



March 5, 2024

**Department of Natural Resources  
Division of Forestry – Bureau of Applied Forestry  
Urban Forestry Inflation Reduction Act Grants 2024 Application Guide**

**Stakeholder Comment & Response Summary**

***Why did we create the application guide?***

The Urban Forestry Inflation Reduction Act Grants 2024 Application Guide was created to support applicants as they apply for federal Inflation Reduction Act (IRA) funding through the DNR's Urban and Community Forestry Grant program. These federal monies have different requirements; therefore, a new application guide was created that is specific to the IRA funds. This document does not replace existing guidance for urban and community forest grant opportunities outside those offered through federal IRA funding.

***Summary of Process***

The Urban Forestry Inflation Reduction Act Grants 2024 Application Guide was posted for a 21-day public comment period on the DNR Division of Forestry's "Stakeholder Input Opportunities for Forestry documents" webpage from January 16, 2024 through February 6, 2024. DNR staff were notified through the Department's internal newsletter and more specifically through the Division of Forestry's internal newsletter. External stakeholders were notified via the Division of Forestry Stakeholder Input Opportunities for Forestry Documents webpage, the Urban Forestry online Newsletter, and via direct emails where appropriate.

***Summary of Comments***

The Department extends its sincerest thanks and appreciation to those who provided comment and feedback on the proposed changes. A total of 2 individuals/organizations provided comments on the draft version. The comments can be summarized as follows. A complete list of all comments can be made available upon request.

Section	Comment	Response
Throughout document	Make sure table of contents page numbers and referenced page numbers are correct.	Page numbers updated.
Throughout document	Some areas within the document it mentions agreement and other areas it mentions contract. Are they both the same, or different items?	Wording updated from 'contract' to 'agreement' throughout document.
Throughout document	Concerns regarding the definition of disadvantaged communities, and how the number of people impacted and the number of indicators will influence application ranking.	No change made to the definition of disadvantaged communities. Clarifying language added throughout the document, including the following sections: 2024 DNR Inflation Reduction Act Priorities & Goals, Urban Forestry IRA Grants Application Ranking Criteria, and Appendix G.
Table of Contents	Funding acknowledgement and non-discrimination statement missing.	Added after table of contents.
Project Costs	Do your competitive procurement requirements only apply to consulting services? E.g., would the purchase of trees require competitive bidding or would grantees simply be encouraged to get cost estimates from multiple vendors?	Reference and link to Code of Federal Regulation (CFR) Part 200, which includes guidance on procurement, competition and methods of procurement for federally funded grants, added to Project Costs section.
Payment Options	Re: documenting the need for an advance payment upon awarding of the grant, would a cash flow forecast (based on the budget included in the approved grant application) be sufficient? And would it be acceptable for that forecast to include expenses the grantee expects to incur while awaiting DNR payment on its first quarterly/annual reimbursement request?	No changes made. The Cost Estimate Worksheet in the grant application could work as an estimate. A brief statement of need must support the advance payment request. Any advance payment received must be spent and documentation provided to the Department within 30 days of receiving the advance.
Application Overview	Will there be limits to the # of words or characters that we can use in completing the various sections of the application?	Yes, there is a 2,000 character limit (including spaces) for each open-ended question asked on the application.
Submitting an Application	Specify that email must be received, and hard copies postmarked, by 11:59pm on June 3, 2024.	Updated in document where appropriate.
Appendix E	Do the reimbursement schedule options each assume that the grantee has received an advance payment? If so, for each example, what expense period would the advance have covered? In the examples for both reimbursement schedule options, are you saying that no reimbursement requests can be made until 2025 (January '25 for quarterly, November '25 for annual) and that -- if needed -- grantees should request an advance payment that covers their anticipated cash needs for 2024? For quarterly/annual reimbursement requests made after receipt of the initial advance, what is the estimated turnaround time for DNR to make payment?	Language to address these questions added to the top of Appendix E.

<i>The following edits were made based on internal review</i>		
<b>Section</b>	<b>Comment</b>	<b>Response</b>
Eligible Projects/Activities	Reorder activities and add clarification on where these types of activities can take place.	Activities reordered and clarification provided.
Application Overview	Update this section with updated questions from application.	Updated to reflect changes to grant application.
Submitting an Application	UEI requirement and acceptance of maps, species lists and other relevant documents need to be added to Application Checklist.	Items added to checklist.
Appendix A	Need to update staff contacts.	Appendix A updated to reflect staff changes.
Appendix F	Additional guidance for certain activities, including community-wide projects, tree removals, work on private property and best management practices should be included.	Appendix F expanded to address each of those activities.
Important Dates and Appendix H	Background and clarification on the emergency rule language should be included.	Important Dates updated with emergency rule effective date and Appendix H added.