



## REQUEST FOR PROPOSAL

### Urban and Community Forestry Assistance Grants Sponsored by USDA Forest Service



**Application Deadline:**

**Friday ~ August 20, 2021**

Submit via Email or Mail to:

URBAN AND COMMUNITY FORESTRY ASSISTANCE  
Virginia Department of Forestry  
900 Natural Resources Drive  
Charlottesville, VA 22903  
[lara.johnson@dof.virginia.gov](mailto:lara.johnson@dof.virginia.gov)

PHONE: 434.220.9185 for Lara Johnson

Virginia Department of Forestry Website: [www.dof.virginia.gov](http://www.dof.virginia.gov)

## ***INTRODUCTION***

The **Virginia Department of Forestry**, in cooperation with the **United States Department of Agriculture (USDA) Forest Service**, announces the Urban & Community Forestry (U&CF) Grant Assistance Program. This program is designed to encourage 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 at a local level.

## ***OBJECTIVES OF THE URBAN & COMMUNITY FORESTRY PROGRAM***

The specific objectives of the USFS Urban and Community Forestry Assistance Program are to:

- ◆ Develop sustainable urban forestry programs at the local level
- ◆ Enhance the technical skills of individuals involved in the planning, development, and maintenance of urban and community forestry programs
- ◆ Create a diversified and inclusive workforce in urban forestry and arboriculture
- ◆ Build urban forest resilience and mitigate the impacts of invasive pests and catastrophic events.
- ◆ Promote volunteerism and involvement of non-profit organizations in implementing urban
- ◆ forestry programs
- ◆ Improve understanding of the benefits of preserving tree cover
- ◆ Provide educational programs and technical assistance to state and local agencies
- ◆ Reduce the impacts of land use change, fragmentation, and urbanization on forest landscapes
- ◆ Improve community health and well-being
- ◆ Mitigate and adapt to climate change
- ◆ Protect and improve air and water quality

## ***ELIGIBLE APPLICANTS***

Grants may be awarded to state agencies, local and regional units of government, tribal communities and organizations, non-profit organizations, neighborhood associations, civic groups, public educational institutions or community tree volunteer groups. Non-governmental organizations must be designated a *501-c-3* non-profit organization or submit their application through such an organization or a government entity. Communities that are Tree City USA or working towards that goal will receive priority funding.

## ***MATCHING REQUIREMENTS***

Funds will be awarded on a matching basis. The Federal share of project support may not exceed 50 percent. Applicants are encouraged to provide 50 percent or more, of the project cost in the form of cash, services, or in-kind contributions. Example: If the full project expenses will be \$8,000 then the match will be 50% of that total, which is \$4,000. Grantees must match

cost-share funds with non-Federal funds and/or contributions. Matching cost-share funds or in-kind contributions cannot be used as a match for any other Federal cost-share project.

Due to limited funding the U&CF program prioritizes project related applications. It has been our policy not to allow grant funds from the U&CF program to pay for indirect overhead, however indirect overhead may be utilized to satisfy the match requirements.

### **Cash Matching**

**Cash** purchases are direct, out-of-pocket expenditures for eligible project activities that are supported by paid invoices, cancelled checks, signed receipts, or official payroll records.

### **In-Kind Matching**

The use of in-kind (non-cash) matches are valid and are encouraged. In-kind matches may take the form of volunteer hours, donated materials, donated services, donated office space or equipment associated with the project. Volunteer hours may be applied to the project at rates appropriate to the skill level of the volunteer and/or the nature of the work being performed. The base value for adult volunteer time on a project is **\$28.54** per hour. This is the updated rate by the *Independent Sector* organization, which is posted on their web site, [www.independentsector.org](http://www.independentsector.org), under the research tab. Staff time applied as either grant share or match must be valued at the employee's regular rate of pay. Fringe benefits are also allowable. *Assistance provided by federal employees or the Virginia Department of Forestry may not be claimed as part of the match.*

## **INELIGIBLE PROPOSALS**

Priority for funding will be given to new projects and new grant recipients. **Urban and Community Forestry grants are not intended for the purpose of beautification plantings.** Tree planting proposals are acceptable only if the tree planting is used for the purpose of demonstration and there is an educational component to the project. Funds under this grant are not to be allocated for research; the funds are for project expenses only.

## **AVAILABLE FUNDS**

Based on information available at the printing of this document, we anticipate there will be approximately **\$350,000** available to fund new projects during the current grant cycle. The recommended funding range for competitive proposals is **\$1,000 to \$30,000**. The typical proposal is in the **\$5,000 to \$15,000** range. Funds are available on a 50% of total project cost basis. **Maximum award amounts** will be determined by the project category described in detail below.

Funding is **not available** for entertainment food and beverages. The Virginia Department of Forestry reserves the right to reject any and all proposals or to approve partial funding for any and all proposals.

## **ELIGIBLE PROPOSALS**

There are **seven (7) proposal categories**. Proposals will be evaluated and ranked by category. Each proposal category is described below with examples of the types of projects that might be submitted under that category.

### **CATEGORY 1 – SUPPORT OF LOCAL GOVERNMENT URBAN & COMMUNITY FORESTRY PROGRAMS**

**LOCAL GOVERNMENT STAFFING** – Local governments can apply for funding to assist in the support of staff engaged in urban forestry activities for a **limited duration** and be **project-specific**. Funds can be used for either full-time or part-time employees. Example: Professional staff such as an ISA certified arborist on contract rather than a full time employee. A grant size range of **\$5,000 to \$20,000** is appropriate for part-time employees. No more than **two (2)** projects of this type will be funded.

**TECHNICAL ASSISTANCE/ TREE MAINTENANCE** – Funding can be used to provide technical assistance and understanding of sound tree maintenance and arboriculture practices to localities seeking support in the care and maintenance of their urban forest and trees. Example: Funds can be used to remove *Fraxinus* (ash) trees due to their susceptibility to Emerald Ash Borer or to maintain a Champion Big Tree. All removals must occur on public lands. Grants may be submitted for no more than **\$15,000** per locality. No more than **two (2)** projects of this type will be funded.

**STORM READINESS, RESPONSE AND RECOVERY PROGRAM DEVELOPMENT** – Natural Disasters happen but there are ways to manage the urban forest so that the trees are better prepared for disasters. Funding can be used for developing a community forest resilience plan or debris management plan and necessary municipal pruning within critical zones on public lands. Grants may be submitted for no more than **\$30,000** per locality. No more than **one (1)** project of this type will be funded.

**URBAN TREE CANOPY ASSESSMENT** – Projects to assess the urban tree canopy (UTC) of a specific community and develop a goal to increase canopy based on data from the assessment. An implementation plan on how the community plans to achieve that UTC goal should be part of the project deliverables. Grants may be submitted for no more than **\$20,000** per locality. No more than **two (2)** projects of this type will be funded.

**TREE INVENTORY FOR LOCAL GOVERNMENT** – Projects designed to inventory public trees on streets, in parks, on school campuses, etc. will be funded. The applicant must demonstrate that the inventory will be tied to its tree maintenance activities as well as plans for future tree planting and that the inventory will be maintained by local staff over the long term. The purchase of inventory software and supplies can be included. Grants should range in size from **\$5,000 to \$20,000**. No more than **one (1)** project of this type will be funded.

**TREE BOARD OR TREE COMMISSION DEVELOPMENT** – Projects to organize a new tree board or commission to develop or to administer an urban forestry program will be funded. The new tree board or commission should be charged by ordinance to act on behalf of local government in coordination with the community’s urban forestry program. Grants should range **\$1,000 to \$6,000 (maximum)**. No more than **two (2)** projects of this type will be funded.

**PUBLIC TREE ORDINANCE/POLICY** – Projects to develop or revise a local government tree ordinance or policy will be eligible. The ordinance or policy should address the establishment of municipal authority over public trees; assign responsibility to a public department, arborist position, or established tree board or commission; and/or set maintenance and management standards. The ordinance or policy may also address other issues such as landscape requirements and tree retention or replacement on development sites, riparian buffers and for the protection of urban forest ecosystems. Grants should range in size from **\$1,000 to \$6,000 (maximum)**. No more than **one (1)** project of this type will be funded.

## CATEGORY 2 – EDUCATION

**CONFERENCES, SEMINARS, WORKSHOPS** – Non-profit organizations, local governments and educational institutions may apply for funds to assist with the planning and implementation of a conference that has, whole or in part, an urban and community forestry focus. Grant funds can support printed materials, speakers, publicity, and administration. Grant funds can also be used to offer scholarships to those events. Scholarships should go to students or others with limited means to attend. Food and beverage costs cannot be funded. Grants should range in size from **\$1,000 to \$7,500**. No more than **two (2)** projects of this type will be funded.

**TECHNOLOGY TRANSFER** - Projects that demonstrate and/or make information on new urban forestry technology or research available to a wider audience of potential users are eligible for funding. This includes but is not limited to new urban forestry focused curricula at schools. Grants should range in size from **\$5,000 to \$15,000 (maximum)**. No more than **one (1)** project of this type will be funded.

## CATEGORY 3 – DEMONSTRATION PROJECTS

**VIRGINIA MUNICIPAL TREE RESTORATION PROGRAM** - Local governments may apply for funding to do demonstration projects involving the removal of trees conflicting with electric utility lines and replanting with appropriate species that have been identified by the Virginia Municipal Tree Restoration Program (VA MTRP). Grants should range in size from **\$2,500 to \$6,000 (maximum)** and no more than **two (2)** (VA MTRP) projects will be funded.

**URBAN HEAT ISLAND MITIGATION** - Local governments may apply for funding to develop demonstration projects that focus on communities with low canopy cover to offset urban heat island effect. This can include a GIS based canopy analysis with demographic data or planting proposal that include site plan, plant list and a commitment to the project’s long-term success from specified personnel or individuals. This category will also help cover education related and maintenance expenses for newly installed projects during the grant period. A long-term maintenance plan and the organization responsible for long-term maintenance must be

included with the grant application. Funding can also be used for education and outreach on the subject of urban heat island effect. Grants should range in size from **\$5,000 to \$25,000** and no more than **one (1)** project will be funded.

**OUTDOOR CLASSROOMS** - Non-profit organizations and local governments may apply for funding to develop demonstration projects to establish outdoor learning classrooms on public spaces. Funds may be used to plan for an outdoor space, create programs, and purchase outdoor teaching supplies. Funds may also be used to purchase supplies needed to design and/or construct an outdoor learning space that aim to provide measurable environmental benefits for urban heat island mitigation, improve children’s health and well-being and increase community access to green spaces. Grants should range in size from **\$5,000 to \$25,000** and no more than **two (2)** projects will be funded.

**PILOT URBAN WOOD RECYCLING PROGRAMS** – Non-profit organizations and local governments may apply for funding to develop demonstration projects that increase knowledge, awareness and visibility of urban wood utilization and recycling. Grant funding may be applied to education and outreach materials, demonstration of specialized equipment and techniques for working on smaller interface woodlots and assessments of the feasibility of recycling and processing urban waste wood. Funds can also be used to develop business plans for an emerging urban wood program. Grants should range in size from **\$5,000 to \$15,000 (maximum)**. No more than **one (1)** project of this type will be funded.

**URBAN ORCHARDS** – Projects that develop urban orchards to address food insecurity on public lands are eligible for funding. If you are applying on behalf of a local government organization a **written approval letter from the landowner must be submitted as part of the grant application and prior to funding approval**. Proposals should include site plan, plant list, tree planting specs, site photos, and a commitment to the project’s long-term success from specified personnel or individuals. Grants should range in size from **\$2,500 to \$7,000** and no more than **one (1)** project will be funded.

**DEMONSTRATION COMMUNITY GRAVEL BED** – Non-profit organizations and local governments may apply for funding to develop a demonstration community gravel bed or *Missouri Gravel Bed* to safely hold bare-root or washed containerized trees or shrubs for 3 to 6 months on public land. Grant funding may be applied to building materials, supplies, labor, education and outreach materials. Proposals should include a site and design plan, site photos, maintenance plan and a commitment to the project’s long-term success from specified personnel or individuals. Grants should range in size from **\$4,000 to \$8,000**. No more than **one (1)** projects of this type will be funded.

#### **CATEGORY 4 – NON-PROFIT ORGANIZATION SUPPORT**

**NON-PROFIT ORGANIZATION SUPPORT** – Non-profit organizations may apply for funds to hire part-time staff personnel to assist with program development, volunteer coordination, project field work, etc. These funds should be viewed as start-up funds and not be relied on in subsequent grant cycles for continuation of the position. Grants should range in size from **\$5,000 to \$18,000**. No more than **two (2)** projects of this type will be funded.

**PUBLICATIONS AND COMMUNICATION** – Projects which develop new and unique publications, exhibits, videos, or websites, etc. that increase public awareness and understanding of the benefits of urban forests are eligible for funding. Grants should range in size from **\$1,000 to \$5,000 (maximum)**. No more than **one (1)** project of this type will be funded.

### CATEGORY 5 - PLANNING

*(Applicants considering doing a category 5 planning project should contact the Virginia Department of Forestry prior to submitting the application)*

**OPEN SPACE MASTER PLAN / TREE PLANTING PLANS /LANDSCAPING PLANS** – Projects related to the development of comprehensive master plans for urban forest management and community tree care, maintenance and planting will be funded. Grants should range in size from **\$5,000 to \$12,000 (maximum)**. Projects funded in this category should be from communities with limited resources to develop plans internally. No more than **two (2)** projects of this type will be funded.

**GREENWAY DEVELOPMENT PLANNING** – Projects related to the planning and development of community greenways are eligible for funding. Grant funding may be applied to corridor and resource assessment, feasibility studies, maps and drawings, promotional and educational materials, and organizational development and staffing. Grants should range in size from **\$5,000 to \$20,000 (maximum)**. No more than **one (1)** project of this type will be funded.

### CATEGORY 6 – WORKFORCE DEVELOPMENT

**URBAN FORESTRY/ARBORICULTURE SECTOR WORKFORCE PROGRAM** – Projects that help groups move toward a more diverse and inclusive workforce in urban forestry and arboriculture are eligible for funding. Grant funding may be used to build leadership, conduct outreach activities, increase capacity, or provide training and education to support local community development efforts. Grants should range in size from **\$10,000 to \$30,000 (maximum)**. No more than **two (2)** projects of this type will be funded.

### CATEGORY 7 – MISCELLANEOUS

Projects that meet the objectives of the Urban and Community Forestry Program (see page 2), and that do not fit into any of the aforementioned categories, may be submitted under category 6. No more than **two (2)** projects will be funded in this category. The maximum funding for any project approved in this category will depend upon the nature of the project.

### Standard Proposal Format

Written proposals should be included in addition to the signed one-page Application Form and Budget Worksheet. The proposal narrative **should not exceed four pages**. Applicants may also include maps, photos, etc. in addition to the narrative. Clear and concise proposals should address an urban and community forestry need and meet one or more of the objectives of the

Urban and Community Forestry Assistance Program (see page 2). The information that should be presented in the narrative and budget include:

1. The purpose, objective, or mission statement of the applying organization and the purpose and objectives of the project. The project's purpose should be explained in one concise paragraph. However, do not try to put multiple projects in the same application. **Separate projects should be submitted in separate applications!**
2. Explain why the project is important. Identify the project audience, why they should be addressed and describe what condition will be changed because of the project. The narrative should include these elements:
  - ◆ **Activities** – List all the activities you will undertake to complete the project
  - ◆ **Partnerships and Participants** – List project personnel, volunteers, participating organizations etc.)
  - ◆ **Public, educational benefits and community engagement strategies** for the project should also be described.
  - ◆ **Administration** – Specify who will be responsible for project management and record keeping
  - ◆ **Timetable** – show project start date, project milestone completion dates, and total project completion dates.
  - ◆ **End product/result** - list specific **deliverables** to be accomplished with funds (i.e. brochures, packets, videos, publications, web sites, proposed newsletter articles, street tree inventory, management plans, etc.) and identify the recipients of or target audience for the deliverable (i.e. students, employees, civic organization, Chamber of Commerce, citizens in \_\_\_\_\_ community). This may be written as a bulleted list with descriptions and clarification.
3. A detailed project **budget** should include sources and description of match, materials, maintenance costs, and costs of professional services. Applicants should use the budget worksheet attached to this Request for Proposal. On the last page of this document is a budget worksheet example for reference. The budget will be compared to the project goals, objectives, and tasks to determine if proposed expenditures are reasonable and allowable.

Categories that might be used in the budget include:

- ◆ **Personnel** - List all staff positions by title. Give annual salary, percentage of time assigned to the project, and total cost for the budget period.
- ◆ **Fringe Benefits** - Identify the percentage used, the basis for its computation, and the types of benefits included.
- ◆ **Travel** - Specify the mileage, per diem, estimated number of trips, and other costs for each type of travel.



- ◆ **Supplies** - all tangible personal property other than “equipment” which is valued at \$5.00 or greater. The budget detail should identify supplies to be purchased.
- ◆ **Contractual** - Identify each proposed contract and specify its purpose, nature, and estimated cost.
- ◆ **Other** - List each item in sufficient detail for grant administrators to determine the reasonableness of the cost.

If the project involves orchard planting or urban heat island mitigation planting, the following is required:

- ◆ A detailed three-year maintenance plan that specifies the entity responsible for maintenance.
- ◆ A drawing or map of the proposed planting locations with the tree species specified.
- ◆ A write up of the planting specifications including a graphic.
- ◆ A resolution of endorsement from the appropriate government agency if planting is on city, county, or state property.
- ◆ Compliance with Department of Transportation regulations, including a VDOT permit, if planting is done on state right-of-ways.

*\*The Department of Forestry assumes no liability for any contractors, volunteers, or local government employees working on any projects.*

## **FUNDING CRITERIA AND PROPOSAL REVIEW**

Proposals will be evaluated by a committee composed of **Department of Forestry** personnel and members of the **Trees Virginia** organization. Proposals will be evaluated based upon the following criteria:

- ✓ Clearly defined purpose or objective of project
- ✓ Goals, purpose, or mission statement of the applicant is clear
- ✓ The degree to which the project meets a local need
- ✓ Level of local support
- ✓ Level of volunteer involvement
- ✓ Local visibility or awareness of the project
- ✓ Sustainability of the project after the grant period
- ✓ Long-term benefit of the project
- ✓ Clarity of budget presentation and use of budget worksheet (enclosed)
- ✓ Cost effectiveness
- ✓ Appropriate proposed time frame for completion of the project
- ✓ Demonstrated ability of the applicant to follow through on project completion
- ✓ Clearly defined maintenance plan for projects that involve any planting

## **TIMETABLE**

**APPLICATIONS MUST BE RECEIVED BY EMAIL on Friday – August 20, 2021 by 4:30 pm.** The Urban and Community Forestry Program Manager will notify successful applicants of funding approval as soon as possible. Grant award documents will be sent electronically as *Microsoft Word and Excel* documents, and will be sent as hard copies by mail only at the request of the applicant. Successful applicants must submit required Federal regulation forms **within thirty (30) days** of the date of the award notice. Municipalities needing city/town council or Board of Supervisor approval must contact the Department of Forestry for an extension of this time period.

**Successful applicants should plan to spend allocated federal funds within one year of the award letter. All projects must be closed prior to September 1, 2022.**

## **REPORTING REQUIREMENTS**

- ◆ Progress reports should clearly describe what activities were undertaken, materials produced, any problems encountered, and plans for addressing them. Any deviations from the work plan and or proposal must be documented and justified.
- ◆ A final report should clearly identify project outcomes and impacts. Digital photographs of projects are now a requirement of this program for a story map that we will be developing. Please submit any photographs of your accomplishments, events and other interesting happenings.
- ◆ Copies of all products such as curricula, videos, posters, brochures, pamphlets, training designs, etc., will be submitted to VDOF with the final report.
- ◆ Records will be maintained for five years following final payment.

## **PAYMENT PROCESS**

**The funds awarded under the grant are available on a reimbursement basis** after verification of match and in accordance with a payment schedule agreed to in advance. Grantees must file a *Request for Reimbursement* (included in award paperwork package) and send records of expenditures along with documentation of all costs to the Virginia Department of Forestry.

## **FEDERAL AND STATE REGULATIONS**

The Party of the Second Part agrees to comply with the Federal cost and administrative regulations found in the OMB Uniform Guidance published December 26, 2014.

Administrative Regulations can be located at: [http://whitehouse.gov/omb/grants\\_default/](http://whitehouse.gov/omb/grants_default/)  
Cost Principles can be located at: <http://gpoaccess.gov/cfr/index.html>.  
Forms can be found at [http://www.ocio.usda.gov/forms/ocio\\_forms.html](http://www.ocio.usda.gov/forms/ocio_forms.html) or <http://search.usda.gov>

State and local government agencies must adhere to guidelines of the *Virginia Public Procurement Act revised July 1, 2003, Code of Virginia Section 2.4300 - 2.2-4377* and the *Agency Surplus and Procurement Manual updated in September 1998*.

### **PROPOSAL SUBMISSION**

1. Fill out the **grant proposal application form** and **budget worksheet** included with this document. These documents must be submitted with your proposal package.
2. Non-profit organizations must submit documentation of 501-(c)-3 status (IRS letter or copy of annual tax filing).
3. Submit an **email copy** of your proposal, including the application form by **4:30 pm Friday August 20, 2021** to Lara Johnson ([lara.johnson@dof.virginia.gov](mailto:lara.johnson@dof.virginia.gov)) and Molly O'Liddy ([molly.oliddy@dof.virginia.gov](mailto:molly.oliddy@dof.virginia.gov)). Please make sure you receive a confirmation email from one of us once your application is submitted.
4. **Mail** is also accepted or otherwise deliver your proposal package to:

URBAN AND COMMUNITY FORESTRY ASSISTANCE  
Virginia Department of Forestry  
900 Natural Resources  
Charlottesville, VA 22903

### **GRANT PREPARATION ASSISTANCE**

Assistance in developing proposals is available to all potential applicants from the Department of Forestry. The Department will also provide guidance as to a project's suitability under this grant program. Applicants are strongly encouraged to discuss potential projects with the Department before proposal submittal. Contact information is below to reach out with any questions.

- ✓ **Lara Johnson, Urban and Community Forestry Program Manager**  
434.220.9185, E-mail: [lara.johnson@dof.virginia.gov](mailto:lara.johnson@dof.virginia.gov)
- ✓ **Molly O'Liddy, Urban and Community Forestry Partnership Coordinator**  
434.220.9041, E-mail: [molly.oliddy@dof.virginia.gov](mailto:molly.oliddy@dof.virginia.gov)

**SAMPLE**  
**Urban and Community Forestry Grant Program**  
**BUDGET WORKSHEET**

The City of Metropolis has received a grant to do an urban forestry inventory and management plan. They plan to conduct an inventory and develop a management plan with in-house staff and help from a volunteer group. They plan to contract with a consultant to do the management plan. The inventory and management plan components are shown separately.

**Applicant:** City of Metropolis

**Project Name:** Tree Inventory Project

| <b>ITEM</b>   | <b>Grant Share<br/>Direct Expenses<br/>Or<br/>Cash Purchases</b> | <b>Applicant<br/>Direct<br/>Expenses<br/>Or<br/>Cash<br/>Purchases</b> | <b>Applicant<br/>In-Kind<br/>Personnel<br/>Services:<br/>Volunteer hrs.<br/>Staff hrs.</b> | <b>Applicant<br/>In-Kind<br/>Donated:<br/>Services<br/>Supplies<br/>Equipment<br/>use</b> | <b>TOTAL</b>     |
|---|--|--|--|---|------------------|
| <b>Component:</b> Inventory                             |  |  |  |   |                  |
| Personnel: Clark Kent - Supervisor<br>30 hrs. @ \$30.30 |  |  | 909.00   |   | 909.00           |
| Staff – 30 hrs. @ \$25.00                               |  |  | 750.00   |   | 750.00           |
| Volunteers – 140 hrs. @ \$28.54                         |  |  | 3,995.60   |   | 3,995.60         |
| Consultant Services                                     | 3,000.00   |  |  |   | 3,000.00         |
| Equipment (specify)                                     |  |  |  |   |                  |
| Computer<br>(purchase for Urban Forestry)               | 600.00   |  |  |   | 600.00           |
| Use of Pickup-160 hours @<br>\$10.00 (Keep on Trucking) |  |  |  | 1,000.00  | 1,000.00         |
| Supplies (specify)                                      | 1,500.00   |  |  |   | 1,500.00         |
| Inventory software                                      | 1,500.00   |  |  |   | 1,500.00         |
| <b>TOTAL</b>  | <b>6,600.00</b>  |  | <b>5,654.60</b>  | <b>1,000.00</b>   | <b>13,254.60</b> |

NOTE: Total of Applicant Share, In-kind and Cash Donation columns must equal or exceed Grant Share Column.

**For the 2021 grants, \$28.54** is the federally accepted base rate for volunteers. Staff time applied as either the grant share or match must be valued at the employee's regular rate of pay plus an amount of fringe benefits that is reasonable, necessary, and otherwise allowable. Children participating in the project cannot be counted towards volunteer time.