raising, Structural, Cleaning, Training, Unknown
	If Yes: Presence of poor pruning practices (hatracks, flush cuts, pruning tears, etc.)	Yes/ No
Ornamental Plantings	Presence of ornamental plantings in tree bed/nearby	Yes/ No
Tree Guard	Presence of Tree Guard	Yes/ No

Traditional Street/ Landscaped Park Tree Inventory and Assessment		
Variable	*Description*	*Values or Units*
Other Physical Infrastructure	Presence of other physical infrastructure (e.g., birdhouses, "no dogs" or "keep off lawn" type of signs, other signs of care for the area)	Yes/ No
OH Conflict- Type of Utility	Type of utility	Telecommunication Distribution- Primary (7-34 kv) Distribution-Secondary/Service Drop (120/240v) Sub-transmission (34 kv or greater)
Defects	Presence and description of known defects	Broken and/or Hanging Branches Branch Attachment Tree Architecture Cracks Trunk Condition Decay or Cavity Root Problems Dead and Dying Parts Other None
Risk Assessment	Was a Risk Assessment Conducted	Yes/ No
	Likelihood of Failure	Imminent Probable Possible Improbable
	Likelihood of Target Impact	High Medium Low Very Low
	Likelihood of Failure and Impact	Very Likely Likely Somewhat Likely Unlikely
	Consequence of Failure	Severe Significant

Traditional Street/ Landscaped Park Tree Inventory and Assessment		
Variable	*Description*	*Values or Units*
		Minor Negligible
	Overall Risk Rating	Extreme High Moderate Low
Photo	High resolution photo(s) of the whole tree	

Street Tree/ Landscaped Park Tree Inventory and Assessment Using Terrestrial LiDAR		
Variable	*Description*	*Values or Units*
Unique tree ID	Unique identifier that remains connected to the tree during future monitoring	
Inventory Date	Date data was collected	MM/DD/YYYY
Species- Common Name	Common name including cultivar	
Species- Scientific	Scientific name	Genus and species
Species Code	USDA Plants Database	
Street Address	Information about the nearest address to the tree	
Site Type	A description of the tree, stump or planting site's immediate location	Sidewalk cutout, sidewalk planting strip, median, planter box, other hardscape, front yard, side yard, back yard, maintained park, other landscapes area, natural area
Trunk Diameter	Diameter of the tree's trunk recorded at either 4.5 ft or 1 ft depending on tree form	Inches
Tree Height	Tree height measured to the nearest foot	Feet
Crown Width	Crown width measured to the nearest foot	Feet
Percent Dieback	The percentage of crown without live leaf area	Percentage

Street Tree/ Landscaped Park Tree Inventory and Assessment Using Terrestrial LiDAR		
Variable	*Description*	*Values or Units*
Leaf Area Index	Calculation of leaf area index for each tree; estimations are not allowed	Square feet
Ecosystem Services	Calculate, based off of actual measured leaf area index, the amount of carbon dioxide uptake, storm water mitigation, and air pollution removal	
Crown and Trunk Leaning Angle	The angle of lean of the center of the crown and the main stem(s) relative to 90°	
GPS Coordinates	Latitude- Each data point should be located using GIS and/or GPS equipment using NAD83 UTM 18N in meters to 8 decimal points	*Ex. 42.65669963*
	Longitude- Each data point should be located using GIS and/or GPS equipment using NAD83 UTM 18N in meters to 8 decimal points	*Ex. -73.77145321*
Pictures	include at least five (5) high resolution geo-referenced pictures of each tree assessed	
Street View	An updated geo-referenced 360° interactive panorama from positions along the adjacent street to allow for viewing the tree	
Digital Twin- Through Proprietary Software	An exact (1-inch level) accurate 3-dimensional "digital twin" of each tree showing leaves and bark with the ability to rotate as well as zoom in and out	
Outliers that are assessed in the field by an arborist are required		

Street Tree/ Landscaped Park Tree Inventory and Assessment Using Terrestrial LiDAR		
Variable	*Description*	*Values or Units*
to provide the following additional data		
Optional / Recommended Data		
Variable	*Description*	*Values or Units*
Assessment Date	Date data was collected	MM/DD/YYYY
Name of Assessor	The name of the arborist who conducted the assessment	
Maintenance- Primary	A description of the primary maintenance recommendation	Remove Stump Remove Prune Train Plant N/A
Defects	Presence and description of known defects	Dead and Dying Branches Broken and/or Hanging Branches Branch Attachment Trunk Condition Decay or Cavity None
Risk Assessment	Wes a Risk Assessment Conducted	Yes/ No
	Likelihood of Failure	Imminent Probable Possible Improbable
	Likelihood of Target Impact	High Medium Low Very Low
	Likelihood of Failure and Impact	Very Likely Likely Somewhat Likely Unlikely
	Consequence of Failure	Severe Significant Minor Negligible
	Overall Risk Rating	Extreme

Street Tree/ Landscaped Park Tree Inventory and Assessment Using Terrestrial LiDAR		
Variable	*Description*	*Values or Units*
		High Moderate Low
Notes	Observations and/ or issues that cannot be resolved in the field	

Natural Area Inventory / Assessment		
Variable	*Description*	*Values or Units*
Unique Site/ Stand ID	Unique identifier that remains connected to the Site/ Stand during future monitoring	
Inventory/ Assessment Date	Date data was collected	MM/DD/YYYY
Acreage	Size of the stand to nearest 1/10th acre	Acres
Forest Cover Type	Forest cover type that is categorized by dominant tree species, climate, and structure	
Diameter Class	Size class of the dominant trees in the main canopy	Seedlings (< 1 inch DBH) Sapling (1- 5 inches DBH) Poletimber (6- 11 inches DBH) Sawtimber (> 11 inches DBH)
Crown Vigor	A holistic assessment of overall crown health of the dominant/ co-dominant trees that cumulatively incorporates dieback, twig mortality, defoliation, and missing crown into one metric	1 (Healthy) 2 (Slightly Unhealthy) 3 (Moderately Unhealthy) 4 (Severely Unhealthy) 5 (Dead)

Natural Area Inventory / Assessment		
Variable	*Description*	*Values or Units*
Basal Area	The cross-sectional area of all stems in a stand measured at breast height	Square Feet/ acre
Trees per Acre	The number of standing trees that are found on an acre of land. All stems >1”	
Diameter Distribution by Species	Diameter distribution of tree species in a forest stand by their diameter at breast height (DBH) and species. Nearest 10%	Percentage
Estimated Canopy Height	Estimated canopy height for dominant and co-dominant tree	Feet
Groundcover	Percent estimate of litter, herbaceous groundcover, suitable tree regeneration and/or competing vegetation/ invasive species	% litter % herbaceous % suitable tree regeneration % competing vegetation/ invasive species
Invasive Species	Provide common name of each noxious and invasive plant species present	
Deer Browse	Is there evidence of deer browse	Yes/ No
Maintenance recommendation	Stand maintenance recommendation	Restoration Thinning Afforestation Reforestation Deer Exclosure

References:

Roman, Lara A.; van Doorn, Natalie S.; McPherson, E. Gregory; Scharenbroch, Bryant C.; Henning, Jason G.; Östberg, Johan P.A.; Mueller, Lee S.; Koeser, Andrew K.; Mills, John R.; Hallett, Richard A.; Sanders, John E.; Battles, John J.; Boyer, Deborah J.; Fristensky, Jason P.; Mincey, Sarah K.; Peper, Paula J.; Vogt, Jess. 2020. **Urban tree monitoring: A field guide.** Gen. Tech. Rep. NRS-194. Madison, WI: U.S. Department of Agriculture, Forest Service, Northern Research Station. 48 p. https://doi.org/10.2737/NRS-GTR-194

USDA Natural Resources Conservation Service. **PLANTS Database**. https://plants.usda.gov/

USDA Natural Resources Conservation Service. **Forestry Inventory Methods, Technical Note No. 190-FOR-01**. https://efotg.sc.egov.usda.gov/references/public/MN/ForestryTechnicalNoteFOR-1_ForestryInventorMethods_July2018.pdf

USDA Natural Resources Conservation Service. **Conservation Planning Activity: Forest Management Plan, CPA 106**. https://www.nrcs.usda.gov/sites/default/files/2023-06/FY23_CPA%20106%20_Forest_Management_Plan.pdf

Natural Areas Conservancy and the New York City Department of Parks & Recreation Natural Resources Group. 2025. **NYC Forest Assessment 2.0 Protocol and Materials.** https://fic.naturalareasnyc.org/docs/nyc-forest-assessment-2-protocol-and-materials

Natural Areas Conservancy and the New York City Department of Parks & Recreation Natural Resources Group. 2022. **Rapid Site Assessment Manual for NYC Forests.** https://fic.naturalareasnyc.org/docs/rapid-site-assessment-nyc

International Society of Arboriculture. 2025. **Best Management Practices-Tree Risk Assessment, Third Edition.**

APPENDIX 2 – Sample Objectives, Tasks and Performance Measures Worksheet

Objective

1 Conduct Tree Inventory - Contract an ISA certified arborist to complete a tree inventory for locations identified in the application within two years of award date.

Task

1.1 Contract with ISA Certified Arborist - Contract with ISA certified arborist via awardee's contract process

Performance Measure

1.1.1 Contract with ISA Certified Arborist - Contract with ISA certified arborist via awardee's contract process

1.1.2 Hold project kick-off meeting – Prior to start of work the awardee must set up a Project Kick-off. Attendees to include one representative of the awarded organization, the successful inventory contractor, active project partners or relevant stakeholders, DEC grants and contracts staff and DEC regional urban forester.

Task

1.2 Complete Inventory - Inventory to meet requirements of RFA and UCF Grant Guidelines.

Performance Measure

1.2.1 Submit final inventory as Excel and shape file to NYSDEC - Submit to DEC grants administrator, NYS DEC forester will inspect for accuracy and approval.

1.2.2 Long-term support of inventory - Provide DEC grant administrator with information on who will maintain the inventory, how it will be maintained and in what software.

Objective

2 Prepare Community Forest Management Plan (CFMP) - The contract ISA Certified Arborist will analyze the tree inventory results to develop the CFMP. The plan will be delivered within 2 years of contract date.

Task

2.1 Prepare CFMP - Consultant will prepare CFMP customized for awardee as per the RFA and UCF Grant Guidelines.

Performance Measures

2.1.1 Draft plan submitted for review by awardee and DEC - Consultant will submit draft plan to awardee and DEC grants administrator for review and comments.

2.1.2 Submit Final Plan - The final plan, including the i-Tree ECO benefits report, will be provided electronically and in hard copy to the awardee and electronically to the DEC grants administrator.

Objective

3 Partnerships - Partners will play specific roles in the project as outlined in the workplan.

Task

3.1 Conservation Advisory Council (CAC) Partnership - Partnership with CAC as outlined in application

Performance Measures

3.1.1 CAC Partnership - Partnership with CAC as outlined in application. Please provide details on the CAC Partnership for this project.

Town staff have been communicating with members of the town's Tree Committee about this project.

Task

3.2 Parks Advisory Board (PAB) Partnership - Partnership with Parks Advisory Board as outlined in application.

Performance Measures

3.2.1 Parks Advisory Board (PAB) Partnership - Partnership with PAB as outlined in application. Please provide details on the PAB Partnership for this project.

Objective

4 Outreach and Education - Completed Inventory and Community Forestry Management Plan results will be shared with the City and community to build awareness and importance of protecting and expanding the urban forest and canopy.

Task

4.1 Presentations to Mayor and Common Council - Presentations to the City's Mayor and Common Council which will be filmed and broadcast on the community television channel and online; event will also be recorded and posted on the

City’s website.

Performance Measures

4.1.1 Arrange Presentation Date - Arrange a time and date to make this presentation.
4.1.2 Create Presentation - Design the presentation and organize all components.
4.1.3 Implement the Presentation - Implement the presentation.

Task

4.2 Public Presentation - A public presentation will be made to the citizens of the City explaining the results of the Tree Inventory and Community Forestry Management Plan.

Performance Measure

4.2.1 Reserve Community Space - Reserve community space and publicize the event on social media as well as flyers. Invite partners and other supporters.
4.2.2 Design Presentation - Design the details of the presentation.
4.2.3 Present to Community – Implement the presentation and community event; have City publish Tree Inventory and Community Forest Management Plan in the local newspaper with a press release.

APPENDIX 2A – Sample Expenditure Based Budget

EDITABLE VERSIONS OF THIS DOCUMENT CAN BE DOWNLOADED FROM

https://grantsmanagement.ny.gov/expenditure-budget-template

Expenditure Based Budget Example

SUMMARY

Category of Expense	Grant Funds	Match Funds	Match % Calculated	Other Funds	Total
1. Personal Services					
a) Salary	$ 10,000.00	0	0	0	$ 10,000.00
b) Fringe	$ -	0	0	0	$ -
Subtotal	$ 10,000.00	0	0	0	$ 10,000.00
2. Non Personal Services					
a) Contractual Services	$ 80,000.00	0	0	0	$ 80,000.00
b) Travel	$ -	0	0	0	$ -
c) Equipment	$ -	0	0	0	$ -
d) Space/Property & Utilities	$ -	0	0	0	$ -
e) Operating Expenses	$ -	0	0	0	$ -
f) Other	$ 250.00	0	0	0	$ 250.00
Subtotal	$ 80,250.00	0	0	0	$ 80,250.00
Total	$ 90,250.00	0	0	0	$ 90,250.00

PERSONAL SERVICES DETAIL

Position Title	Annualized Salary per Position	Standard Work Week (Hrs)	Percent of Effort Funded	Number of Months Funded	Grant Funds	Match Funds	Other Funds	Total
Urban Forester	100,000	35	10%	12	$10,000	$0	$0	$10,000
				Subtotal	$10,000	$0	$0	$10,000
				Personal Services Total	$10,000	$0	$0	$10,000

SALARY JUSTIFICATION

1. Type/Description of Salary: Urban Forester

Oversees urban forestry, will be the liaison to the contractor for inventory, communicate with residents before and during, public presentation of management plan and how town will use it when CFMP is done, and file all reports and expense reimbursements.

CONTRACTUAL SERVICES DETAIL

Contractual Services Type/ Description	Grant Funds	Match Funds	Other Funds	Total Cost
Contracted company to perform inventory	$70,000	$0	$0	$70,000
Contractor Community Forest Mgmt Plan	$10,000	$0	$0	$10,000
Total	$80,000			$80,000

CONTRACTUAL SERVICES JUSTIFICATION

1. Type/Desscription of Contract: Contracted company to perform inventory

Contractor to conduct inventory of approximately 8000 trees and 500 planting spaces

2. Type/Desscription of Contract: Contractor Community Forest Mgmt Plan

Contractor to create a community forest management plan based on the inventory including a personalized invasive species mgmt plan

OTHER EXPENSE DETAIL

Other Type/Description	Grant Funds	Match Funds	Other Funds	Total Cost
50 Tree ID keys for educational activities	$250	$0	$0	$250
Total	$250	$0	$0	$250

OTHER EXPENSES JUSTIFICATION

1. Type/Description of other expenses: 50 Tree ID keys for educational activities

The CAC will hold 2 educational events identifying and learning about some of the community's more impressive trees.

APPENDIX 3 – Certification for Sexual Harassment Prevention

Attachment S - Sexual Harassment Prevention Certification Form

By submission of this bid, each Bidder and each person signing on behalf of any 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.

Company Name:_____

Signature:_____

Print Name and Title:_____

Date:_____

If the above certification cannot be made, the Bidder must submit a signed statement below detailing the reasons why the certification cannot be made.

_____
_____
_____
_____
_____
_____

Company Name:_____

Signature:_____

Print Name and Title:_____

Date:_____

APPENDIX 4 – Executive Order 16 Certification

Certification Under Executive Order No. 16 Prohibiting State Agencies and Authorities from Contracting with Businesses Conducting Business in Russia

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 here.

The Executive Order remains in effect while sanctions 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.

Is Vendor an entity conducting business operations in Russia, as defined above? Please answer by checking one of the following boxes:

☐ 1. No, Vendor does not conduct business operations in Russia within the meaning of Executive Order No. 16.

☐ 2a. Yes, Vendor conducts business operations in Russia within the meaning of Executive Order No. 16 but has taken steps to wind down business operations in Russia or is in the process of winding down business operations in Russia. (Please provide a detailed description of the wind down process and a schedule for completion.)

☐ 2b. Yes, Vendor conducts business operations in Russia within the meaning of Executive Order No. 16 but only to the extent necessary to provide vital health and safety services within Russia or to comply with federal law, regulations, executive orders, or directives. (Please provide a detailed description of the services being provided or the relevant laws, regulations, etc.)

☐ 2c. Yes, Vendor conducts business operations in Russia within the meaning of Executive Order No. 16

The undersigned certifies under penalties of perjury that they are knowledgeable about the Vendor's business and operations and that the answer provided herein is true to the best of their knowledge and belief.

Vendor Name: (legal entity) _____

By: (signature) _____

Name:_____

Date: _____

APPENDIX 5 – Gender-Based Violence and the Workplace Certification Form

Bid Attachment G - Gender-Based Violence and the Workplace Certification Form

By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint 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 gender-based violence and the workplace and has provided such policy to all of its employees, directors and board members. Such policy shall, at a minimum, meet the requirements of subdivision 11 of section five hundred seventy-five of the executive law. The certification form must be signed by an authorized staff of the contractor, and dated after the application start date.

Company Name:

Signature:

Print Name and Title:

Date:

If the above certification cannot be made, the bidder must submit a signed statement below detailing the reasons why the certification cannot be made.

_____

_____

_____

_____

_____

Company Name:

Signature:

Print Name and Title:

Date:

APPENDIX 6 - NYS DEC Urban Foresters

DEC Region	Counties/Areas Served	Forester Name	Email
1	Suffolk	Chris Steigerwald	chrisopher.steigerwald@dec.ny.gov
1	Nassau	Samantha Acampora	samantha.acampora@dec.ny.gov
2	NYC all boroughs	Dan Hickey	daniel.hickey@dec.ny.gov
3	Dutchess, Orange, Putnam, Rockland, Sullivan, Ulster, Westchester	Amy Mackenzie	amy.mackenzie@dec.ny.gov
4	Delaware, Greene, Otsego	Skylar Girard	skyler.girard@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	Josh Del Rio	joshua.delrio@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	Chemung, Ontario, Livingston, Schuyler, Seneca, 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