



Department of
Environmental
Conservation



GUIDELINES AND BID INSTRUCTIONS

New York State Department of Environmental Conservation Urban and Community Forestry Program 2026 Community Reforestation (CoRe) Grant (Round 2)

NYS SFS Grants Management Bid Event ID No.: CoRe 2026
Apply through the [SFS Vendor Portal](#)

Bid (Application) Due Date: 2:00 p.m. on Wednesday, November 4, 2026

Timetable of Key Events:

Open Bid (Application) Period Begins	8:30 am Thursday, August 6, 2026
Webinar	1:00 pm Thursday, August 20, 2026
Question & Answer Period Ends	2:00 p.m. Wednesday October 28, 2026
Bids (Applications) Due	2:00 p.m. Wednesday, November 4, 2026
Awards Announced By (anticipated)	January 2027

Click to register for the informational webinar: <https://meetny.gov.webex.com/weblink/register/rb54ba5fe85493b94f244ec1a0b813435>

Table of Contents

1. Grant Information	4
a) Funding	4
b) Proposed Project Timeframes	5
c) Minimum and Maximum Award Amounts	5
d) Bid Limit/Award limit	5
e) Eligible Project Locations	5
2. Eligible Bidders	6
3. Inquiries & Designated Contact Information	6
4. Bid Submission	7
a) Bidder Prequalification	7
c) Match Requirement and Expenditures	8
d) Work Plan	8
h) Sexual Harassment Prevention Certification	10
i) Executive Order 16	10
j) Attachment G: Gender-Based Violence and the Workplace Certification	11
6. Project Types/Practices	11
a) Eligible CoRe Practices	11
b) Alignment with Natural Resources Conservation Service EQIP Practices	12
c) Afforestation/Reforestation Practice	12
d) Forest Stand Restoration/ Competing Vegetation Control Practice	17
7. Eligible and Ineligible Expenditures	25
8. Bidder Evaluation, Scoring and Selection	26
9. Method of Award	34
10. Grant Program Reporting	35
11. What to Expect If You Receive an Award	35
I. Insurance Requirements	36
II. Permit Requirements (if applicable)	36

III. State Environmental Quality Review (SEQR) Documentation	36
c) Vendor Responsibility Questionnaire.....	36
e) Minority and Women Business Enterprise (MWBE) and Equal Employment Opportunity (EEO) Requirements	37
f) Service-Disabled Veteran-Owned Business (SDVOB) Participation Requirements.....	38
12. Grant Program Payment	40
Appendix 1. NYS DEC Urban Foresters	41
Appendix 2. CoRe Eligibility Map Methodology	42
APPENDIX 3- EXPENDITURE BASE BUDGET	45
EXPENDITURE BASED BUDGET EXAMPLE SUMMARY	45
Appendix 5:Community Reforestation (CoRe) Practice Template.....	55
INSTRUCTIONS	55
Section 1. General Information	55
Section 2. Current Forest Stand Conditions	55
Section 3. Afforestation/Reforestation Practice	57
Section 4. Forest Stand Restoration & Competing Vegetation Control	60
Section 5. Deer Exclosure.....	61

1. Grant Information

The New York State Department of Environmental Conservation (DEC) is pleased to announce the second round of the Community Reforestation (CoRe) Grant program. CoRe projects will expand, restore, and establish healthy forested natural areas in or near urban communities across New York State.

Forested natural areas are an essential component of the urban forest, which also includes trees in parks, front and backyards, along streets and other roadways. The urban forest exists across different property ownership types and land uses. In many urban areas, forested natural areas are a critical if sometimes overlooked component of the tree canopy. In New York City, for example, [forested natural areas make up a quarter of the total existing tree canopy](#) and contain [70% of the city's trees](#). And urban forested natural areas act as essential green infrastructure. Healthy forested natural areas provide the [greatest cooling benefits](#) of all urban greenspace types, improve water and air quality, provide wildlife habitat, increase biodiversity, reduce stormwater runoff, and moderate extreme heat. And from a statewide perspective, urban natural forested areas are critically impactful tools for combatting climate change and achieving carbon neutrality: a study by the Natural Areas Conservancy found that [natural area forests store almost four times more carbon](#) than the street tree population, making up two-thirds of the carbon stored in New York City.

Considering more than 85% of New Yorkers live in or near an urban community, expanding and restoring tree canopy at the local level is extremely important for improving overall community health and well-being and achieving statewide [tree equity](#). In the 2024 State of the State address, Governor Hochul launched the [25 Million Trees by 2033 Initiative](#) to recognize the importance of trees and forests for climate mitigation and community resilience. Planting trees and growing and restoring forests helps confer the multiple benefits of trees, mitigate the impacts of climate change and increase resiliency and adaptation for future generations.

Projects funded through this grant program will utilize [afforestation and reforestation practices](#) to establish new areas of forest on non-forest areas, supplement existing seedlings in existing forests or replant trees after a disturbance, [restore forest stands](#) and [control competing vegetation](#) to increase overall forest health resilience for the long term, and use fences or a natural slash wall barrier to [prevent deer browse](#) as appropriate and necessary. For additional guidance on how to expand and restore forests in New York see the [Reforestation & Afforestation Guide](#), developed by The Nature Conservancy in partnership with DEC.

a) Funding

Approximately \$20 million is available for this round of the CoRe Grant Program. Up to \$4 million of this amount is available to State agencies, State authorities and State public benefit corporations. Of the \$16 million available to all other eligible bidders, up to \$4 million is available for smaller projects (\$300,000 to \$500,000). Should new funding become available, DEC may make additional awards to support bids received in this grant round. Funding for this grant opportunity is provided by the Clean Water, Clean Air and Green Jobs Environmental Bond Act of 2022.

Applicants should request the amount of funding they can demonstrate is appropriate and reasonable for their project and supported in their application. Advance payments of up to 25% of the awarded

grant amount may be available to not-for-profit grantees.

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

b) Proposed Project Timeframes

All projects must have defined objectives, tasks, and deliverables accounted for in performance measures that can be completed and invoiced within a five-year contract period/term. Costs outside of the contract period/term are ineligible. The Master Contract for Grants (MCG) must be fully approved by DEC, and if applicable approved by the Attorney General and the State Comptroller. Time extensions beyond the contract term end date may be allowed and will be determined by the 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.

c) Minimum and Maximum Award Amounts

Minimum grant amount is \$300,000. Maximum grant amount is \$3,000,000. Bids below the minimum grant amount, or above the maximum grant amount will be deemed ineligible and not be scored.

d) Bid Limit/Award limit

Bidders may submit one application with multiple project sites. Bidders are limited to one application/bid. Additional grants for qualifying projects will be awarded to an entity already receiving a grant award in this grant round, starting with the next highest scoring bid in accordance with the scoring criteria. If multiple bids are received, only the first bid submitted will be reviewed based on the timestamp of submission. A second bid to correct errors or omissions in the first application will be accepted, however the bidder needs to notify DEC via email at urbanforestry@dec.ny.gov of the second correcting bid before the end of the application period.

e) Eligible Project Locations

Eligible projects for grant funding must be located:

1. On non-federal public properties (i.e. state, county, municipal), privately owned land that is open to the public (i.e. preserves, land trusts, cemeteries); or federally and state recognized Tribal reservation land.
2. Within the boundaries identified by the [CoRe Grant eligibility map](#). See Appendix 2 for methodology used to determine eligible project areas.

During the first round of the CoRe grant offering, DEC was informed that many Indian nations and tribes are historically underrepresented in the U.S. Census, and thus their community's demographic data is not reflected in subsequent analyses that rely on Census Data, including the CoRe Eligibility Map.

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 are already considered eligible applicants. If an Indian

nation or tribe is not included as having eligible land on the CoRe Eligibility Map but has in-house population data that contradicts their exclusion in this version of the map and believes they should be considered geographically eligible, they are encouraged to reach out to DEC with said data.

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

2. Eligible Bidders

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

- New York State municipalities, a local public authority or public benefit corporation, a county, city, town, village, school district, supervisory district, district corporation, improvement district within a county, city, town or village, water authorities, and/or soil and water conservation districts.
- 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.
- 501(c)(3) not-for-profit (NFP) corporations whose projects are located within the eligible geographic boundaries defined in this document.
 - Nonprofits must receive approved prequalification status prior to bid submission and execution of contracts. Grant proposals from nonprofits that are not Prequalified in SFS at the bid due date and time will be disqualified from further consideration. To become prequalified, a nonprofit must first register with Statewide Financial System (SFS). Once registered, nonprofits complete an online Prequalification application. Nonprofits are strongly encouraged to begin the Prequalification process as soon as possible.
- NYS Agencies (NYS Office of Parks, Recreation and Historic Preservation; State University of New York (including individual campuses); etc.),

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

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

3. Inquiries & Designated Contact Information

For general information on completing this bid and for clarification of bid requirements, contractual terms and procedures, contact:

- DEC Regional Urban Foresters (Appendix 1) are available for consultation on projects

throughout the entire open grant period. All bidders should discuss their project with their regional urban forester early in the planning process.

- DEC Urban Forestry team at urbanforestry@dec.ny.gov and include “CoRe 2026” in the subject line of the email for questions regarding this grant opportunity. Questions will be accepted by DEC until C.O.B. 2:00 p.m. Wednesday October 28, 2026. All questions, and answers, will be uploaded in the Grants Management System Bid Event for all bidders to view.

For technical information regarding the Grants Management Bid Event, direct questions to:
NYS SFS Grants Management Contact Information: helpdesk@sfs.ny.gov | 877-737-4185 toll-free | 518-457-7737

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 ONLY be accepted for state agencies that cannot enter bids in SFS Grants Management. 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 CoRe 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 NYS 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 NYS Contract for Grants term start and end dates. Costs incurred prior to the NYS Contract for Grants term start date or after the NYS Contract for Grants 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 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. See sample Work Plan in Appendix 4.

e) 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.

f) 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

g) Department of Environmental Conservation Oversight

The Department of Environmental Conservation reserves the right to:

- Award additional and available funding for scored and ranked projects consistent with this grant opportunity.
- Award an agreement for any or all parts of the RFA in accordance with the method of award or withdrawal 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.
- 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.

h) 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.

i) 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.

j) 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.

k) Letters of Permission/Municipal Endorsement

The bidder must own the property, or obtain an applicable access agreement, for the proposed project site.

- If the property is owned by the bidder– a copy of the current deed.
- If the property owner is a municipality – A resolution by the municipality supporting the project.
- If the property is not owned by the bidder– a formal written agreement between the bidder and landowner which allows the bidder access to the property, and represent the landowner, to accomplish the proposed project.
- If the bidder is a not-for-profit proposing a project on municipal property - a signed Municipal Endorsement. A municipal endorsement provides authorization for the not-for-profit to conduct the proposed project on municipal property.

6. Project Types/Practices

a) Eligible CoRe Practices

CoRe practices must be one of the following: 1) Afforestation/Restoration; 2) Forest Stand Restoration/Competing Vegetation Control; 3) Deer Exclosure; or 4) a combination of any or all practices.

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

Bidders should carefully review the practice information below, and the pass/fail eligibility criteria contained in the Guidelines to avoid disqualification. The Practice Template form with basic stand information and practice-specific information must be downloaded from the Event Comments and Attachments section of SFS GM or from Appendix 5 in this Bid Document, completed by the Bidder and uploaded to the SFS Grants Management Practice Template Question to be considered for funding.

b) Alignment with Natural Resources Conservation Service EQIP Practices

The requirements for implementation of these practices are reflected in the standards and specifications. Bidders should carefully review the practice information below or by the following aligned NRCS EQIP Practices.

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

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

The Urban and Community Forestry Program evaluates cost effectiveness based on local rates or the current year USDA Natural Resource Conservation Service Environmental Quality Incentive Program (NRCS EQIP) cost rates for New York, which can be found here: <https://www.nrcs.usda.gov/getting-assistance/payment-schedules>. These rates should serve as a guide for developing program costs, however real costs for practice implementation will be covered by this program as reasonable.

Note* NRCS EQIP Rates are only based on 75% of the full cost of practice installation, while the CoRe Grant will reimburse up to 100% of the project cost, including installation, labor, and materials. Please carefully consider these differences in project estimates. It is expected that bids for the CoRe Grant will be above NRCS's EQIP reimbursement rate by at least a 25% margin.

c) Afforestation/Reforestation Practice

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

Aligned NRCS EQIP Practices

Funding is allowed for projects by the following aligned NRCS EQIP Practices, or the standards and specifications outlined in the section below, as they apply to the project. For Tree Planting practices, compare the NRCS EQIP cost rates for the practices below to the local rates for your project to evaluate cost effectiveness.

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

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

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

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

Practice Cost Payments

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

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

Afforestation/Reforestation practice cost estimates should use local rates.

GENERAL STANDARDS AND SPECIFICATIONS

Site Evaluation

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

Tree Species

In general, native trees species should be used for planting projects. Species may also be based on plant stock availability, planting season, and/or other factors. Planting plans will be evaluated for each project and will require Departmental approval. An example of an appropriate species list is the New York Natural Heritage Program's [Species Selection Tool Supporting Ecological Restoration in New York](#). Naturalized, non-invasive, non-native trees will be evaluated on a case-by-case basis based on goals or as an appropriate substitution upon DEC Approval.

Downstate and the Lower Hudson Valley can be found at:
Natural Areas Conservancy's [FIRST](#).

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

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

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

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

Any tree stock purchased outside New York State must be USDA approved. Select only viable, high-quality, and adapted plant materials.

Site Preparation

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

- Compacted soils (such as if the field was previously used for agriculture), which likely indicate a need for tilling,

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

Eligible site preparation activities may include site survey, assessment and project design; site clearing and grubbing including removal and/or control of invasive or competing vegetation such as turf, grass, shrub, vine and dead or dying trees; and soil scarification, preparation and remediation.

If the proper light conditions to support planted trees or natural regeneration for the project do not yet exist, silvicultural operations may be necessary to create the necessary conditions.

Vegetation Control

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

Mechanical Control

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

Herbicide Control

Utilization of an Herbicide Plan is encouraged and should include:

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

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

Planting Guidance & Times

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

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

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

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

And additional information at:

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

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

- The target planting density for bare root trees for establishing new forested areas is 500 trees per acre.
 - Bareroot seedlings should be between 5"-14" in height with a maximum 3-3 age (3 years in seed beds and 3 years in transplant beds)
 - Plantings using bare root stock should target sizes at or below 1" caliper
- The target planting density if using containerized seedlings is 100 trees per acre.
- Fewer trees per acre may be allowed, upon approval by DEC, depending on the species planted or the forest type being replanted, site conditions, type of tree stock. For example, special or rare ecological habitats may require fewer trees per acre.

Specific Conditions for Planting to supplement existing tree regeneration in forest

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

Tree Protection

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

Tree protection is required for all hardwood plantings and for softwood plantings with a high browse preference by deer (e.g., cedar). Tree protection may include fencing or tree shelters and be tall enough to protect seedlings until they can escape browse pressure. For protecting plantings of 9 acres or more it may be more cost effective to use fencing than tree shelters on a per acre basis. For planting projects that require installation of a deer fence, projects apply for and follow the Guidelines and Standards for the Deer Exclosure Practice (Section 6.e.) of this document).

Operation

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

Select proper equipment to perform site preparation work.

Control erosion and maintain water quality during site preparation activities.

Required Survival Rates

Total seedling survival for bare root stock must be **65% or greater** during the contract period to receive full funding for this practice.

Total seedling survival for containerized stock must be **75% or greater** during the contract period to receive full funding for this practice.

If survival rates fall below the required rates, the bidder will replant the site, at their own cost, to meet or exceed the required survival rates.

Long-Term Management

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

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

Monitoring

As part of this bid, the bidder will include a long-term monitoring and maintenance section in the workplan. Once implemented to the specifications listed above, the bidder will monitor this practice throughout its lifespan to evaluate success. The site should be frequently inspected within the first several years of practice establishment to determine tree survival and address threats to establishment (i.e., insects, disease, browsing, competing vegetation, etc.).

The bidder is expected to perform the actions necessary at the project site to achieve at least a 65% survival rate for bare root seedlings and 75% survival rate for containerized seedlings for the duration of the contract period, with the long-term goal of establishing planted trees and maintaining a healthy forest canopy within 10 years. Maintenance and monitoring activities after the commissioning period (trees are established), and beyond the contract term shall be conducted at the bidder/ landowner's expense.

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

d) Forest Stand Restoration/ Competing Vegetation Control Practice

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

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

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

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

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

GENERAL DESCRIPTION

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

Practice Cost and Reimbursement

Materials and tasks that are approved for this practice include:

- Planning by a forester, arborist, natural resources professional, or specialist in restoration and reforestation
- Cost of tree planting by contractor and/or forester/natural resources professional

- Equipment use and labor, such as forestry mower
- Rental/ leasing equipment directly related to site preparation, the planting and maintenance of tree seedlings
- Herbicide
- Travel Time
- Purchase of tools
- Cost of tree planting contractor and/or forester/natural resources professional
- Purchase of bare root or containerized tree or shrub seedlings
- Groundcover to assist with weed control
- Labor hours to prepare and plant seedlings on the site
- Materials and labor for tree protection and survival (except deer fencing SEE Practice 3)
- Rental/ leasing equipment directly related to the planting and maintenance of tree seedlings
- Purchase of tools (under \$5,000 per unit)
- Other techniques as approved by DEC to assist or enhance tree planting success

STANDARDS AND SPECIFICATIONS

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

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

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

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

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

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

Site Evaluation

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

Tree Species

Species selections for reforestation projects should be regionally suitable and may be based on plant stock availability, planting season, and/or other factors. Planting plans will be evaluated for each project

and will require Departmental approval. An example of an appropriate species list is the New York Natural Heritage Program's [Species Selection Tool Supporting Ecological Restoration in New York](#).

Downstate and the Lower Hudson Valley can be found at:
Natural Areas Conservancy's [FIRST](#).

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

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

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

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

Site Preparation

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

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

Eligible site preparation activities may include site survey, assessment and project design; site clearing and grubbing including removal and/or control of invasive or competing vegetation such as turf, grass, shrub, vine and dead or dying trees; and soil scarification, preparation and remediation.

Vegetation Control

For sites where there is more than 30% cover of vegetation, which will compete or interfere with

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

Mechanical Control

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

Herbicide Control

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

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

Planting Guidance & Times

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

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

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

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

And additional information at:

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

Required Survival Rates

Total seedling survival for bare root stock must be **65% or greater** by the end of the five-year contract

period to receive full reimbursement for this practice.

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

Tree Protection

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

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

Projects may include groundcover to limit competing vegetation with trees.

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

The minimum density for the planting of bare root trees for establishing new forested areas is 500 trees per acre.

Containerized seedlings should be planted at a minimum density of 100 trees per acre.

Fewer trees per acre may be allowed depending on the species planted or the forest type being replanted, site conditions, type of tree stock. For example, special or rare ecological habitats may require fewer trees per acre.

Specific Conditions for Planting to supplement existing tree regeneration in forest

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

Operation

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

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

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

Select proper equipment to perform site preparation work.

Control erosion and maintain water quality during site preparation activities.

Long-Term Management

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

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

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

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

Monitoring

Once implemented to the specifications listed above, the bidder will monitor this practice throughout its lifespan (10 years) to evaluate success. Frequently inspect the site within the first years of practice establishment to address threats to tree survival (i.e., insects, disease, browsing, etc.). Maintenance and monitoring activities after the commissioning period (trees are established), and beyond the contract term shall be conducted at the bidder/ landowner's expense.

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

e) Deer Exclosures

This practice authorizes the installation of forest protection mechanisms and best practice systems including tree tubes, fencing, slash walls and other techniques to manage herbivory, including but not limited to intending to protect recently established and planned regeneration of tree seedlings from white-tailed deer by preventing browsing access.

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

Aligns with NRCS EQIP Practice

- 382-Fence

GENERAL DESCRIPTION

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

Practice Cost and Reimbursement

Materials and tasks that are approved for this practice include:

- Planning by a forester, arborist, natural resources professional, or specialist in restoration and reforestation
- Cost of installation by contractor and/or forester/natural resources professional

- Equipment use and labor for fence installation
- Rental/ leasing equipment directly related to site preparation and fence installation
- Fence, posts, and associated supplies
- Travel time
- Purchase of tools (under \$5,000 per unit)

DEER FENCING STANDARDS AND SPECIFICATIONS

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

Deer Exclosure fencing practice cost estimates should use local rates.

Slash Wall cost estimates may be determined using local sources.

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

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

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

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

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

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

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

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

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

Operation

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

Long-Term Management

After the project is completed, the bidder is expected to maintain this practice to reach the long-term goal of establishing planted trees, maintaining a healthy forest canopy and establishing tree regeneration within 10 years. Additional costs to the bidder beyond the contract term shall be conducted at the bidder/ landowner's expense.

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

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

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

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

Monitoring

Once implemented to the specifications listed above, the bidder will monitor this practice throughout its lifespan (10 years) to evaluate success. Frequently inspect the site within the first years of practice establishment to address threats to tree survival (i.e., insects, disease, browsing, etc.). Maintenance and monitoring activities after the commissioning period (trees are established), and beyond the contract term shall be conducted at the bidder/ landowner's expense.

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

7. Eligible and Ineligible Expenditures

Project costs eligible for reimbursement must be incurred between the MCG term start and end dates. Costs incurred prior to the MCG term start date or after the MCG term end date will not be considered eligible for grant reimbursement or match. Copies of supporting cost documentation (paid invoices, receipts, cancelled checks, etc.) must be audited and approved by the DEC for costs to be eligible for grant reimbursement.

a) Budget Costs Eligible for Reimbursement

- **Contractual:** Tasks completed by professional and technical consultants or contractors such as urban foresters, arborists, foresters, and others natural resource professionals directly related to the project.
- **Personal Services:** Salaries directly devoted to the project implementation are eligible, including staff time to write practice plans and conduct implementation such as site preparation, tree planting, tree protection installation, and maintenance activities that assure tree survival. Grantees will be required to document time worked, tasks, pay ratio and payment. **Administrative costs will not exceed twenty percent (20%) of total grant amount.**
- **Fringe benefits** should be budgeted in line with your organization's standard

fringe benefit policy and/or negotiated bargaining agreements. Bidders should briefly explain the percentage and composition of the fringe benefit structure and whether the budgeted fringe benefits represent an exception to standard policy.

- **Equipment:** Equipment rental or leasing required to implement the project such as a backhoe. Purchase of equipment less than \$5,000 per unit if it is more cost effective than renting or leasing. At least one quote should be uploaded to the bid submission for any equipment purchase more than \$1,000.
- **Travel:** Project related travel costs for staff travel from normal work location to project site. Mileage will be reimbursed at the current federal rate. Note that consultants should include travel in the overall cost proposal and not bill the grantee separately.
- **Other:** Materials and supplies directly related to the project, such as signage, trees, shrubs (shrub plantings must be no more than 10% of project site), herbicide, stakes, weed mats, fencing, tree tubes and other tree protection. Costs associated with establishment of a planted tree during the commissioning period (~1 year) are eligible. Educational resources, such as training, that enables DPW, tree board members and volunteers to do their work are allowed.

b) Budget Costs NOT Eligible

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

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 Guidelines and Bid Instructions document.

Step 1: Bid and Project Eligibility Determination

Bidders should carefully review the pass/fail eligibility criteria, evaluation criteria in this document to avoid bid disqualification. **Be sure to upload all required documents appropriate question in the**

application in the SFS Grant Management System. Only one PDF can be uploaded in each location. Combine multiple documents into one PDF for each upload location.

1. **Applicant Contact Details:** – The bidder must include the following contact details:
 - a. Applicant Name (lead on project application)
 - b. Contact Name
 - c. Phone number
 - d. Email
 - e. Partner organizations, if applicable
 - Were the appropriate contact details uploaded? *Pass=Yes, Fail=No.*
2. **Practice Types:** Did the bidder identify eligible practices the project will implement - Afforestation/Reforestation; Forest Stand Restoration/ Competing Vegetation Control; and/or Deer Exclosure/Fencing? *Pass=Yes, Fail=No.*
3. **Bidder Type:** Is the bidder eligible per the Guidelines and Bid Instructions section 1.f) Eligible Bidders? *Pass=Yes, Fail=No.*
4. **Project Location:** Eligible projects must:
 - Be on non-federal public properties (i.e. state, county, municipal), privately owned land that is open to the public (i.e. preserves, land trusts, cemeteries); AND
 - Be within the boundaries identified by the [CoRe Grant eligibility map](#). Upload a map showing this. See Appendix 2 for methodology used to determine eligible project areas; AND
 - be shown on a clearly labeled map(s) identifying:
 - The boundaries of the desired project area (location of the property or properties the project area is located on,
 - a north arrow,
 - a legend,
 - aerial imagery,
 - a scale,
 - and an approximate location address for the site; AND
 - include ground truth photos of the proposed site.
 - Map(s) and photos must be uploaded. Only one PDF can be uploaded with each question. No hand drawn maps will be accepted.
 - Were the appropriate maps and photos uploaded? *Pass=Yes, Fail=No*
5. **Ownership/Site Permission:** Did the bidder provide appropriate documentation regarding owner consent of the project as per the following criteria?
 - If the project area is owned by the bidder, nothing needs to be uploaded.
 - If the project area is not owned by the bidder, a municipal endorsement, or an agreement or letter giving permission for the project to be conducted by the bidder and signed by the owner, must be uploaded as one PDF. *Pass=Yes, Fail=No.*
6. **Field Evaluation:** A DEC Forester will visit the project location as part of the bid evaluation. Confirm the DEC Forester is allowed access to the project area(s). *Pass=Yes, Fail=No.*
7. **Other funding:** Is the proposed project already receiving funds from another New York State or federal assistance program for the same activities as those being proposed in this application? *Note: this is the only Eligibility question in which a Pass=No, Fail=Yes*
8. **Practice plan template:** Did the bidder upload a completed practice plan template, including eligible project activities? *Pass=Yes, Fail=No*
9. **Long-Term Maintenance Plan:** Did the bidder upload a long-term maintenance plan for the project? *Pass=Yes, Fail=No*
10. **Tree species approval:** Did the bidder upload proof of tree and plant list approval by an appropriate professional such as a DEC forester, or other natural resource professional? *Pass=Yes, Fail=No*

11. **Project Estimates:** Has the bidder uploaded at least one estimate for each expense greater than \$1,000 (purchase of trees, consultant/contractor, equipment) on letterhead with company address and credentials? *Pass=Yes, Fail=No*
12. **Use of a Forester, Certified Arborist and Natural Resource Professionals.** Will the project be overseen, guided, administered, or completed by a forester, certified arborist or natural resource professionals?
- A forester can be used for all practices. A forester means an individual who has earned an associate's or higher degree in a program recognized by the Society of American Foresters, or who possesses qualifications for the practice of forestry essentially equivalent to those possessed by a graduate of a school of forestry in a degree program recognized by the Society of American Foresters. Foresters who are currently on DEC's Cooperating Forester List and/or who are qualified to write 480a plans and submit prescriptions are prequalified and do not need to upload additional qualifications. Please provide name of the forester in the dialog box below. For foresters not on the DEC Cooperating Forester List or who do not work with 480a, please upload a CV document into a January 2023 15 single .pdf in the SFS Grant Management System. The Cooperating Forester List can be found at:
https://www.dec.ny.gov/docs/lands_forests_pdf/cooplist.pdf.
 - A certified arborist or other natural resource professional can be used for all practices if they can demonstrate that they have at least 8 years of applicable experience in the past 10 years. Otherwise, they will be limited to establishing new forest areas under the Afforestation/Reforestation practice and for establishing deer protection around new forest areas under the Deer Exclosure practice. Qualified persons will need to have knowledge or experience in tree species selection and planting techniques for bare root and containerized. A certified arborist can be found at [https://nysarborists.com/for-everyone/find-an-](https://nysarborists.com/for-everyone/find-an-arborist) arborist. For other natural resource professionals, a Curriculum Vitae (CV) is required and should include relevant education and project experience to successfully guide, administer or complete a project to establish new forest areas. If using a certified arborist, please submit name and the International Society of Arboriculture Certification Number in text box. For other natural resource professionals, please upload a CV document in a single .pdf in the SFS Grant Management System.
13. **Time Frame:** Does the bidder verify that the applied for project can be completed within five years? *Pass=Yes, Fail=No*
14. **Sexual Harassment (Attachment S):** Has Bidder signed and uploaded the Sexual Harassment Prevention Certification form or uploaded a signed statement detailing the reasons why the certification cannot be made? *Pass=Yes, Fail=No*
- Bidders are required to sign and upload the Sexual Harassment Prevention Certification form or upload a signed statement with their application detailing the reasons why the certification cannot be made, as an attachment in the SFS Grants Management System.
 - If the bidder has no employees, certify the second section. Locate the Certification form in the SFS Grant Management System.
 - Upload the signed Sexual Harassment Prevention Certificate in the SFS Grant Management System.
15. **Executive Order No. 16:** Has Bidder signed and uploaded the Executive Order No. 16 Certification form with their application? *Pass=Yes, Fail=No*
- This Order provides that "all Affected State Entities are directed to refrain from entering into any new contract or renewing any existing contract with an entity conducting business operations in Russia." See the Guidelines and Bid Instructions for more information.
 - Bidders responding to this solicitation are required to complete and submit the form entitled "Certification Under Executive Order No. 16 Prohibiting State Agencies and

Authorities from Contracting with Businesses Conducting Business in Russia”, located in the SFS Grant Management System.

16. **Attachment G:** Has Bidder signed and submitted the Gender-Based Violence and the Workplace Certification form? *Pass=Yes, Fail=No*

- 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.
- 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.

Step 2: Project Evaluation, Scoring and Selection

Bids that pass the eligibility pass/fail review will receive a technical and cost evaluation review by a DEC review panel. All eligible bids will be individually evaluated and scored by at least 3 technical review team members. **Be sure to upload all additional documents for scoring to the appropriate question in the application.** Bids will be evaluated and scored (total possible points =100) based on the following criteria:

Project Details

17. Project description, planning, and timeline

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

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

(A) The project outlines a meaningful and clear need for the described project to preserve and/or enhance the natural areas of the community. Relevant	22 pts.
--	---------

stakeholders are informed, consulted, and involved. The timeline is equally realistic, as ambitious, and thoroughly provides for the long-term maintenance of the project.	
(B) The project sufficiently addresses stated needs to preserve and/or enhance the natural areas of the community. Relevant stakeholders are informed and consulted. The timeline is realistic and ambitious in some capacity but maybe unbalanced, and long-term maintenance of the project is considered.	16 pts.
(C) The project attempts but incompletely addresses stated needs to preserve and/or enhance the natural areas of the community. Relevant stakeholders are informed. The timeline is either not realistic or not ambitious, and long-term maintenance of the project is maybe considered, or minimally.	10 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, and/or long-term maintenance is not considered.	0 pts.

18. Number of Trees to be Planted

In support of the Governor's statewide initiative to plant 25 million trees by 2033, points will be awarded to projects that demonstrate a significant amount of tree planting (not counting shrubs) as a component. How many trees will be planted in this project?

	Containerized Stock	Bare Root Stock	
(A)	1,001 or more	5,001 or more	10 pts.
(B)	501-1,000	2,501-5,000	8 pts.
(C)	100-500	500-2,500	6 pts.
(D)	1-99	1-499	3 pts.

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

19. 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.) when possible and/or appropriate. 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. All projects shall have a groundbreaking ceremony announcing the start of the project.

(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.

20. Long-term Planning

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

(A) The bidder clearly demonstrates long-term planning for the sustainability and protection of planted trees following the grant period.	10 pts.
(B) The bidder's long-term plan adequately demonstrates long-term planning for the sustainability and protection of planted trees following the grant period.	6 pts.
(C) The bidder does not adequately demonstrate long-term planning for the sustainability and protection of planted trees following the grant period.	0 pts.

21. Tree Equity Score

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

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

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

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

22. Disadvantaged Communities

Is the project in a disadvantaged community? Disadvantaged community maps have been developed under the 2019 NYS Climate Act and are to be referenced to determine this criterion. To access these maps, use the DECinfo Locator at <https://dec.ny.gov/maps/interactive-maps/decinfo-locator>. After launching the Locator, click on the DEC Information Layers tab on the left side of the map, then click Environmental Quality and then the Public Involvement tab. Check the box for Disadvantaged Communities (DAC) only. Then navigate to the project site. Use the Tools tab to print the map or take a screen shot. Upload a copy of the map showing the project area in relation to the DAC in the Disadvantaged Communities question of the SFS Grant Management System.

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

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

Work Plan

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

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

The workplan contains 3 sections, which are all required:

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

Note: The Project Summary and Project Details 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 project, use the Project Summary to describe the entire project. It may be helpful to copy and paste the answers from the previous questions. This section becomes part of the awardee contract. Details that should be included are listed below:

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

(A) The bidder's work, objectives, performance measures and all deliverables and expenses indicate an executable project that will have significant reforestation impact.	6 pts.
(B) The bidder's work, objectives, performance measures and all deliverables and expenses indicate an executable project that will have a modest reforestation impact.	3 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 bidder to support the project. Describe the knowledge, skills, and/or experience that both the bidder and key staff members possess to successfully implement the proposed project.

(A) The bidder has clearly documented they have the organizational capacity and experience to execute the proposed project successfully.	4 pts.
(B) The bidder has provided good information about their organizational capacity and experience to execute the project, but some information is missing or more detail is needed.	2 pts.
(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. *This section becomes part of the awardee contract.* See the Workplan – Project Details worksheet in the Guidelines and Bid Instructions.

(A) The objectives, tasks and performance measures cover all project deliverables and expenses.	6 pts.
(B) The objectives, tasks and performance measures cover most deliverables and expenses.	3 pts.
(C) The objectives, tasks and performance measures are missing some important deliverables or expenses.	1 pts.
(D) The objectives, tasks and performance measures provided little or no information	0 pts.

Cost Effectiveness

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

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

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.	14 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.	8 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.

9. Method of Award

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

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

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

10. Grant Program Reporting

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

Tree Tracker Tool: Grant recipients must report the total number of trees planted as a result of their funded project utilizing the 25 Million Trees Initiative's online [Tree Tracker Tool](#). Recipients will be expected to enter the total number of tree stems planted, the location of planted trees, the start/end dates of the planting efforts associated with their project, the species of trees planted, the size of the trees planted (seedlings, saplings, young trees, or mature trees), and where plant material was sourced from (a nursery, etc.). Photos will also be requested.

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

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

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

Quarterly and Final Reports must include:

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

11. 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 NYS 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 an NYS Contract for Grants within 60 - 90 days from the time of their award notification. Failure to submit timely required NYS Contract for Grants documents could cause a bidder to lose their grant award. Bidders should review and be

prepared to comply with all NYS Contract for Grants terms and conditions should grant funding be awarded. The Contract and attachments include:

- NYS Contract for Grants Grants Face Page
- NYS Contract for Grants Standard Terms and Conditions (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 A-3 Federally Funded Grant Terms and Conditions (optional)
- Attachment B-1 Expenditure Based Budget (project expense categories and detail)
- Attachment C Work Plan (project objectives, tasks and performance measures)
- Attachment D Payment and Reporting Schedule (claims for reimbursement and grant reporting provisions)

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

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

I. Insurance Requirements

Contractor will be required to carry appropriate insurance as specified in the NYS Contract for Grants , 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.

c) 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>.

d) 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 MCG, Attachment A-2 Program Specific Terms and Conditions.

e) 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 Master Contract for Grants (MCG) agree, in addition to any other nondiscrimination provision of the MCG 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 MCG - 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 0%

Commodities – up to 0%

Services/Technologies –up to 0%

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

f) 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 0% of the contract amount to New York State Certified Service-Disabled Veteran-Owned Businesses (SDVOBs), for purposes of providing meaningful participation by SDVOBs.

The contractor is required to complete and submit a SDVOB Utilization Plan detailing how the contractor intends to meet the SDVOB goal. In addition, the contractor must complete and submit quarterly compliance reports detailing the amount spent on SDVOBs in the previous quarter. 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

g) 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.

h) 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>.

i) Signage

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

j) 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.

k. Tree Material

DEC may substitute tree material itemized in bid applications with equivalent tree material acquired, grown, or otherwise obtained by DEC. Substitutions will be made prior to contract award. To the greatest extent practicable, substitutions will only be applied to bids that include the largest quantity of trees and bidders that mutually agree to the substitution. In such instances, DEC may arrange to provide such tree material in lieu of the grantee's purchase of such material, consistent with the grant work plan. For example:

- Trees may be obtained by the grantee but may be selected for funding by a third party under a separate agreement with DEC. In this case, the grant contract will not cover the cost of trees and the grantee will be reimbursed by the third party for the purchase of trees, however, the grant contract will continue to govern the installation of the trees and all other aspects of the project.
- Trees may be obtained by DEC under a direct contract with a private tree nursery.
- Trees may be grown by the NY State Tree Nursery

Tree material provided by DEC shall be subject to inspection and approval by the Grantee upon delivery, after which the Grantee shall assume full responsibility for tree planting, care, condition, and survival in accordance with RFA requirements for tree seedling survival.

12. Grant Program Payment

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

Advance payments of up to 25% of the awarded grant amount may be available to not-for-profit grantees once a NYS Contract for Grants has been fully approved by all applicable State agencies. Municipalities are not eligible to receive advance payments under State Finance Law. Quarterly Expenditure Reports, detailed by object of expense as defined in the NYS Contract for Grants Attachment B-1 Expenditure Based Budget, may accompany the quarterly Narrative Reports, no later than 30 days from the end of the calendar quarter. Expenditure reports must correlate to subsequent vouchers submitted for payment. Quarterly MCG payment reimbursement requests will be accepted prior to submission of a final closeout reimbursement request.

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

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

End.

Appendix 1. 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	skylar.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	Ben Thomas	benjamin.thomas@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.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

Appendix 2. CoRe Eligibility Map Methodology

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

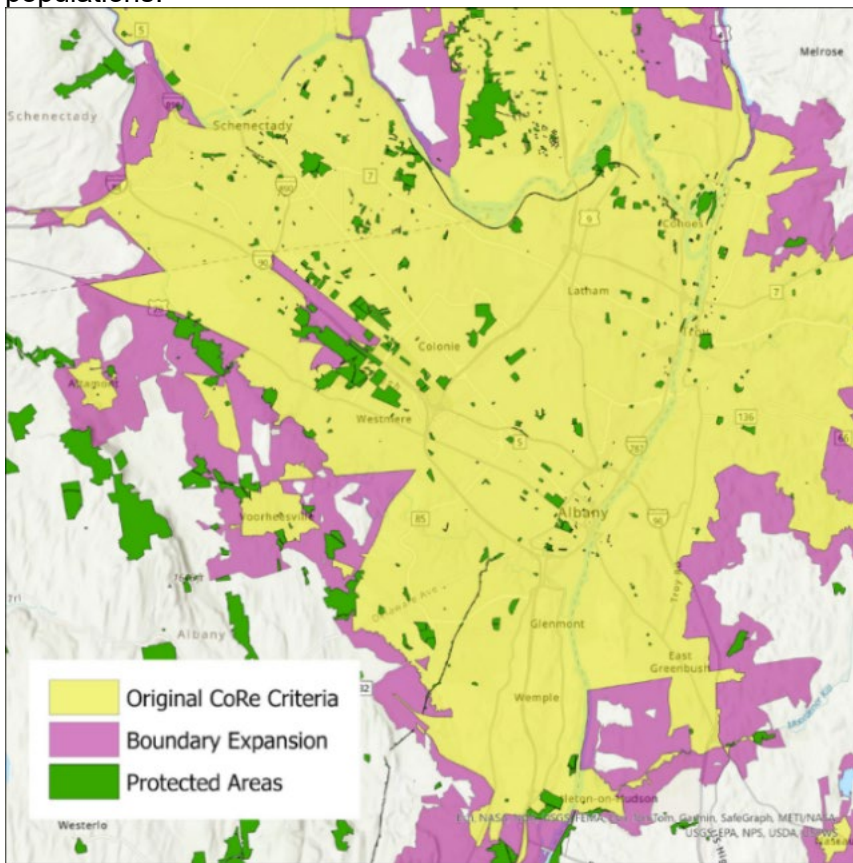


Figure 1: The final qualifying area boundary is drawn in pink. The original qualifying boundary, yellow, included only Census tracts designated as “Urban Areas” and tracts with a high population density, was expanded by one Census block to include the areas in pink.

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

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

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

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

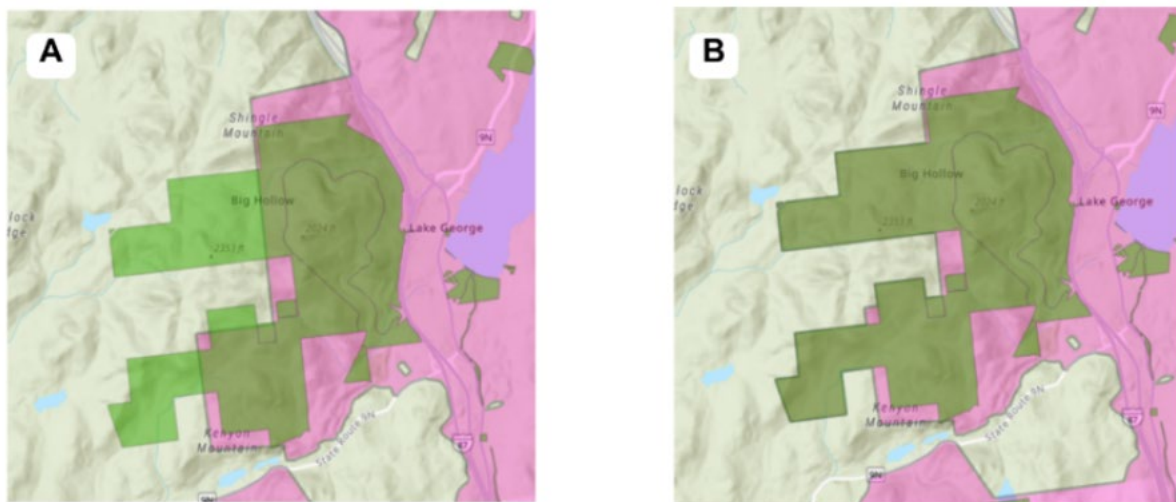


Figure 2: Image A shows an example protected area that, after the initial boundary was expanded by one Census block, more than 50% of the area fell within the boundary edge. Image B shows the inclusion of the entire protected area into the final boundary expansion.

During the first round of the CoRe grant offering, DEC was informed that many Indian nations and tribes are historically underrepresented in the U.S. Census, and thus their community’s demographic data is not reflected in subsequent analyses that rely on Census Data, including the CoRe Eligibility Map.

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 are already considered eligible applicants. If an Indian nation or tribe is not included as having eligible land on the CoRe Eligibility Map but has in-house population data that contradicts their exclusion in this version of the map and believes they should be considered geographically eligible, they are encouraged to reach out to DEC with said data.

APPENDIX 3- EXPENDITURE BASE BUDGET

EXPENDITURE BASED BUDGET EXAMPLE SUMMARY

CATEGORY OF EXPENSE	GRANT FUNDS	MATCH FUNDS	MATCH PERCENTAGE	OTHER FUNDS	TOTAL FUNDS
1) Personal Services					
a) SALARY	\$157,500.00	\$0.00	0%	\$0.00	\$157,500.00
b) FRINGE	\$47,250.00	\$0.00	0%	\$0.00	\$47,250.00
Subtotal	\$204,750.00	\$0.00	0%	\$0.00	\$204,750.00
2) Non-Personal Services					
a) CONTRACTUAL	\$1,865,529.00	\$0.00	0%	\$0.00	\$1,865,529.00
b) TRAVEL	\$4,004.00	\$0.00	0%	\$0.00	\$4,004.00
c) EQUIPMENT	\$0.00	\$0.00	0%	\$0.00	\$0.00
d) SPACE/PROPERTY RENT	\$0.00	\$0.00	0%	\$0.00	\$0.00
e) SPACE/PROPERTY OWN	\$0.00	\$0.00	0%	\$0.00	\$0.00
f) UTILITIES	\$0.00	\$0.00	0%	\$0.00	\$0.00
g) OPERATING EXPENSES	\$0.00	\$0.00	0%	\$0.00	\$0.00
h) OTHER	\$5,800.00	\$0.00	0%	\$0.00	\$5,800.00
Subtotal	\$1,875,333.00	\$0.00	0%	\$0.00	\$1,875,333.00
Total	\$2,080,083.00	\$0.00	0%	\$0.00	\$2,080,083.00

PERSONAL SERVICES DETAIL

SALARY									
POSITION TITLE	ANNUALIZED SALARY PER POSITION	STANDARD WORK WEEK (HOURS)	PERCENT OF EFFORT FUNDED	NUMBER OF MONTHS FUNDED	GRANT FUNDS	MATCH FUNDS	MATCH PERCENTAGE	OTHER FUNDS	TOTAL FUNDS
1. NATURAL AREAS	\$63,000.00	36.25	50.00	60.00	\$157,500.00	\$0.00	0%	\$0.00	\$157,500.00
MANAGER									
Sub Total					\$157,500.00	\$0.00	0%	\$0.00	\$157,500.00
FRINGE									
TYPE/DESCRIPTION									
1. Fringe					\$47,250.00	\$0.00	0%	\$0.00	\$47,250.00
@30%									
Sub Total					\$47,250.00	\$0.00	0%	\$0.00	\$47,250.00
Personal Services Total					\$204,750.00	\$0.00	0%	\$0.00	\$204,750.00

SALARY JUSTIFICATION

1. Type/ Description of Salary: Natural Areas Manager

Oversees the City of Pleasantville Natural Areas. Will manage project, be the liaison to all contractors involved, provide coordination of volunteers, communicate with stakeholders and present at meetings.

SAMPLE

NON-PERSONAL SERVICES DETAIL- CONTRACTUAL SERVICES

CONTRACTUAL TYPE/DESCRIPTION	GRANT FUNDS	MATCH FUNDS	MATCH PERCENTAGE	OTHER FUNDS	TOTAL FUNDS
1. Contract Agroforestry Specialist (subcontractor TBD as of 4/26/2026)	\$214,004.00	\$0.00	0%	\$0.00	\$214,004.00
2. Site preparation (subcontractor TBD as of 4/26/2026)	\$1,084,760.00	\$0.00	0%	\$0.00	\$1,084,760.00
3. Hydroseeding	\$6,720.00	\$0.00	0%	\$0.00	\$6,720.00
4. Fence Installation	\$41,106.00	\$0.00	0%	\$0.00	\$41,106.00
5.	\$0.00	\$0.00	0%	\$0.00	\$0.00
6. Volunteer Recruitment Coordinator	\$168,000.00	\$0.00	0%	\$0.00	\$168,000.00
7. Fence repair	\$25,150.00	\$0.00	0%	\$0.00	\$25,150.00
8. Contract Planting	\$146,740.00	\$0.00	0%	\$0.00	\$146,740.00
9. Plants for volunteers	\$52,549.00	\$0.00	0%	\$0.00	\$52,549.00
10. After Care Planting	\$126,500.00	\$0.00	0%	\$0.00	\$126,500.00
Total	\$1,865,529.00	\$0.00	0%	\$0.00	\$1,865,529.00

CONTRACTUAL SERVICES JUSTIFICATION

1. Contract Agroforestry Specialist for planting design, outreach, education & info development 50% FTE @ 75,000 ADMIN
2. Site preparation: Tree felling, girdling/forestry mulching/herbicide treatments (CONTRACTOR) Quote by Bigg Dogg Tree Service
3. Hydroseeding for erosion control and competing vegetation - (Soil & Water Conservation District, DEC WQIP rate \$840 for sites over 1 acre) - Quote by SWCD
4. Fence Installation: (17,337 linear feet / 330 feet x \$430 per 330' ft of deer buster fence x 161 hours to install x \$115/crew hour) (OEC contract rate for one crew hour + purchase of Deer Buster fence - price online).
- 5.
6. Volunteer coordinator that recruits, organizes trains and educates enough volunteers to plant 1,620 trees and weed 3 x per year for 3 years 70% FTE \$50,000 * per year x 4 years + 20% fringe (\$10,000/yr) (FICA, Workers Comp) - estimated volunteer resource pool to recruit is at least 200 individuals.
7. Fence repair (40 hours per year over 5 years x 330' of repair per year across all sites x \$430 per 330' feet of fence) x \$115 per crew our. (LTC established contract rate per crew hour
8. Contract planting 2,200 trees by Love of Trees Corp (Planted in years 2 & 3) - pay items 4g., 4h., 4j. Based on 2024 contract rates x 6% escalation for 2025
 - i. 70% 3-gallon container (1,540 x \$80/tree)*
 - ii. 20% 1-gallon container (440 x \$40/tree)*
 - iii. 10% 5" x 5" x 8" Tree Band (220 x \$27/tree)*
9. Plants for volunteer planting of 1,620 trees through events organized by volunteer coordinator (planted in years 2 & 3) - tree band to 3 gallon plants
 - i. 45% 3-gallon container (1000 x \$24.27/tree)* - Trees Inc. estimate
 - ii. 20% 3-gallon container Grafted Nut trees (440 x \$44.27/tree)* - Trees Inc. estimate
10. After-planting care (weeding) of 2,200 trees by workforce (weed 1-foot radius/ tree, 18 trees/hour/crew; 183 hours @ \$115/hr per crew x 3 weedings x 3 years (\$42,167/yr
 - i. 20% 1-gallon container (440 x \$15/tree)* - Trees Inc. estimate
 - ii. 10% 5" x 5" x 8" Tree Band (220 x \$10/tree)* - Webb Nursery Estimate

NON-PERSONAL SERVICES DETAIL – TRAVEL

TRAVEL TYPE/DESCRIPTION	GRANT FUNDS	MATCH FUNDS	MATCH PERCENTAGE	OTHER FUNDS	TOTAL FUNDS
1. Mile to project site - Agroforestry Specialist	\$4,004.00	\$0.00	0%	\$0.00	\$4,004.00
Total	\$4,004.00	\$0.00	0%	\$0.00	\$4,004.00

TRAVEL NARRATIVE

Travel Rate @ 0.70 cents per mile; estimated 1,430 miles x 4 years

NON-PERSONAL SERVICES DETAIL – Other

OTHER TYPE/DESCRIPTION	GRANT FUNDS	MATCH FUNDS	MATCH PERCENTAGE	OTHER FUNDS	TOTAL FUNDS
1. Tools, printing and materials	\$5,800.00	\$0.00	0%	\$0.00	\$5,800.00
Total	\$5,800.00	\$0.00	0%	\$0.00	\$5,800.00

OTHER NARRATIVE

Miscellaneous tools and materials for planning (colored flags, clip boards, etc) and hand tools and related materials as needed plus printing needs over life of project. No one thing will cost more than \$1,000.

APPENDIX 4- SAMPLE WORK PLAN AND OBJECTIVES WORKSHEET

SAMPLE WORK PLAN SUMMARY

A. Project Vision & Goals: This project will conduct Forest Stand Restoration & Competing Vegetation Control practices across 8 sites, totaling 38.4 acres. Our goal is to transform these neglected sites into growing, ecologically healthy forests that are cherished resources for the residents that live by them.

B. Restoration Practices: Because these sites are existing forests, removing unwanted invasive species prior to planting will be the primary task (and expense). To preserve desirable habitat features on these sites, contractors will forestry mulch 40 to 75% of the forest floor while key habitat features, snags and other features will be preserved. We will cut down and buck up 50 to 75% of trees and girdle the remaining. Girdled trees will be future snags that are gradually removed as they become unsafe. At time of girdling, we will reduce canopy width to reduce the amount of future risk in these trees.

C. Project Management & Implementation: The Forestry Division at Parks will oversee this project working in collaboration with many partners including our primary contractual partner Love of TreesCorps (OEC). Numerous other collaborators will also be involved.

Parks will hire a full-time Natural Areas Manager (this grant will cover half their salary) to provide project oversight and compliance. Parks will issue an RFP for *Public Outreach and Education* including coordination of stakeholder engagement, public input process, planting plans, and creation of education and training materials. Public engagement is very important as it turns residents into advocates, recruiters and volunteers that become committed to the project.

D. Project Size: A total of 8 sites ranging from 1.8 acres to 11.4 acres have been selected for this opportunity. The total acreage to be site prepped and planted is 38.2 acres. Sites were selected due to management issues at the site or future impacts or improvements planned at or near sites.

Sites 1, 2 and 3 are all small forest patches on the southside that have continuous illegal dumping issues and hazardous tree issues impacting adjacent neighbors. **Sites 4, 5, 6** are adjacent to what will become part of the 4-mile long Creekwalk extension in 3 to 5 years. **Site 7**, Jones Park, our largest site is a forested drumlin with a remnant oak hickory stand invaded by buckthorn, privet, vines black locust, European cherry, Norway maple and tree of heaven. A new water main is going to be installed in the heart of this forest, cutting a 40-foot-wide path up the hillside. This disturbance is certain to accelerate the spread of invasives. **Site 8**, Ned Barley Park, is the forest in the worst condition in the area with lowest tree equity score. The site is overrun by vines while areas out of view are experiencing human habitation and illegal dumping.

E. Planting Rates: A total of 3,820 trees will be planted (100 trees/acre) over 85% container, 10% tree band (like a 1-gallon container) and 5% large caliper bare-root. An estimated 57% of trees will be planted via a workforce program (Love of Trees Corps) and 43% will be planted by volunteers through recruitment and coordination efforts. The ratios of 57% of workforce and 43% volunteers to complete work applies to after-care (weeding) as well.

F. Site Preparation will include forestry mulching of stands of small invasive trees and wood less than 8" to create access and to expand planting areas. About half of the large invasive trees will be cut down, bucked up and tops mulched while others will be girdled for future snags.

G. Stakeholder Engagement/Public Input/Design and Education: This project will start with stakeholder engagement and public input. Every forest patch is adjacent to homes and business. Every property owner next to project and stakeholders in the area will be notified of the project through door-to-door outreach and flyers posted at local business and city social media directing people to public meetings to discuss project goals. Meetings will review nature of removals, herbicide treatments, species to be planted and the need for volunteers. Edible, forageable trees and shrubs will comprise 50% of plantings. Education and training materials will be developed to educate people of all ages to identify, pick and process these tree products. We believe the ability to forage will create the strongest connection to these forests. The food forest aspect of our proposal builds on five years of doing the same work as proposed.

These elements will either be implemented through our existing contract with Love of Trees Corps or a project scope will be put bid out to bid. An estimate of these costs is provided by Tree Top Works who have served as the design and coordination consultant for the Pleasantville Urban Food Forest Project.

Timeline of Activities

Time frame	Task Number & Description Sections
Oct 2026	Award Announcement
Jan 2027	Contract is executed
Feb- Apr 2027	Park issues request for bid for site and an RFP (1) securing community-based organization to organize stakeholder meetings, planting design, and volunteer education and training.
May - Jun 2027	Award contracts
Jun - Nov 2027	Community based org facilitates stakeholder Engagement for first 4 projects meetings plus design charettes. Sections 1, 2, 3, 7
Jan - Apr 2028	Tree care contractor completes hazard tree and invasive removals, erosion control and hydro-seeding. Sections 1, 2, 3, 7

Jun 2028	First planting design review for internally then for stakeholders. Sections 1, 2, 3, 7	
Jun - Aug 2028	Install fences. Sections 1, 2, 3 7	
Jun 2028	First herbicide applications after removals. Section 1, 2, 3, 7	
Aug - Sep 2028	Apply 2nd herbicide then hydroseeding where killed by herbicide (if needed). Sections 1, 2, 3, 7	
Sep - Nov 2028	Planting: 40% volunteer & 60% conservation corps contract (1,820 trees total) - spill over to May 2027 if needed. Sections 1, 2, 3, 7	
Aug - Nov 2028	Community based org facilitates stakeholder Engagement for second round of projects - meetings plus design charettes. Section 4, 5, 6, 8	
Winter 2028-2029	Fence monitoring & repair. Sections 1, 2, 3, 7	
Jan - Apr 2029	Tree care contractor completes hazard tree and invasive removals, erosion control and hydro-seeding. Section 4, 5, 6, 8	
Apr - May 2029	Complete any unfinished plantings from Fall 2028. Sections 1, 2, 3, 7	
May - Aug 2029	Survival assessment, competing vegetation monitoring and maintenance including fence maintenance by LTC and Volunteers. Sections 1, 2, 3, 7	
Jun 2029	Second planting design review for internally then for stakeholders for new project sites. Section 4, 5, 6, 8	
Jun 2029	For second round of sites: First herbicide applications after removals. Section 4, 5, 6, 8	
Jun - Aug 2029	Install fences. Sections 4, 5, 6, 8	
Aug - Sep 2029	Apply 2nd herbicide then hydroseeding where killed by herbicide (if needed). Section	
4, 5, 6, 8		
Sep - Nov 2029	Planting: 40% volunteer & 60% conservation corps contract (2,020 trees total) - spill over to May 2027 if needed. Section 4, 5, 6, 8	

Winter 2029- 2030	Fence monitoring & repair	All Sections
Apr - May 2030	Complete any unfinished plantings from Fall 2028	Section 4, 5, 6, 8
May - Aug 2030	Survival assessment, competing vegetation monitoring and maintenance including fence maintenance by LTC and Volunteers.	All Sections
Sep - Nov 2030	Replant mortality loss plus herbaceous infill supported by Parks Capital dollars.	All Sections
May - Aug 2031	Survival assessment, competing vegetation monitoring and maintenance including fence maintenance by LTC and Volunteers.	All Sections
Sep - Nov 2031	Replant mortality loss plus herbaceous infill supported by Parks Capital dollars.	All Sections
May - Aug 2032	Survival assessment, competing vegetation monitoring and maintenance including fence maintenance by LTC and Volunteers.	All Sections
Sep - Nov 2032	Replant mortality loss plus herbaceous infill supported by Parks Capital dollars.	All Sections
2032 to 2042	Incorporate maintenance into operations budgets	All sections

EXAMPLE OBJECTIVES, PERFORMANCE MEASURES AND TASKS

Objective
1 Issue request for bid and request for proposal for site preparation and Design/Stakeholder engagement/Volunteer stewardship coordinator - Competitively bid contract with 2 one-year renewals
Task
1.1 Write bid spec - release bid - Forestry mulch invasive species patches and cut down and ring invasive trees as marked
Performance Measures
1.1.1 Award contract - First round of sites will be marked and scheduled for work
Objective
2 Stakeholder Engagement and Public Input - Sections 1, 2, 3 and 7
Task
2.1 Go door to door to inform neighbors of project sites about upcoming plans -
Performance Measures
2.1.1 Every resident is talked to or left with information about public meeting to be held.
Task
2.2 Contact key stakeholders (e.g. schools, neighborhood associations) in neighborhood -
Performance Measures
2.2.1 Hold Groundbreaking ceremony with partners, local leaders and key stakeholders.
2.2.2 Stakeholders receive information about project and made aware of public meeting.
Task
2.3 Hold public meetings - Valley, Southside, Northside and Eastside Neighborhood Planning meetings
Performance Measures
2.3.1 Dates and locations selected for meetings.
Objective
3 Site preparation - Sections 1, 2, 3 and 7
Task
3.1 Mark sites 1 month prior to work commencing - What trees to cut down, what trees to girdle, what areas to forestry mulch, what areas to leave untouched
Performance Measures
3.1.1 Site is clearly marked for review with contractor.
Task
3.2 Walk sites with contractor to clarify scope of work -
Performance Measures
3.2.1 Work is done to expectation.
Task
3.3 Apply herbicide in June and September - Sections 1, 2, 3 and 7
Performance Measures
3.3.1 Proper herbicide is applied to plants to be killed.
3.3.2 Good level of control is realized after application.
Task
3.4 Hydro-seeding as needed for erosion control on exposed slopes - Ecological seed mix
Performance Measures
3.4.1 Good coverage of grasses to prevent soil erosion.
Task
3.5 Apply third round of herbicide the following June if necessary -
Performance Measures
3.5.1 Remaining invasive species are killed after third treatment.
Objective
4 Planting design review by public - Sections 1, 2, 3 and 7

Task
4.1 Share planting plan with all who attended public meetings -
Performance Measures
4.1.1 Feedback is positive and input incorporated into planting plans as feasible.
Objective
5 Install deer exclosures - Sections 1, 2, 3 and 7
Task
5.1 Mark perimeter to be fenced one month prior to work and confirm linear feet of fence to be ordered -
Performance Measures
5.1.1 Site is clearly marked and easy to find by installer.
5.1.2 The right amount of fence is ordered.
Objective
6 Planting - Sections 1, 2, 3 and 7
Task
6.1 Plants are ordered 3 to 4 months ahead of time to ensure desired plants are available -
Performance Measures
6.1.1 Minimal substitutions are needed at time of order and delivery.
Task
6.2 Mark planting areas with color coded flags 2 weeks prior to planting t -
Performance Measures
6.2.1 Planting plan is easy to understand by conservation corps and volunteers -
Objective
7 After-care - Sections 1, 2, 3 and 7
Task
7.1 Monitoring of sites after planting for weed control, tree tube or fence maintenance needs -
Performance Measures
7.1.1 Project manager has good awareness of maintenance needs and timing.
7.1.2 Good fence and tree tube monitoring results in minimal browse by deer.
Task
7.2 Develop schedule for conservation corps and volunteers to ensure well-timed weed control -
Performance Measures
7.2.1 Weeding happens while plants are manageable in size.
7.2.2 Timing of weeding and number of touches is adequate so that trees growth is not impacted.
Objective
8 Repeat Site Prep, Fencing, Planting and After-Care - Sections 4, 5, 6 and 8
Task
8.1 The pattern of outreach, input, site prep, fence install, planting and after-care matches that of first round of projects -
Performance Measures
8.1.1 Neighbors and stakeholder input is heard and incorporated into projects -
8.1.2 Good site preparation and competing vegetation control is realized prior to planting -
8.1.3 Planting plans are completed in expected time frames -
Objective
9 Long-Term Planning - All Sections
Task
9.1 Incorporate into budget costs to ensure good maintenance of trees, monitoring of invasives, and condition of fence -
Performance Measures
9.1.1 Good survival and growth of trees planted.
9.1.2 100 trees per acre maintained through timely planting to replace trees that have died.
9.1.3 Minimal to no invasive species/competing vegetation control.

Appendix 5:Community Reforestation (CoRe) Practice Template

Bidders for the 2026 Community Reforestation (CoRe) Grant opportunity must complete a project workplan to outline their proposed project forest practices. This template is to be included in the Additional Documents section of SFS Grant Management System by all bidders. Questions about the template can be sent to the Urban Forestry team at urbanforestry@dec.ny.gov.

INSTRUCTIONS

Section 1. General Information

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

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

Section 2. Current Forest Stand Conditions

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

Reference:

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>

Section 2. Current Forest Stand Conditions			
	Variable	Description	Values or Units
1	Unique Site/ Stand ID	Unique identifier that remains connected to the Site/ Stand during future monitoring	
2	Inventory/ Assessment Date	Date data was collected	MM/DD/YYYY
3	Acreage	Size of the stand to nearest 1/10 th acre	Acres
4	Forest Cover Type	Forest cover type that is categorized by dominant tree species, climate, and structure	
5	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)
6	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)

Section 2. Current Forest Stand Conditions			
	Variable	Description	Values or Units
7	Basal Area	The cross-sectional area of all stems in a stand measured at breast height	Square Feet/ acre
8	Trees per Acre	The number of standing trees that are found on an acre of land. All stems >1"	
9	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
10	Estimated Canopy Height	Estimated canopy height for dominant and co-dominant tree	Feet
11	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
12	Invasive Species	Provide common name of each noxious and invasive plant species present	
13	Deer Browse	Is there evidence of deer browse	Yes/ No
14	Maintenance recommendation	Stand maintenance recommendation	Afforestation/ Reforestation Forest Stand Restoration/ Competing Vegetation Control Deer Exclosure

Section 3. Afforestation/Reforestation Practice

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

Section 3. Afforestation/Reforestation Practice- Table 1			
Current Site Conditions for Natural Area to be Planted			
	<i>Variable</i>	<i>Description</i>	<i>Values or Units</i>
1	Unique Site/ Stand ID	Unique identifier that remains connected to the Site/ Stand during future monitoring	
2	Stand/ Field Acreage	Size of the stand to nearest 1/10 th acre	Acres
3	Total Acreage to be Planted	Size of the stand to be planted to nearest 1/10 th acre	Acres
4	Soil Type	Identify the U.S. Geological Type(s) symbol.	Soil information can be found online via the Web Soil Survey app
5	Slope Percentage	Average slope percentage across the stand/ field	Percent
6	Aspect	Direction a stand/ field faces relative to the cardinal points	North Northeast Northwest South

Section 3. Afforestation/Reforestation Practice- Table 1			
Current Site Conditions for Natural Area to be Planted			
	Variable	Description	Values or Units
			Southeast Southwest East West
7	Drainage	The ability of the stand's drainage system to remove excess water and maintain soil conditions favorable for tree growth	Well Drained Moderately Well Drained Poorly Drained
Light Conditions (Check One)			
8	Full Sun	The stand/field floor receives 5 or more hours of direct sunlight per day.	
9	Partial Sun	The stand/field floor receives 2-5 hours of direct sunlight per day.	
10	Shade	The stand/field floor receives less than 1 hour of direct sunlight per day.	
Site Preparation Needed (Estimated Acreage)			
11	Herbicide	Size of the stand to be treated by herbicide to nearest 1/10 th acre	Acres
12	Mowing	Size of the stand to be treated by mowing to nearest 1/10 th acre	Acres
13	Disking	Size of the stand to be treated by disking to nearest 1/10 th acre	Acres

Section 3. Afforestation/Reforestation Practice- Table 2			
Species Composition of NEW area planting / afforestation			
	<i>Variable</i>	<i>Description</i>	<i>Values or Units</i>
1	Unique Site/ Stand ID	Unique identifier that remains connected to the Site/ Stand during future monitoring	
2	Species	Trees to be planted by species	
3	Numbers of Trees to be Planted	Total number of trees being planted	
4	Bare Root/ Containerized	Breakdown of trees planted that are bare root and are containerized	Bare Root- Containerized-
Species Composition of SUPPLEMENTAL PLANTING/ reforestation area			
5	Unique Site/ Stand ID	Unique identifier that remains connected to the Site/ Stand during future monitoring	
6	Species	Trees to be planted by species	

Section 3. Afforestation/Reforestation Practice- Table 2			
Species Composition of NEW area planting / afforestation			
	<i>Variable</i>	<i>Description</i>	<i>Values or Units</i>
7	Numbers of Trees to be Planted	Total number of trees being planted	
8	Bare Root/ Containerized	Breakdown of trees planted that are bare root and are containerized	Bare Root- Containerized-

Section 4. Forest Stand Restoration & Competing Vegetation Control

Please describe any forest stand restoration and/or control of competing vegetation proposed for the project site. Projects that involve vegetation control require that bidders provide supporting documentation of control methods in the form of peer-reviewed research (i.e. articles cited in scientific journals, fact sheets) by attaching them to this template for upload into the Required Documents page of SFS Grants Management.

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

Section 4. Forest Stand Restoration/ Competing Vegetation Control Practice			
	<i>Variable</i>	<i>Description</i>	<i>Values or Units</i>
1	Unique Site/ Stand ID	Unique identifier that remains connected to the Site/ Stand during future monitoring	
2	Stand/ Field Acreage	Size of the stand to nearest 1/10 th acre	Acres
3	Acres Treated by Mechanical	Size of the area to be treated by mechanical means to nearest 1/10 th acre	Acres
4	Type of Mechanical Treatment	Type of mechanical treatment that will be used to control target vegetation	Hand Pulling Mowing Felling
5	Acres Treated by Chemical	Size of the area to be treated by chemical means to nearest 1/10 th acre	Acres
6	Type of Chemical Treatment	Type of chemical treatment that will be used to control target vegetation	Broadcast Direct Cut Stump Basal Hack & Squirt
7	Target Vegetation	List of target vegetation by species	
8	Season Timing	Time of year the treatments will be occurring	Spring Summer Fall Winter
9	Number of Follow Up Treatments Anticipated	Number of follow up treatments that are anticipated to control the target vegetation	

Section 5. Deer Exclosure

Please describe any deer exclosure proposed for the project site.

Section 5. Deer Exclosure Practice			
	Variable	Description	Values or Units
1	Unique Site/ Stand ID	Unique identifier that remains connected to the Site/ Stand during future monitoring	
2	Type of Exclosure	Material being used (welded wire, polyfence, etc.)	
3	Planned Area for Protection	Size of the area to be protected to nearest 1/10 th acre	Acres
4	Perimeter of Exclosure	Length of the exclosure to the nearest foot	Feet
5	Fence Height	Height of the exclosure to the nearest foot	Feet

Section 1. General Information

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

Section 2. Current Forest Stand Conditions

[illegible]

Section 3. Afforestation/Reforestation Practice

Table 1

[illegible]

Section 3. Afforestation/Reforestation Practice

Table 2

Species Composition of NEW area planting / afforestation				Species Composition of SUPPLEMENTAL PLANTING/ reforestation area			
1	2	3	4	5	6	7	8
Unique Site/ Stand ID	Species	# of Trees to be Planted	Bare Root/ Containerized	Unique Site/ Stand ID	Species	# of Trees to be Planted	Bare Root/ Containerized

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

Section 4. Forest Stand Restoration/ Competing Vegetation Control Practice

1	2	3	4	5	6	7	8	9
Unique Site/ Stand ID	Stand/ Field Acreage	Acres Treated by Mechanical	Type of Mechanical Treatment	Acres Treated by Chemical	Type of Chemical Treatment	Target Vegetation	Season Timing	# of Follow Up Treatments Anticipated

Narrative Description of Treatments (optional)

Section 5. Deer Exclosure Practice

[illegible]