



System Access Portal for Forestry Grants

Urban & Community Forestry Grant Program - Applicant User Guide

This user guide provides the necessary steps in the Urban & Community Forestry Grant Program application process.

Prepare

Mandatory attachments to prepare in advance:

- Electronic copy of completed and signed Commonwealth of Virginia Substitute W-9. (Available here: https://www.doa.virginia.gov/forms/CVG/W9_COVSubstitute.pdf)

Get Started

- 1) Navigate to the Virginia Department of Forestry (DOF) System Access Portal for Forestry Grants. Click the yellow **Click here to Register** button.
<https://vaforestry.webgrantscloud.com/index.do>

WARNING

The System Access Portal for Forestry Grants has a preset 10-minute timeout function. Users will receive a warning (shown below); use the Save function to avoid loss of data.

vaforestry.webgrantscloud.com says
Your session is about to expire.
If you do not save your changes in the next few minutes they will be lost

OK

Login

Enter your user id and password

User ID

Password

SIGN IN

[Forgot User ID?](#) [Forgot Password?](#)

Click here to Register

Announcements

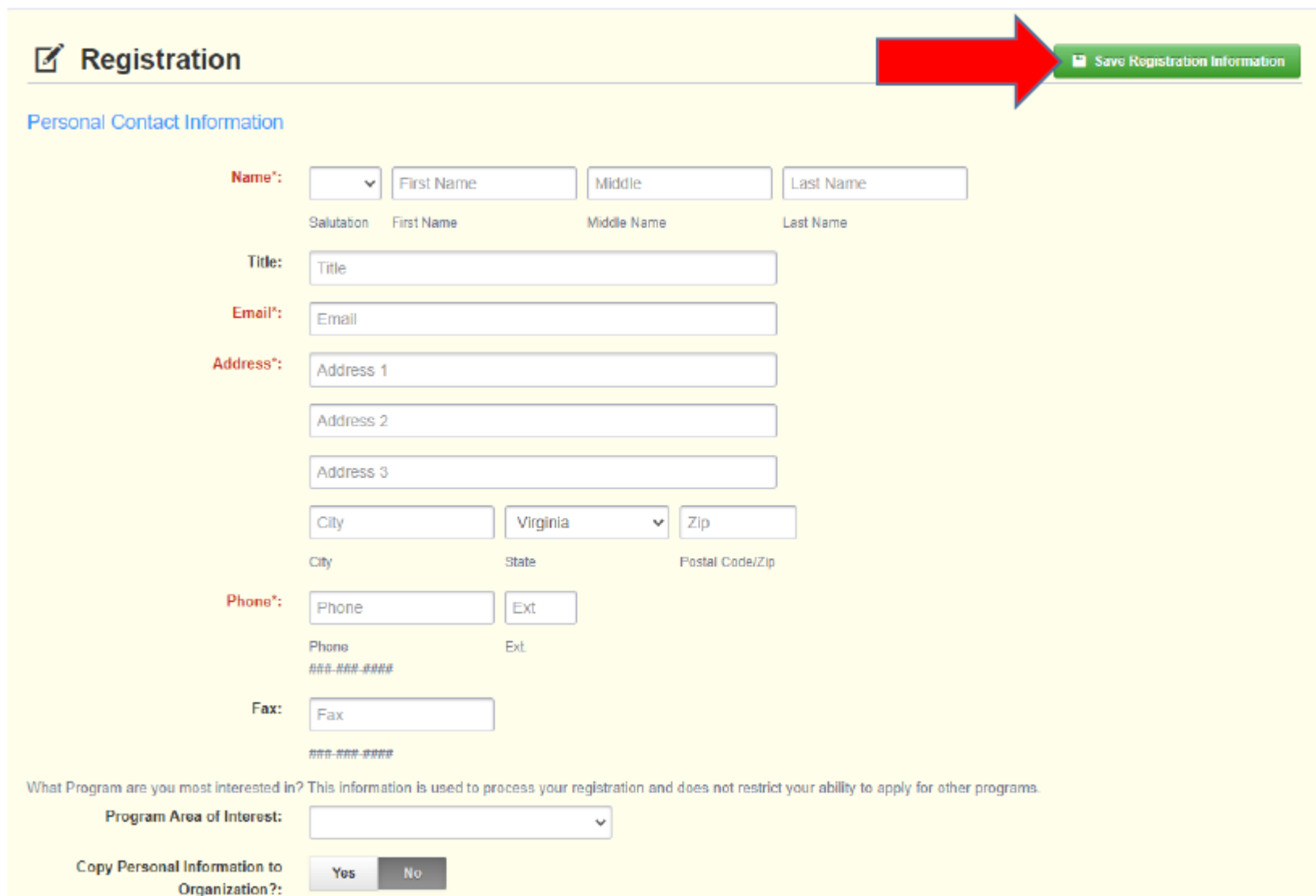
DOF SYSTEM USE NOTIFICATION

You are accessing a Virginia Department of Forestry information system. Usage of this system may be monitored, recorded, and subject to audit. Use of the system and/or information indicates consent to monitoring and recording. Unauthorized use is prohibited and subject to criminal and civil penalties.

UNIQUE ENTITY IDENTIFIER (UEI) REQUIREMENT

Beginning April 4, 2022, a Unique Entity ID is **required** to receive federally sourced grant funds. The UEI is a 12-character alphanumeric ID assigned to an entity by SAM.gov. If you have not yet been assigned a UEI, visit SAM.gov to apply for one. Please note that data entered in SAM.gov must match federal tax data exactly and your must **opt-in** for public view in order for DOF to validate your UEI. Only federal awards require a UEI; non-federal (state and privately funded awards) do not. For more information, visit SAM.gov or the Federal Service Desk, FDS.gov.

- 2) Complete the mandatory fields marked in **red**. Click on the green **Save Registration Information** button. DOF staff will complete the “Internal Use Only” fields once the organization submits their request for registration.



The screenshot shows a web form titled "Registration" with a pencil icon. A large red arrow points from the top right towards a green button labeled "Save Registration Information". The form is divided into sections by blue headers. The "Personal Contact Information" section contains several fields, some of which are marked with a red asterisk to indicate they are mandatory. These include: "Name*" (with a dropdown for "Salutation" and input boxes for "First Name", "Middle", and "Last Name"), "Title", "Email*", "Address*" (with three stacked input boxes for "Address 1", "Address 2", and "Address 3"), "City", "State" (a dropdown menu currently showing "Virginia"), "Zip", "Phone*" (with "Phone" and "Ext." input boxes), and "Fax". Below these fields, there is a question: "What Program are you most interested in? This information is used to process your registration and does not restrict your ability to apply for other programs." followed by a "Program Area of Interest:" dropdown menu. At the bottom, there is a question: "Copy Personal Information to Organization?:" with "Yes" and "No" buttons.

Registration

Personal Contact Information

Name*:
Salutation First Name Middle Name Last Name

Title:

Email*:

Address*:

City State Postal Code/Zip

Phone*:
Phone Ext.
###-###-####

Fax:
###-###-####

What Program are you most interested in? This information is used to process your registration and does not restrict your ability to apply for other programs.

Program Area of Interest:

Copy Personal Information to Organization?:

Step 2, continued

Organization Name*:

Organization Type*:

Federal ID Number (FEIN)*:

Organization Website:

Unique Entity Identifier (UEI):

Physical Address*:

City State Postal Code/Zip

County

Mailing Address*:

City State Postal Code/Zip

Phone*:

###-###-#### Ext.

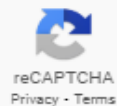
Fax:

###-###-####

Captcha*:

☐

I'm not a robot



 **Save Registration Information**

- 3) Once DOF approves the registration, applicants will receive an email notification to return to the website to create a password and sign in (<https://vaforestry.webgrantscloud.com/index.do>.)

Apply

- 1) Once logged in, select **Funding Opportunities** from the menu box on the left.

The screenshot shows the 'Work Assignment' dashboard for a user named 'Tester Tester'. The dashboard includes a sidebar menu on the left with items like Dashboard, Work Assignment, Calendar, Alerts, My Reviews, My Site Visits, Document Repository, Funding Opportunities, Applications, Grants, Inventory, Reports, and My Profile. The main content area displays four sections: 'Approaching Deadlines - Next 30 Days', 'Recent Negotiations - Due Within 30 Days', 'Recent Correspondence - Within the Last 30 Days', and 'My Site Visits - Inbox'. Each section contains a table with columns for various data points. A red arrow points to the 'Funding Opportunities' menu item in the sidebar.

Work Assignment
All currently assigned work

Approaching Deadlines - Next 30 Days
This section displays the documents with due dates arriving in the next 30 days or overdue.

Due Date	Document	Sub-Type	ID	Status	Title	Program Area	Funding Opportunity
No data available in table							

Recent Negotiations - Due Within 30 Days
This section displays the documents that you negotiated in the last 30 days.

Due Date	Document Type	Sub Type/Round	ID	Status	Title	Organization	Program Area	Funding Opportunity
No data available in table								

Recent Correspondence - Within the Last 30 Days

Sent Date	Flag	From	To	Subject	Message
No data available in table					

My Site Visits - Inbox
Site Visits assigned to you personally appear below.

Due Date	Number	Type	Status	Grant	Organization	Program Area	Funding Opportunity
----------	--------	------	--------	-------	--------------	--------------	---------------------

- 2) Select **2023 Urban and Community Forestry (U&CF) - Matching Grants**
or **2023 Urban and Community Forestry (U&CF) - Non-Matching Grants**

Tester Tester
Tester
Tester Role, Site Visitor ASSIGNED -
External Center External Reviews

Dashboard >

Funding Opportunities >

Applications >

Grants >

Inventory >

Reports >

My Profile >

Funding Opportunities
List of all current funding opportunities

Back Print Online Help Log Out

Currently Posted Funding Opportunities

All currently posted opportunities appear below. The Application Deadline indicates the due date for the application submission. You will be unable to submit your application after this date.

ID	Status	Agency	Program Area	Title
1158	Test	Virginia Department of Forestry	Test Program Area	Test Funding Opportunity - DO NOT POST
1005	Test	Virginia Department of Forestry	Water Quality Initiative	Logger Best Management Practices (BMP) - 2022
1001	Test	Virginia Department of Forestry	Forest Health	Forest Health Component of CPG and LaSR - 2022
1086	Test	Virginia Department of Forestry	Fire	Firewise - Community Hazard Mitigation - 2023
1003	Test	Virginia Department of Forestry	Fire	Dry Hydrant Program - 2023
1847	Posted	Virginia Department of Forestry	Urban & Community Forestry	2023 Virginia Trees for Clean Water (VTCW)
		Virginia Department of Forestry	Urban & Community Forestry	2023 Urban and Community Forestry (U&CF) - Non-Matching Grants
		Virginia Department of Forestry	Urban & Community Forestry	2023 Urban and Community Forestry (U&CF) - Matching Grants
1976	Test	Virginia Department of Forestry	Stewardship	2023 Forest Stewardship Outreach - Focused Funding

3) Click the green **Start New Application** button in upper right corner.

Funding Opportunity Details

?

Ask

Start New Application

1616 - 2023 Urban and Community Forestry (U&CF) - Matching Grants

Funding Opportunity Details

Urban & Community Forestry

Final Application Deadline: Nov 3, 2023 9:00 PM

Status:

Test

Program Officer:

Lara Johnson

Award Amount Range:

Not Applicable

Phone:

(804) 239-0813 x

Project Dates:

08/01/2023 - 01/31/2025

Email:

Lara.Johnson@dof.virginia.gov

Award Announcement Date:

Description

Description

The Urban and Community Forestry (U&CF) Grant Program encourages projects that promote the protection and enhancement of urban and community forest ecosystems, tree planting, the care of trees, and education on tree issues in cities, towns and communities. This program exists to encourage local government and citizen involvement in creating and supporting long-term and sustained urban and community forestry projects and programs at the local level. We welcome applications from units of local governments (city, town, county), non-profit organizations, tribal entities, or educational institutions. Other organizations, such as volunteer groups, neighborhood associations or civic groups which are not 501(c)3 are eligible but must apply in partnership with a non-profit organization or with their local government.

This opportunity is for 1:1 matching grants in areas that do not have an exclusive focus on disadvantaged communities via the [Climate and Economic Justice Screening Tool](#). Project awards may range from \$1,000 to \$50,000. Indirect expenses are allowable under this opportunity but supporting documentation is required.

See DOF website for more information on qualifying projects and reimbursable expenses: <https://dof.virginia.gov/urban-community-forestry/urban-forestry-community-assistance/urban-and-community-forestry-grant-program/>

This program is sponsored by the USDA Forest Service.

- 4) In the “Application Creation Wizard,” complete the **red** mandatory boxes and click on the green **Save Form Information** button in the upper right corner (Primary Contact and Organization should pull forward from the registration; additional applicants can be entered if applicable). (Note: “Application Title” refers to your Project Title.)

Tester Tester
Tester
Tester Role, Site Visitor ASSIGNED -
External, Electronic Checkbook, Checklist

Dashboard >
Funding Opportunities >
Applications >
Grants >
Inventory >
Reports >
My Profile >

Application Creation Wizard - Step: 1

- The Application creation process is a short wizard.
- Step 1: Enter your Application title and select your primary contact.
- Step 2: Select the Organization for which you will be submitting this Application
- Step 3: This is an optional step. Select any additional contacts with which you would like to share your Application

Application - General Information

The Primary Contact is the individual in your organization who will be designated as the primary person responsible for this application from your organization. This individual will receive automated email notifications when your attention is needed on this application.
Select the organization, if you belong to more than one, for which you will be submitting this application.

Application Title*:

Primary Contact*:

Organization*:

Additional Applicants*:


Save Form Information

- 5) As information populates in the wizard, you may need to click on the green **Save Form Information** button in the upper right hand corner more than once. Please answer these prompts and save until you are directed to the next step.

Save Form Information

vidual will receive automated email notifications when your attention is

- 6) On the “Submitted Applications” screen, under “Component,” select **Urban and Community Forestry Grant Program Application (U&CF)** to enter specific project information.

 **Submitted Applications**
List of all current submitted applications

[Back](#) [Print](#) [Online Help](#) [Log Out](#)

2026 - User Guide

Status: **Editing**

Stage: Final Application

Application Due Date: Nov 1, 123 11:59 PM


Program Area: Urban & Community Forestry

Funding Opportunity: 1616-2023 Urban and Community Forestry (U&CF) - Matching Grants

Organization: BaseLine Organization

Requested Total:

[Application Preview](#) [Alert History](#) [Map](#)


 **Application Details** [Preview Application](#) [Ask a Question](#) [Withdraw](#)

Application cannot be Submitted Currently

- Application components are not complete

Component	Complete?	Last Edited
General Information	✓	Aug 25, 2023 11:58 AM - Tester Tester
Urban and Community Forestry Grant Program Application (U&CF)	-	-
Documentation	-	-
Federal Budget - U&CF (Match Required)	-	-

- 7) Complete all **red** mandatory fields in the “Applicant Information,” “Project Details,” “Certification and Assurances,” and “FFATA Reporting Requirement” sections and then press the green **Save Form** button in the upper right corner. (Note: Saving before filling out all sections will take the user out of editing mode prematurely and will automatically answer several questions as “No.”)

 Applicant Information

To receive federal grant funding through DOF, a Unique Entity Identifier (UEI) is required. Visit [SAM.gov](https://sam.gov) for more information.

UEI*:

Project Location*:

Property Owner
(if applicable):

Does the locality you are working in have an Urban Tree Canopy Assessment?

Urban Tree Canopy Assessment*:

Does the locality you are working in have a management plan?

Management Plan*:

Does the locality you are working in have a public tree ordinance?


Public Tree Ordinance*:

Does the locality you are working in have a landscape professional (arborist, landscape architect, forester) on staff?

Landscape Professional*:


Does the locality you are working in have a tree advocacy group such as a Tree Board or Beautification Committee?

Tree Advocates*:



Save Form

Step 7, continued

 Project Details

Save Form

There are seven proposal categories. Proposals will be evaluated and ranked by category.

Category*:

Brief Description of Project*:

1000 character(s) left

Describe the project's objectives and list all activities you will undertake to complete the project.

Activities/Scope of Work*:

1000 character(s) left

Describe project personnel, volunteer and/or participating organizations.

Partnerships and Participants*:

1000 character(s) left

Step 7, continued

Describe engagement, outreach, and education efforts to be undertaken.

Public, Educational Benefits and Community Engagement*:

1000 character(s) left

Describe or list specific deliverables accomplished with grant funds (i.e., brochures, street tree inventory, mgmt. plan).

End Product/Deliverables*:

1000 character(s) left

Describe the organization's experience completing similar projects.

Organization Experience*:

1000 character(s) left

Describe your approach to project management and record keeping.

Administration*:

250 character(s) left

Project Previously Funded by DOF?*

Project Currently Funded by DOF?*

Timetable*:

Starting DateEnding Date

Save Form

Certifications and Assurances

 Save Form

Certification Regarding Debarment

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 7 CFR part 3017, Section 3017.510, Participants' responsibilities. The regulations were published as Part IV of the January 30, 1989, Federal Register (pages 4722-4733). Full instructions for this certification are available here: <https://www.fns.usda.gov/cn/certification-regarding-debarment-suspension-ineligibility-and-voluntary-exclusion-lower-tier>

1. The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
2. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

We agree to comply. *: ☐

Certification Regarding Drug-Free Workplace Requirements

The following statement is made in accordance with the Privacy Act of 1974 (5 U.S.C. § 552a, as amended). This certification is required by the regulations implementing §§ 5151-5160 of the Drug-Free Workplace Act of 1998 (Pub. L. 100-690, Title V, Subtitle D: 41 U.S.C. § 8101 et seq.), and 2 CFR Parts 182 and 421. The regulations were amended and published on June 15, 2009, in 74 Fed. Reg. 28150-28154 and on December 8, 2011, in 76 Fed. Reg. 76610-76611. According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0505-0027. The provisions of appropriate criminal or civil fraud, privacy, and other statutes may be applicable to the information provided. Full instructions for this certification are available here: <https://www.usda.gov/sites/default/files/documents/ad-1049.pdf>

The grantee certifies that it will or will continue to provide a drug-free workplace by:

1. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
2. Establishing an ongoing drug-free awareness program to inform employees about – a. The dangers of drug abuse in the workplace; b. The grantee's policy of maintaining a drug-free workplace; c. Any available drug counseling, rehabilitation, and employee assistance programs; and d. The penalties that may be imposed upon employees for drug-abuse violations occurring in the workplace.
3. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph A.1.
4. Notifying the employee in the statement required by paragraph A.1 that, as a condition of employment under the grant, the employee will – a. Abide by the terms of the statement; and b. Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than 5 calendar days after such conviction;
5. Notifying the agency in writing, within 10 calendar days after receiving notice under subparagraph A.4.b from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;
6. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph A.4.b, with respect to any employee who is so convicted – a. Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or b. Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or, local health, law enforcement, or other appropriate agency;
7. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs A.1 through A.6.

We agree to comply. *: ☐

Assurances - Non-Construction Programs

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
6. (a) Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and, (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
8. Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333), regarding labor standards for federally-assisted construction subagreements.
10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.
19. Will comply with the requirements of Section 106(g) of the Trafficking Victims Protection Act (TVPA) of 2000, as amended (22 U.S.C. 7104) which prohibits grant award recipients or a sub-recipient from (1) Engaging in severe forms of trafficking in persons during the period of time that the award is in effect (2) Procuring a commercial sex act during the period of time that the award is in effect or (3) Using forced labor in the performance of the award or subawards under the award.

We agree to comply.*: ☐

FFATA Reporting Requirement

Prime Grant Recipients awarded a new U.S. Federal grant greater than or equal to \$30,000 as of October 1, 2010 are subject to the U.S. Federal Funding Accountability and Transparency Act (FFATA) subaward reporting requirements as outlined in the Office of Management and Budget's guidance issued August 27, 2010. To assist the Virginia Department of Forestry (DOF) in complying with this regulation, we request that all entities involved in a proposed subaward with DOF answer the following questions.

Are you requesting \$30,000 or greater*?:

Yes No

Principal Place of Performance:

City

▼

Zip+4

Part 1: In your business or organization's previous fiscal year, did your business or organization (including parent organization, all branches, and all affiliates worldwide) receive (1) 80 percent or more of your annual gross revenues in U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements; and (2) \$25,000,000 or more in annual gross revenues from U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements?

Federal Revenues:

Yes No

Part 2: Does the public have access to information about the compensation of the senior executives in your business or organization (including parent organization, all branches, and all affiliates worldwide) through periodic reports (e.g., Form 990) filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78o(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986?

Executive Compensation:

Yes No

*By signing this application, I certify (1) to the statements contained in the list of certifications and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001).

Authorized Representative*:

First Name

Last Name

Date

Save Form

8) If everything is in order, click on the orange **Mark as Complete** button.

Applicant Information

To receive federal grant funding through DOF, a Unique Entity Identifier (UEI) is required. Visit [SAM.gov](#) for more information.

UEI*:

Project Location*:

Property Owner
(if applicable):

Does the locality you are working in have an Urban Tree Canopy Assessment?

Urban Tree Canopy Assessment*:

Does the locality you are working in have a management plan?

Management Plan*:

Does the locality you are working in have a public tree ordinance?

Public Tree Ordinance*:

Does the locality you are working in have a landscape professional (arborist, landscape architect, forester) on staff?

Landscape Professional*:

Does the locality you are working in have a tree advocacy group such as a Tree Board or Beautification Committee?

Tree Advocates*:

✓ Mark as Complete

Edit Form

Last Edited By: Tester Tester - Aug 25, 2023 12:17 PM

Edit Form

9) After being returned to the “Submitted Applications” screen, under “Component,” click on **Documentation**.

Submitted Applications
List of all current submitted applications

Back Print Online Help Log Out

2047 - User Guide

Status: **Editing**
 Stage: Final Application
 Application Due Date: Nov 3, 2023 9:00 PM
 Program Area: Urban & Community Forestry
 Funding Opportunity: 1616-2023 Urban and Community Forestry (U&CF) - Matching Grants
 Organization: Sample Organization
 Requested Total: \$0.00

Application Preview Alert History Map

Application Details

Application cannot be Submitted Currently
 • Application components are not complete

Component	Complete?	Last Edited
General Information	✓	Sep 1, 2023 11:31 AM - Tester Tester
Urban and Community Forestry (U&CF)	✓	Sep 1, 2023 11:28 AM - Tester Tester
Documentation		Aug 31, 2023 3:56 PM - Tester Tester
Federal Budget - U&CF		Aug 31, 2023 4:41 PM - Tester Tester

10) Click on each **blue** attachment name to upload any required or other supporting documentation. To add additional documentation, click the green **+Add New Attachment** button.

Mandatory Documentation - Named Attachments ✓ Mark as Complete

Virginia W-9: https://www.doe.virginia.gov/forms/CVG/W9_COVSubstitute.pdf

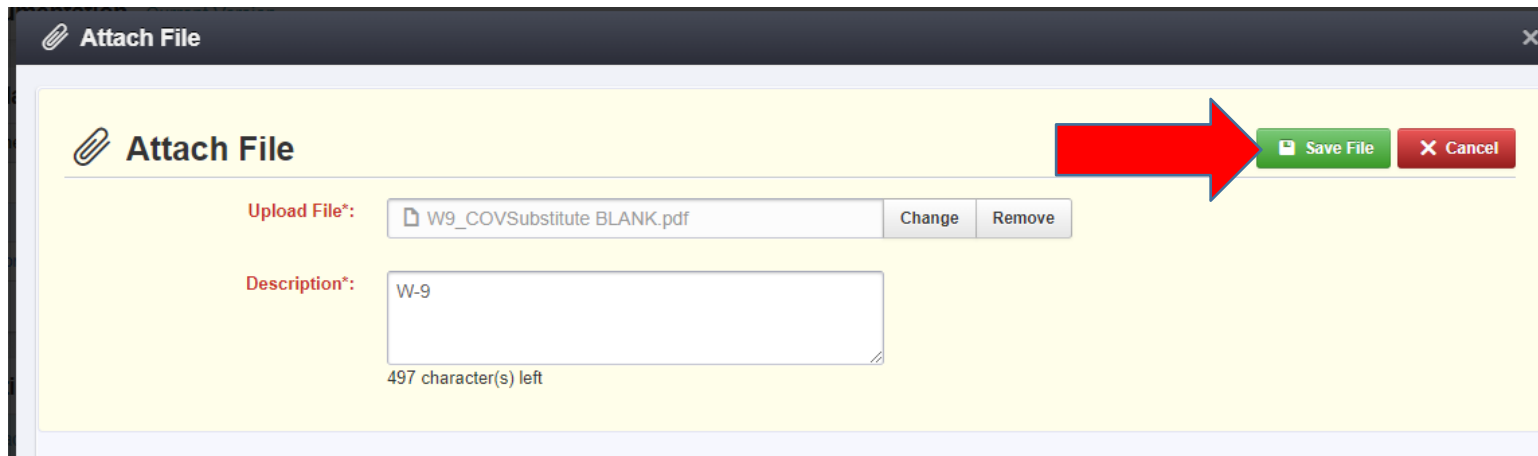
Named Attachment	Required	Description	File Name	Type	Size	Upload Date	Delete?
Virginia W-9	✓						
IRS Determination Letter							
NICRA Letter OR Explanation of MTDC (for de minimis)							

Additional Documentation - Other Attachments

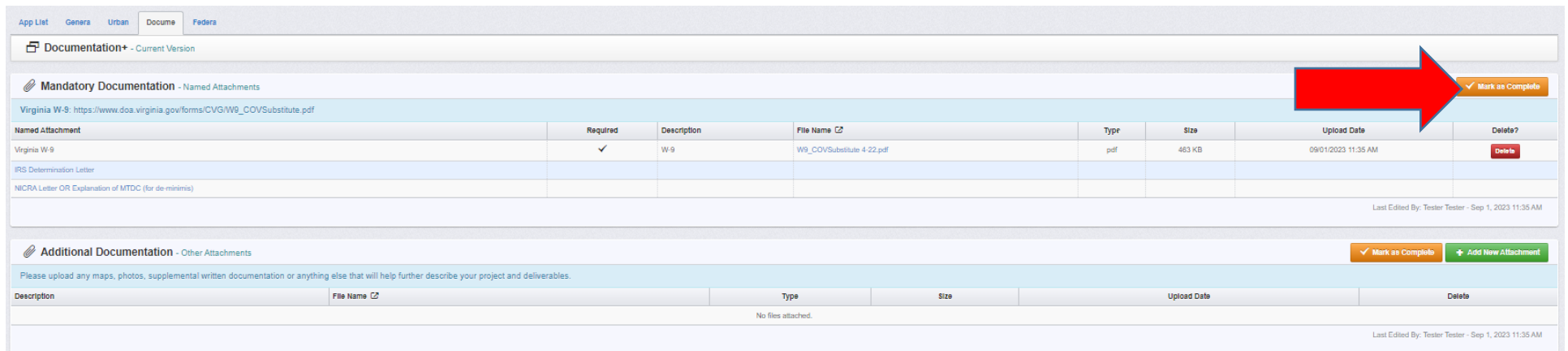
Please upload any maps, photos, supplemental written documentation or anything else that will help further describe your project and deliverables.

Description	File Name	Type	Size	Upload Date	Delete
No files attached.					

- 11) After clicking the [blue](#) link for a Mandatory document OR the green **+Add New Attachment** option for “Additional Documentation,” the “Attach File” box appears. Upload the corresponding document, enter a description of the file and then press the green **Save Form** button.
(Note: Repeat the process until all attachments are included.)



- 12) Once all documentation has been uploaded, press orange **Mark as Complete** button.



13) You will be returned to the “Submitted Applications” screen. Under Component, click on **Federal Budget**.

Submitted Applications
List of all current submitted applications

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2047 - User Guide

Status: **Editing**

Stage: Final Application

Application Due Date: Nov 3, 2023 9:00 PM

Program Area: Urban & Community Forestry

Funding Opportunity: 1616-2023 Urban and Community Forestry (U&CF) - Matching Grants

Organization: Sample Organization

Requested Total: \$0.00

[Application Preview](#)
[Alert History](#)
[Map](#)

Application Details

Application cannot be Submitted Currently

- Application components are not complete

Component	Complete?	Last Edited
General Information	✓	Sep 1, 2023 11:31 AM - Tester Tester
Urban and Community Forestry Grant Program Application (U&CF)	✓	Sep 1, 2023 11:28 AM - Tester Tester
Documentation+	✓	Sep 1, 2023 11:35 AM - Tester Tester
Federal Budget - U&CF (Match Required)		Aug 31, 2023 4:41 PM - Tester Tester


14) In the “Budget” grid, enter the dollar value totals for the budget categories relevant to your project. The “Budget Amount” column should capture amounts you plan to spend and seek reimbursement for under the grant. If applicable, the “Match Amount” column should capture amounts you plan to spend but not seek reimbursement for. These amounts can include volunteer time and donated services.


Budget - Edit

Save Grid

Budget Category	Budget Amount	Match Amount	TOTAL
Personnel	\$0	\$0	
Fringe	\$0	\$0	
Travel	\$0	\$0	
Supplies	\$0	\$0	
Contractual	\$0	\$0	
Other Expenses	\$0	\$0	
Total	\$0.00	\$0.00	

15) In the “Budget Narratives” section, describe your anticipated expenses (and match if applicable) in detail, as instructed. Once completed, press the green **Save Form** button at the bottom of the screen.

 Budget Narratives



Enter the details of your anticipated expenses. Be as specific as possible.

Personnel :

Please provide number of individuals, hours and hourly rate for each person assigning time to the grant.

Fringe:

Please provide percentage used and/or rates for each person.

Travel:

Describe type of travel, mileage, fuel, per diem, etc. All travel expenses will be reimbursed at approved government rates. Home-stays, such as Airbnb, are not eligible.

Step 15, continued

Supplies :

List supplies or tangible property; must be less than \$5,000 per item.

Contractual
DO NOT disclose names of contractors. If included, the application will be rejected.

Services rendered by a third party such as labor for tree maintenance or site preparation.

Other Expenses:

Any expenses not captured in other categories including indirect and volunteer time.

Match
All grants must be 1:1 matched. Ex: For a \$5,000 award, applicants must match the grant with \$5,000.

Anticipated expenses not reimbursed by the grant. Indirect and in-kind are allowable, including donated services and volunteer time.

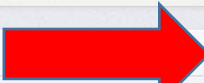
 [Save Form](#)

16) If everything is in order, click on the orange **Mark as Complete** button.

App List Genera Urban Docume **Federa**

Federal Budget - U&CF (Match Required) - Current Version

Budget - Grid

 [✓ Mark as Complete](#) [Edit Grid](#)

Budget Category	Budget Amount	Match Amount	TOTAL
Personnel	\$0.00	\$0.00	\$0.00
Fringe	\$0.00	\$0.00	\$0.00
Travel	\$0.00	\$0.00	\$0.00
Supplies	\$0.00	\$0.00	\$0.00
Contractual	\$0.00	\$0.00	\$0.00
Other Expenses	\$0.00	\$0.00	\$0.00
Total	\$0.00	\$0.00	

Last Edited By: Tester Tester - Aug 25, 2023 1:42 PM [Edit Grid](#)

17) You will return to the “Submitted Applications” page. If any component is missing a **green** checkmark in the “Complete?” column, you likely need to open that component again and press the orange **Mark as Complete** button.

Submitted Applications
List of all current submitted applications

Back Print Online Help Log Out

2047 - User Guide

Status: **Editing**
Stage: Final Application
Application Due Date: Nov 3, 2023 9:00 PM
Program Area: Urban & Community Forestry
Funding Opportunity: 1818-2023 Urban and Community Forestry (U&CF) - Matching Grants
Organization: Sample Organization
Requested Total: \$0.00

Application Preview Alert History Map

Application Details

Application is in compliance and is ready for Submission!

Component	Complete?	Last Edited
General Information	✓	Sep 1, 2023 11:31 AM - Tester Tester
Urban and Community Forestry Grant Program Application (U&CF)	✓	Sep 1, 2023 11:28 AM - Tester Tester
Documentation	✓	Sep 1, 2023 11:35 AM - Tester Tester
Federal Budget - U&CF (Match Required)	✓	Sep 1, 2023 11:39 AM - Tester Tester

Preview Application Submit Application Ask a Question Withdraw

18) If all components are complete, click on the orange **Submit Application** button.

Submitted Applications
List of all current submitted applications

Back Print Online Help Log Out

2047 - User Guide

Status: **Editing**
Stage: Final Application
Application Due Date: Nov 3, 2023 9:00 PM
Program Area: Urban & Community Forestry
Funding Opportunity: 1818-2023 Urban and Community Forestry (U&CF) - Matching Grants
Organization: Sample Organization
Requested Total: \$0.00

Application Preview Alert History Map

Application Details

Application is in compliance and is ready for Submission!

Component	Complete?	Last Edited
General Information	✓	Sep 1, 2023 11:31 AM - Tester Tester
Urban and Community Forestry Grant Program Application (U&CF)	✓	Sep 1, 2023 11:28 AM - Tester Tester
Documentation	✓	Sep 1, 2023 11:35 AM - Tester Tester
Federal Budget - U&CF (Match Required)	✓	Sep 1, 2023 11:39 AM - Tester Tester

Submit Application Ask a Question Withdraw

19) The final step is to confirm by clicking on the red **Submit** button, which sends the application to program staff for review.

