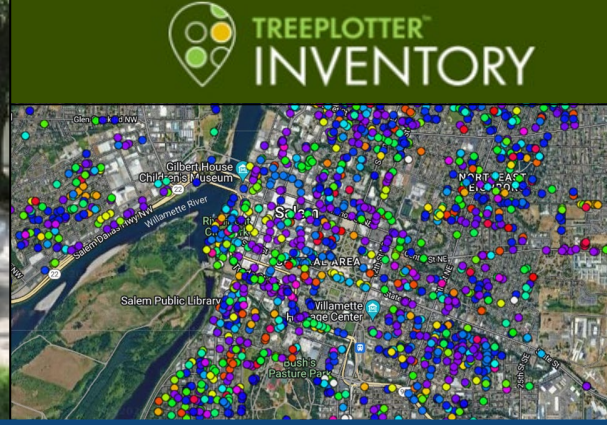


Urban & Community Forestry (UCF) Subaward Program: Registration & Application Webinar

July 24, 2024

Oregon Department of Forestry (ODF)
Urban & Community Forestry (UCF) Program

Housekeeping

Zoom ground rules:

- Safety Brief: Check your surroundings, identify trip hazards and emergency exits, and if driving please pull over or be in listening mode only.
- This meeting is being recorded.
- Closed captioning is available under "more".
- Please keep your videos off and microphones muted to minimize distraction.
- Please share your name, role, and organization in the chat.
- Post questions in the Q&A (may be under "more").
  - *Do not use chat for Q&A*
  - You can submit anonymously or with your name; choose what is comfortable for you.
  - If you have the same question, "like" with the “ 👍 ” to upvote the question.

Webinar Outline

- **Introduction to the UCF Grant Portal (35 minutes)**
  - Completing a registration
  - Completing an application
- **UCF Mapping Tool Tutorial (5 minutes)**
- **Q & A (15 minutes)**

UCF Grant Portal Registration

Accessing the UCF Grant Portal: Option 1

https://tinyurl.com/UCF-subaward-programs

Growing Equity: Urban and Community Forestry Subaward Programs

Senate Bill 762

About ODF

Board & committees

Fire

FOREST BENEFITS

About Oregon's forests

Urban forests

Growing Equity: Urban and Community Forestry Subaward Programs

Forest health

Tree care

Hiroshima peace trees

Climate change

Biomass

High value conservation areas

Announcement

Join the upcoming information session introducing the new online grant management system, WebGrants. The Wednesday, July 24, 2024, session will include instructions on how to register and apply while offering tips on navigating the system. All sessions are recorded and posted in the All-Entities sub-award program.

Click **HERE** to register and receive a link to the upcoming July session.

Background

The Oregon Department of Forestry (ODF) Urban & Community Forestry (UCF) received $26.6 million to stand up two subaward programs offering $10 million explicitly devoted to the nine Federally Recognized Tribes of Oregon, and $12.5 million available to all eligible

Online Grant Portal

- Registration instructions
- Application instructions

Grant assistance / Asistencia para subvenciones

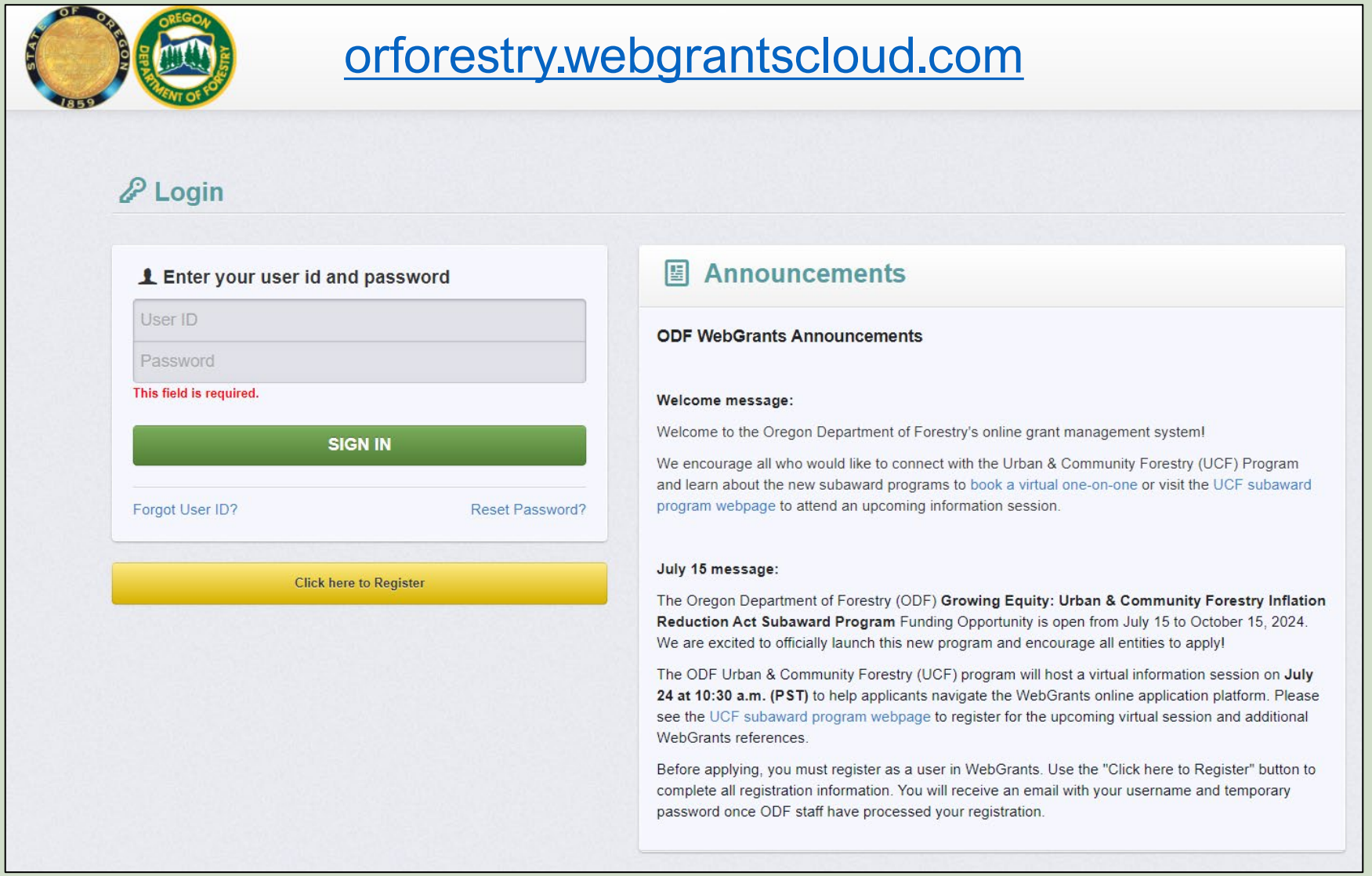
Need information in a different language or other assistance?

Use the translation tool in the corner of our webpage or sen with your request.

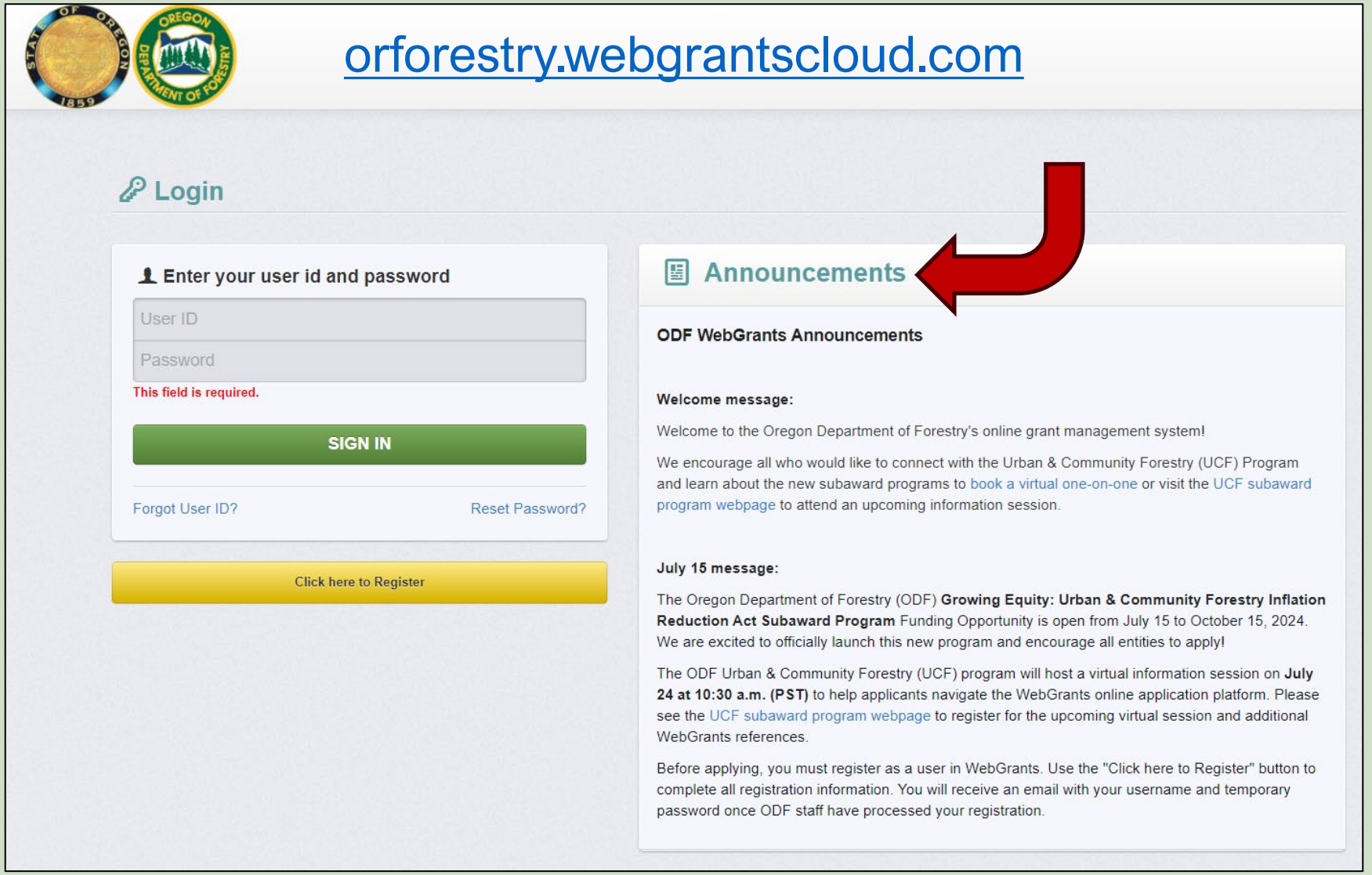
Complete the subaward assis to determine your eligibility an support needs. Additional app assistance may be available through NWEJC and registration assistance is avai through GCAP.

Accessing the UCF Grant Portal: Option 2

orforestry.webgrantscloud.com

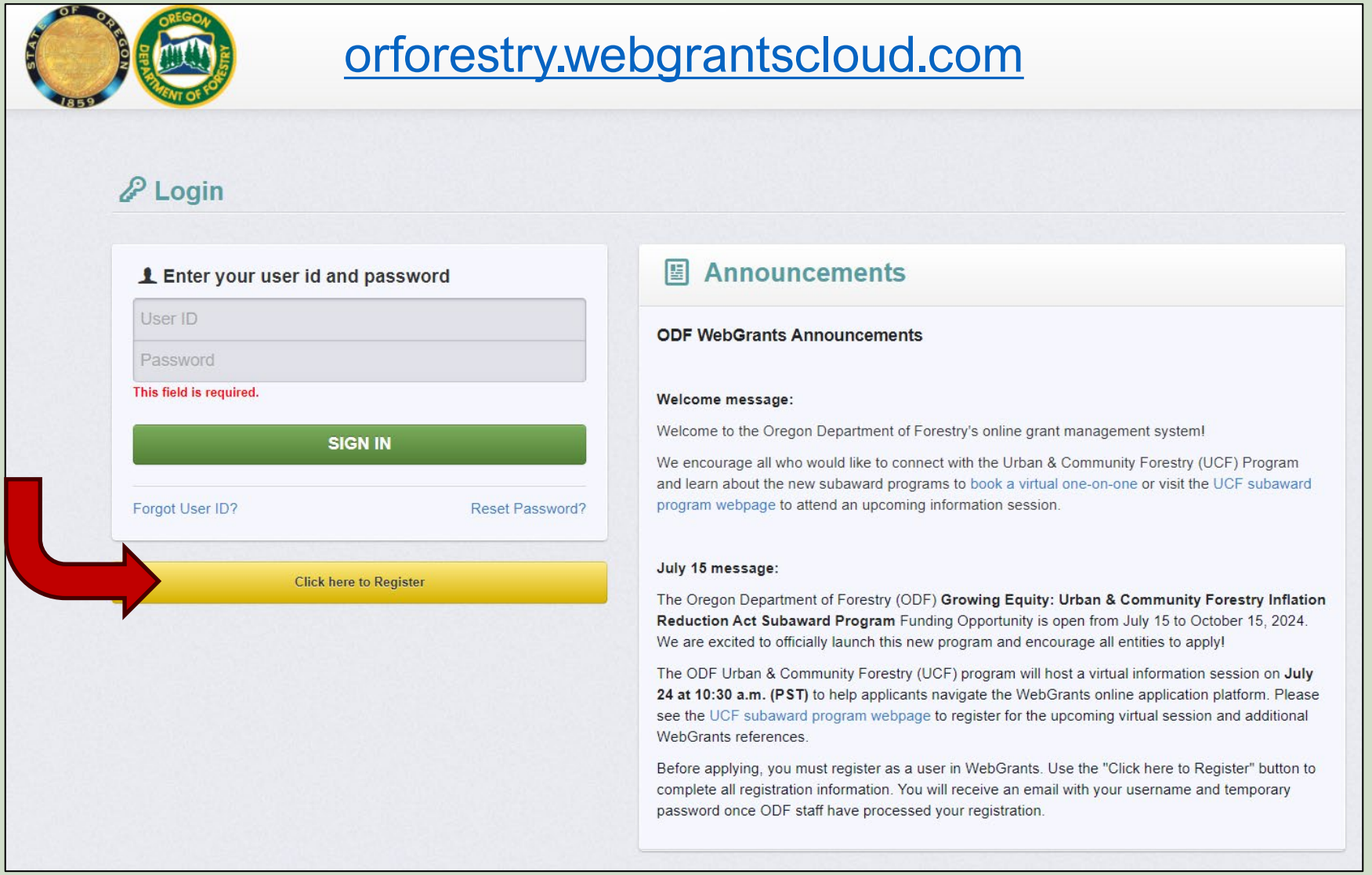


Accessing the UCF Grant Portal: Announcements

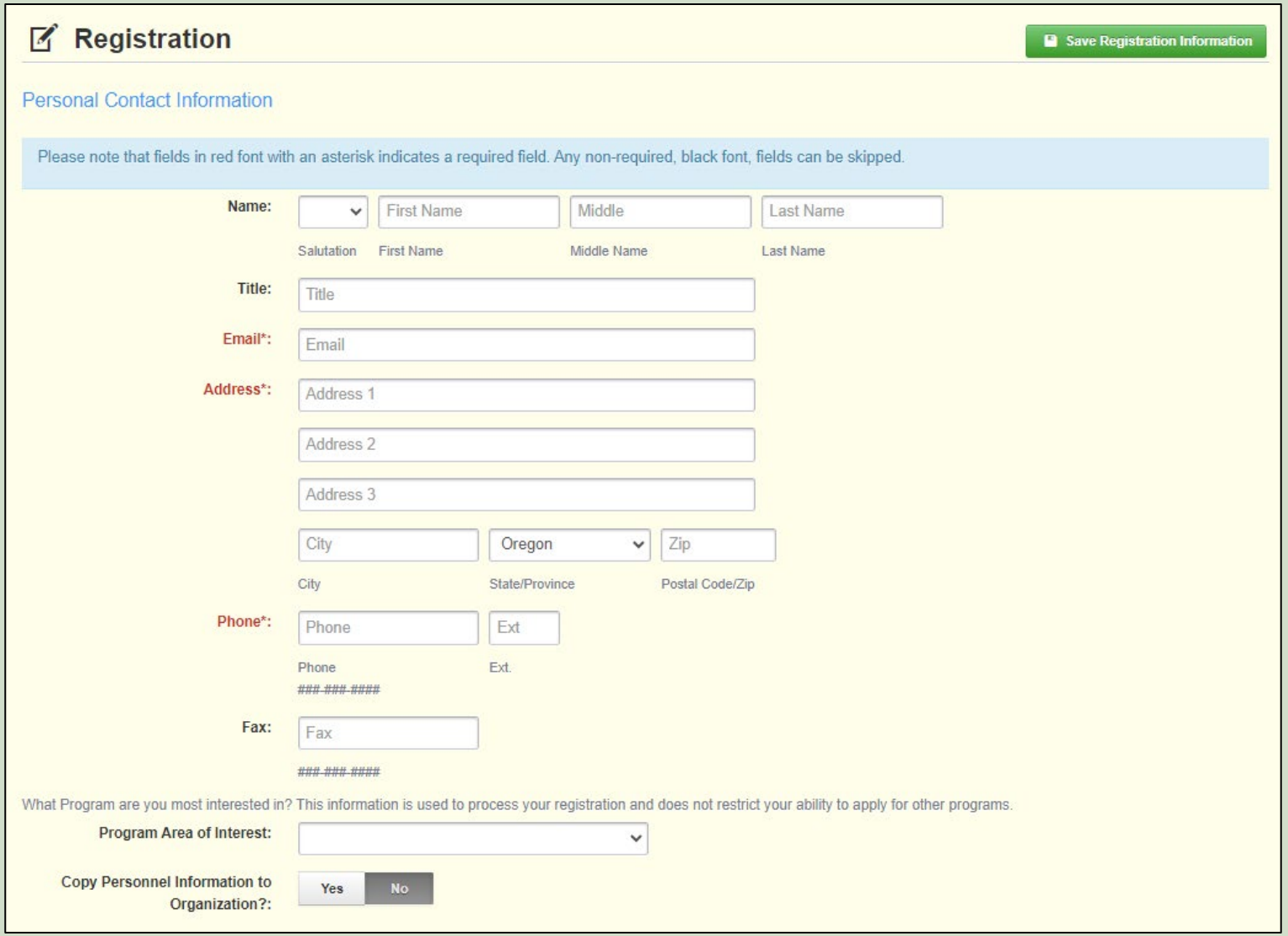


Accessing the UCF Grant Portal: Registration

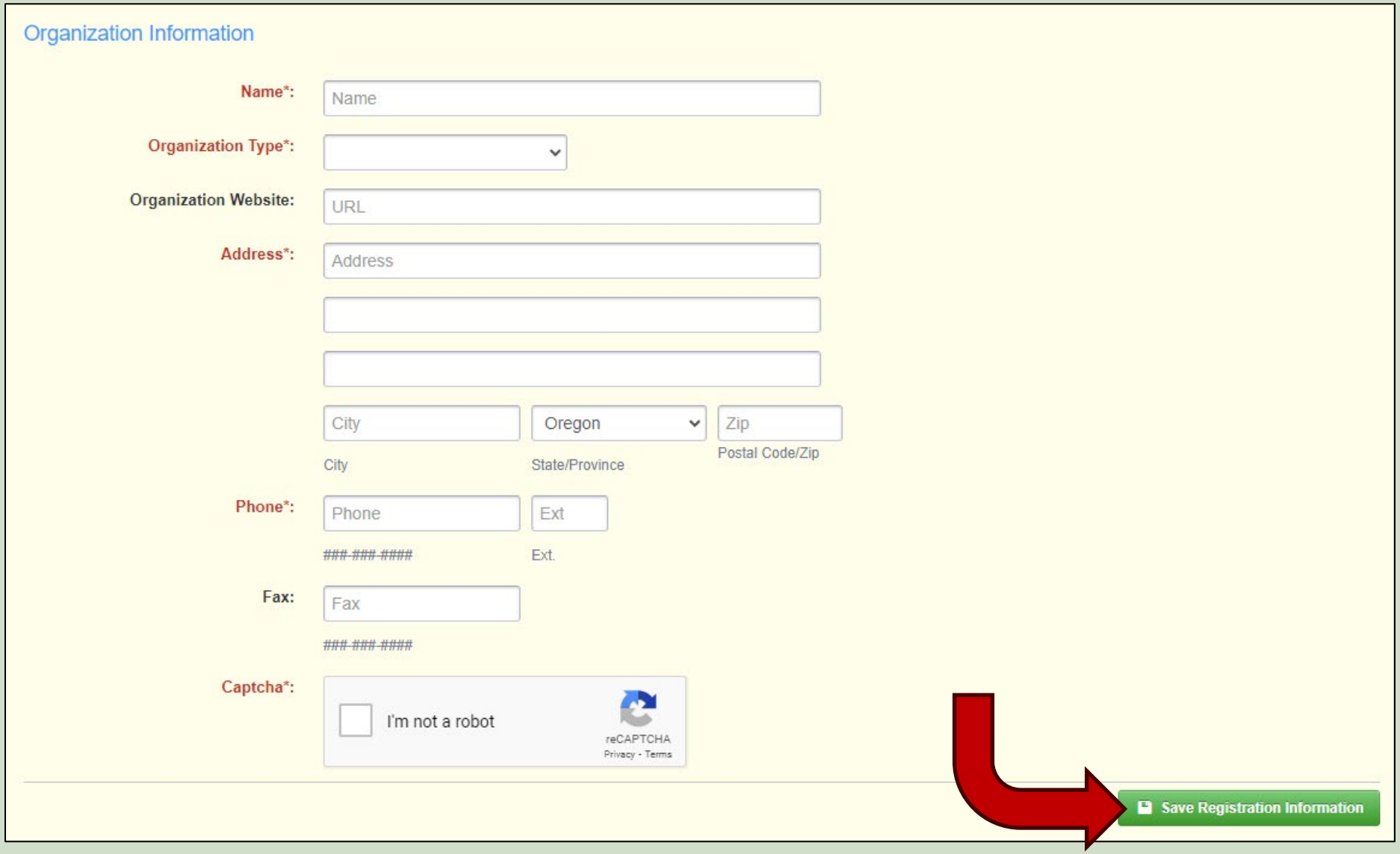
orforestry.webgrantscloud.com



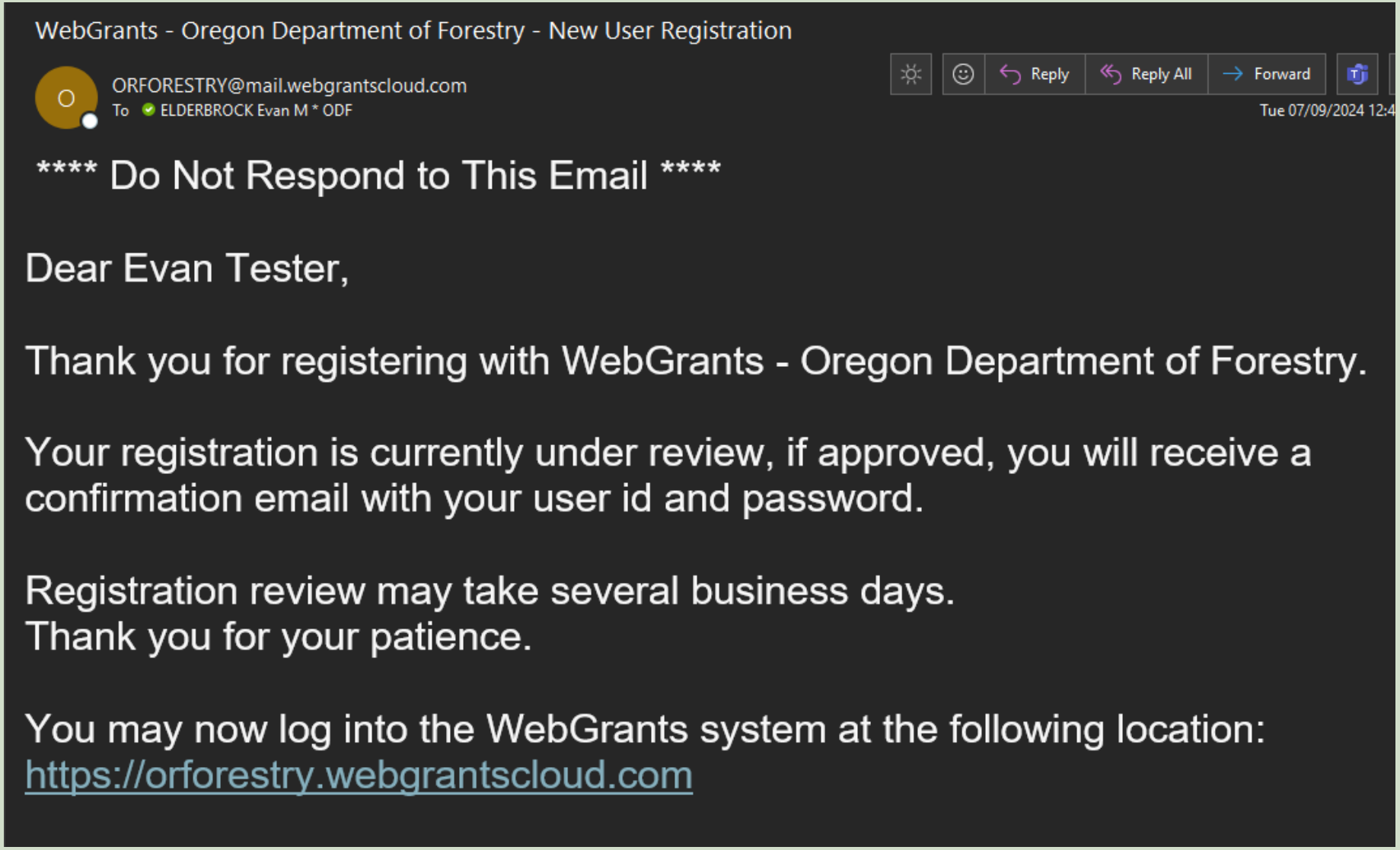
Registration: Personal Contact Information



Registration: Organization Information



Registration Confirmation Email



WebGrants - Oregon Department of Forestry - New User Registration

ORFORESTRY@mail.webgrantscloud.com
To ELDERBROCK Evan M * ODF

Reply | Reply All | Forward

Tue 07/09/2024 12:4

**** Do Not Respond to This Email ****

Dear Evan Tester,

Thank you for registering with WebGrants - Oregon Department of Forestry.

Your registration is currently under review, if approved, you will receive a confirmation email with your user id and password.

Registration review may take several business days.
Thank you for your patience.

You may now log into the WebGrants system at the following location:
https://orforestry.webgrantscloud.com

Registration User ID Email

WebGrants - Oregon Department of Forestry - Approved Registration

ORFORESTRY@mail.webgrantscloud.com
To ELDERBROCK Evan M * ODF

Reply | Reply All | Forward

Tue 07/09/2024 12:44 PM

**** Do Not Respond to This Email ****

Dear Evan Tester,

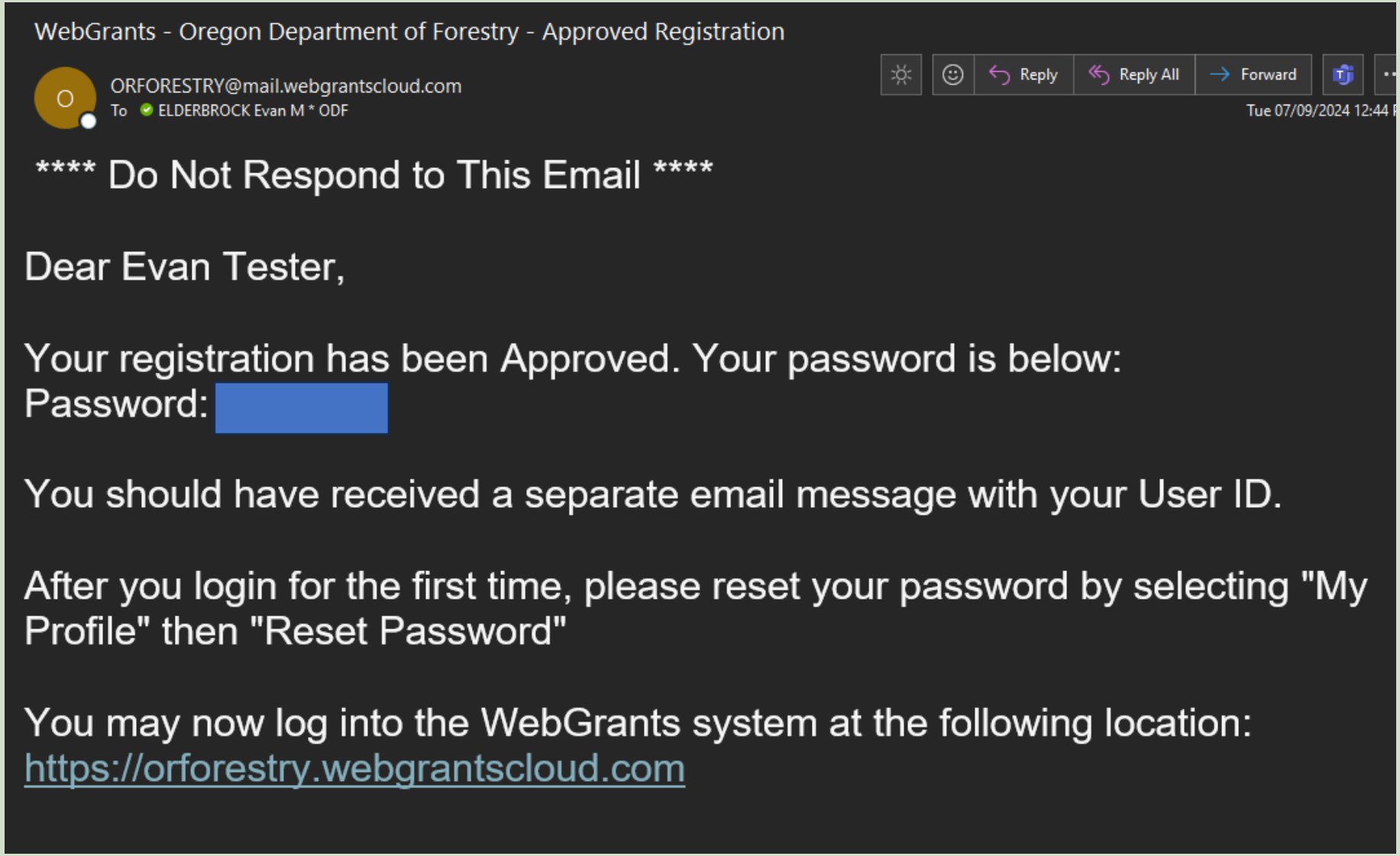
Your new registration with WebGrants - Oregon Department of Forestry has been Approved.

Your user id is below:
User id: [redacted]

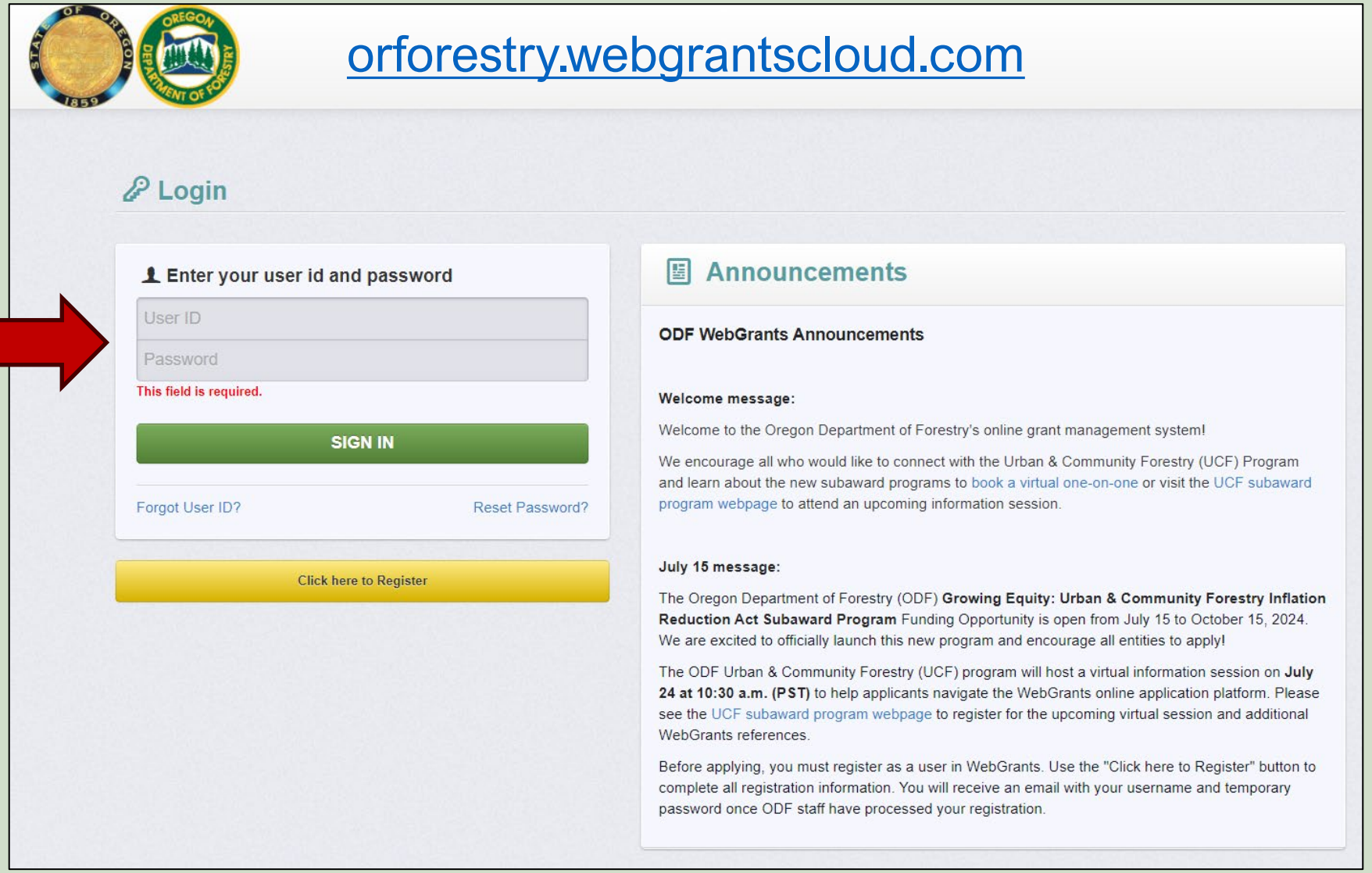
Your temporary password will be sent in a separate email.

You may now log into the WebGrants system at the following location:
https://orforestry.webgrantscloud.com

Registration User ID Email

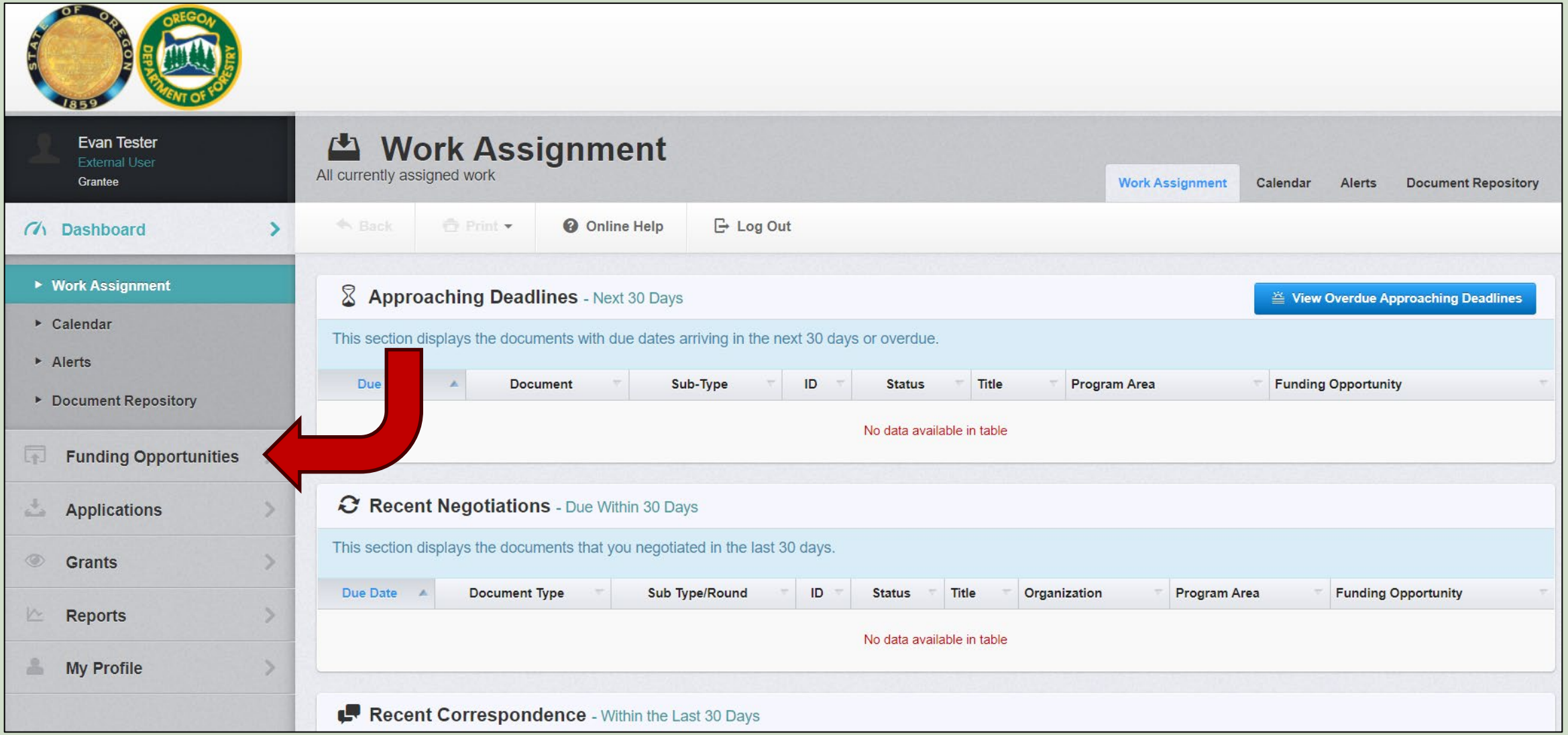


Logging In to the UCF Grant Portal

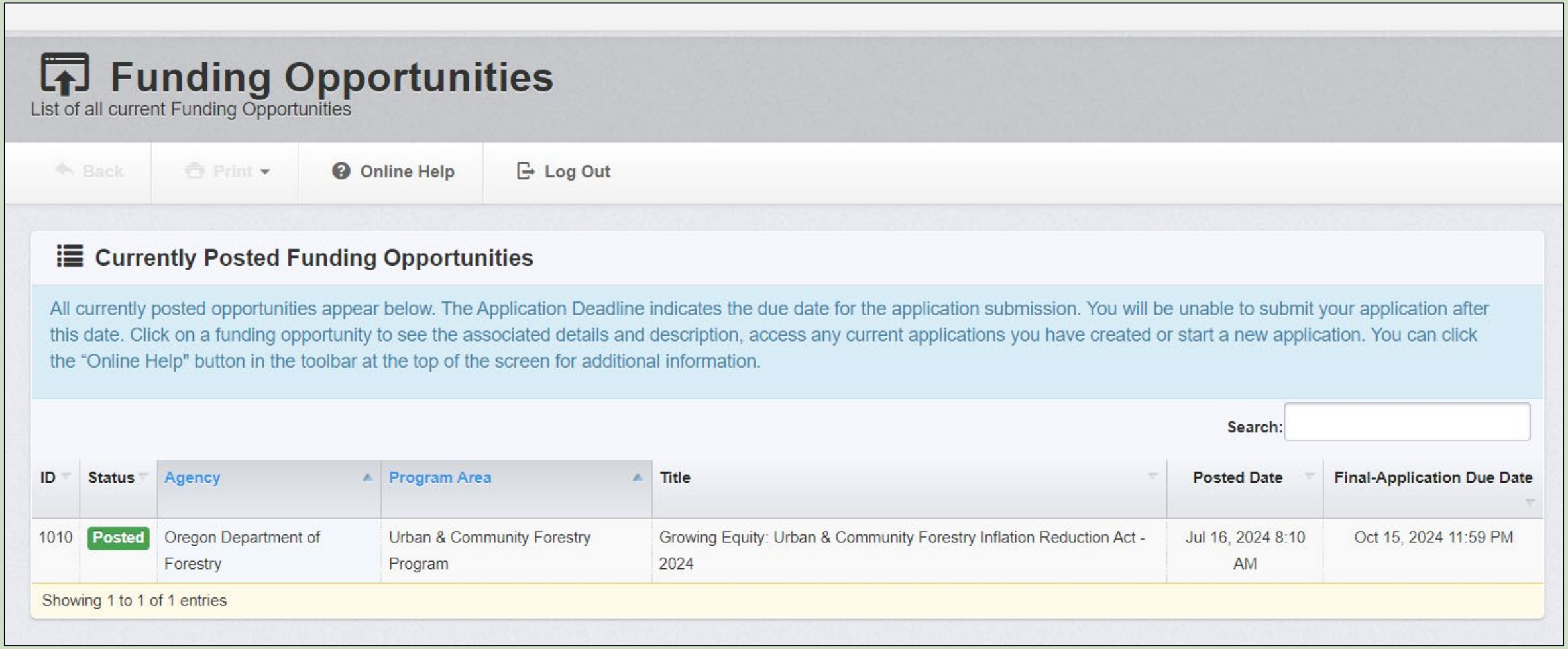


UCF Grant Application Tutorial

UCF Grant Portal: Home Screen



UCF Grant Portal: Posted Funding Opportunities



Funding Opportunities

List of all current Funding Opportunities

Back | Print | Online Help | Log Out

Currently Posted Funding Opportunities

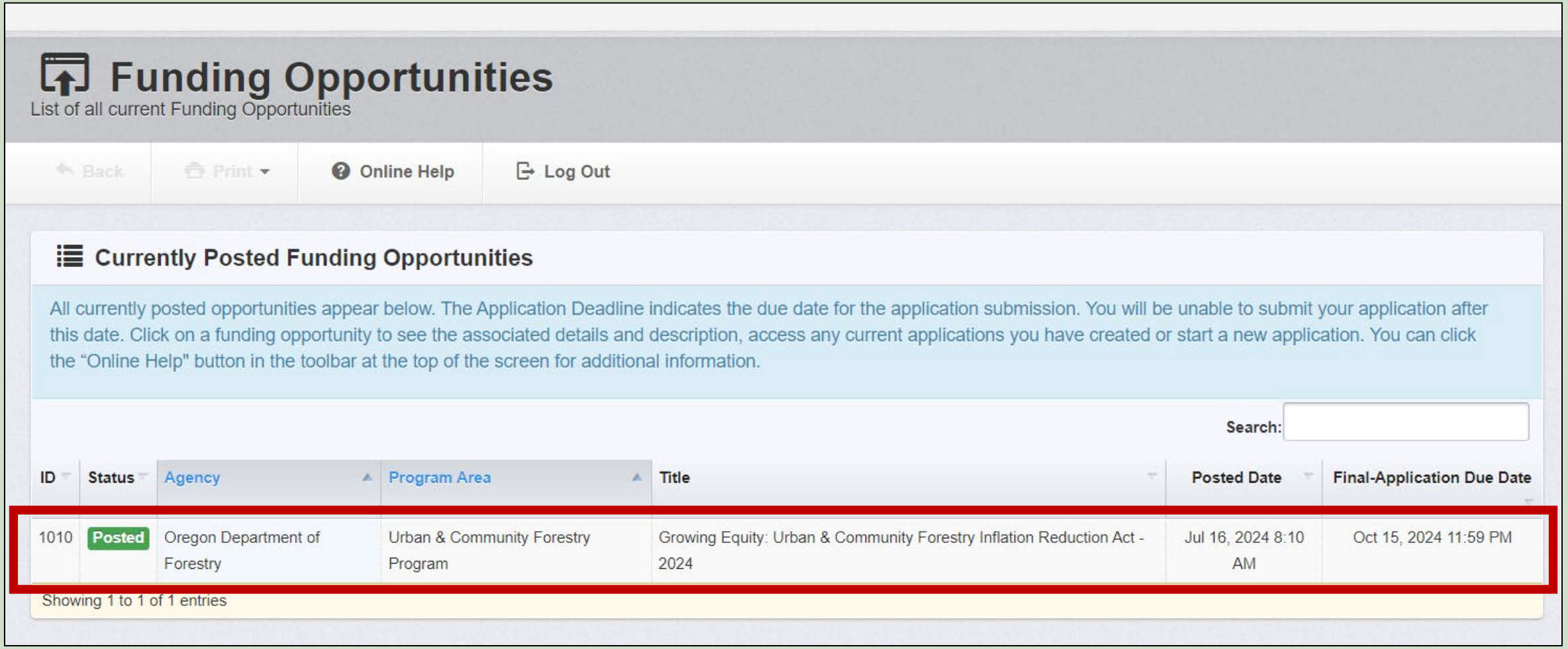
All currently posted opportunities appear below. The Application Deadline indicates the due date for the application submission. You will be unable to submit your application after this date. Click on a funding opportunity to see the associated details and description, access any current applications you have created or start a new application. You can click the “Online Help" button in the toolbar at the top of the screen for additional information.

Search:

ID	Status	Agency	Program Area	Title	Posted Date	Final-Application Due Date
1010	Posted	Oregon Department of Forestry	Urban & Community Forestry Program	Growing Equity: Urban & Community Forestry Inflation Reduction Act - 2024	Jul 16, 2024 8:10 AM	Oct 15, 2024 11:59 PM

Showing 1 to 1 of 1 entries

UCF Grant Portal: Posted Funding Opportunities



UCF Grant Portal: Funding Opportunity Details

Funding Opportunity Details

? Ask a Question | Copy Existing Application | Start New Application

1010 - Growing Equity: Urban & Community Forestry Inflation Reduction Act - 2024

Funding Opportunity Details

Urban & Community Forestry Program

Final Application Deadline: Oct 15, 2024 11:59 PM

Status:	Posted	**Program Officer:**	Hilary Olivos-Rood
Posted Date:	Jul 16, 2024 8:10 AM	**Phone:**	(971) 707-8946 x
Award Amount Range:	$10,000.00 - $750,000.00	**Email:**	Hilary.OLIVOS-ROOD@odf.oregon.gov
Project Dates:	-		
Award Announcement Date:			

Description

Description

Growing Equity: Urban & Community Forestry Inflation Reduction Act Subaward Program Funding Opportunity

Supported by Region 6 of the United States Forest Service (USFS) State, Private, and Tribal Forestry and the State of Oregon Department of Forestry (ODF)

SUMMARY INFORMATION

This Call for Proposals (CFP) is issued by ODF to identify and fund outstanding proposals that promote urban and community forest investment and tree equity in overburdened and underserved communities. Specifically, this subaward program will fund projects and programs in the areas of urban and community forest planning; tree propagation, planting, and maintenance; and forest-centered education, outreach, networking, workforce development, and storytelling. Eligible entities are invited to submit proposals that align with ODF's Urban & Community Forestry (UCF) Program's mission and subaward program priorities.

Proposal Submission Period: Proposals may be submitted, starting on July 15, 2024, to October 15, 2024 (11:59 p.m., PDT). We plan to announce a second Call for Proposals in 2025.

Funding Period: January 1, 2025 – September 1, 2028.

UCF Grant Portal: Funding Opportunity Details

SAM.gov Registration: In order to apply, the primary applicant must have an active registration in the system for award management (SAM.gov) and have a Unique Entity Identifier (UEI).

Geographic Eligibility: 100% of program/project benefits must go to 1) Federally recognized Tribes of Oregon, or 2) disadvantaged communities in Oregon, as defined by the Climate and Economic Justice Screening Tool (CJEST), the Environmental Protection Agency (EPA) IRA Mapping Tool, Title 1-A school campuses, or other government-sponsored vulnerability tools that are applicable to the scope of work to be performed in or for disadvantaged communities. The USFS and ODF UCF will have final approval on geographic eligibility for proposals using "other government-sponsored vulnerability tools". Proposals must include the tool(s) referenced to demonstrate the designation of the disadvantaged community your program/project will be serving. Please reach out to UCF Program if you are unsure whether your program/project proposal meets the geographic eligibility requirement.

Attachments

Attachments

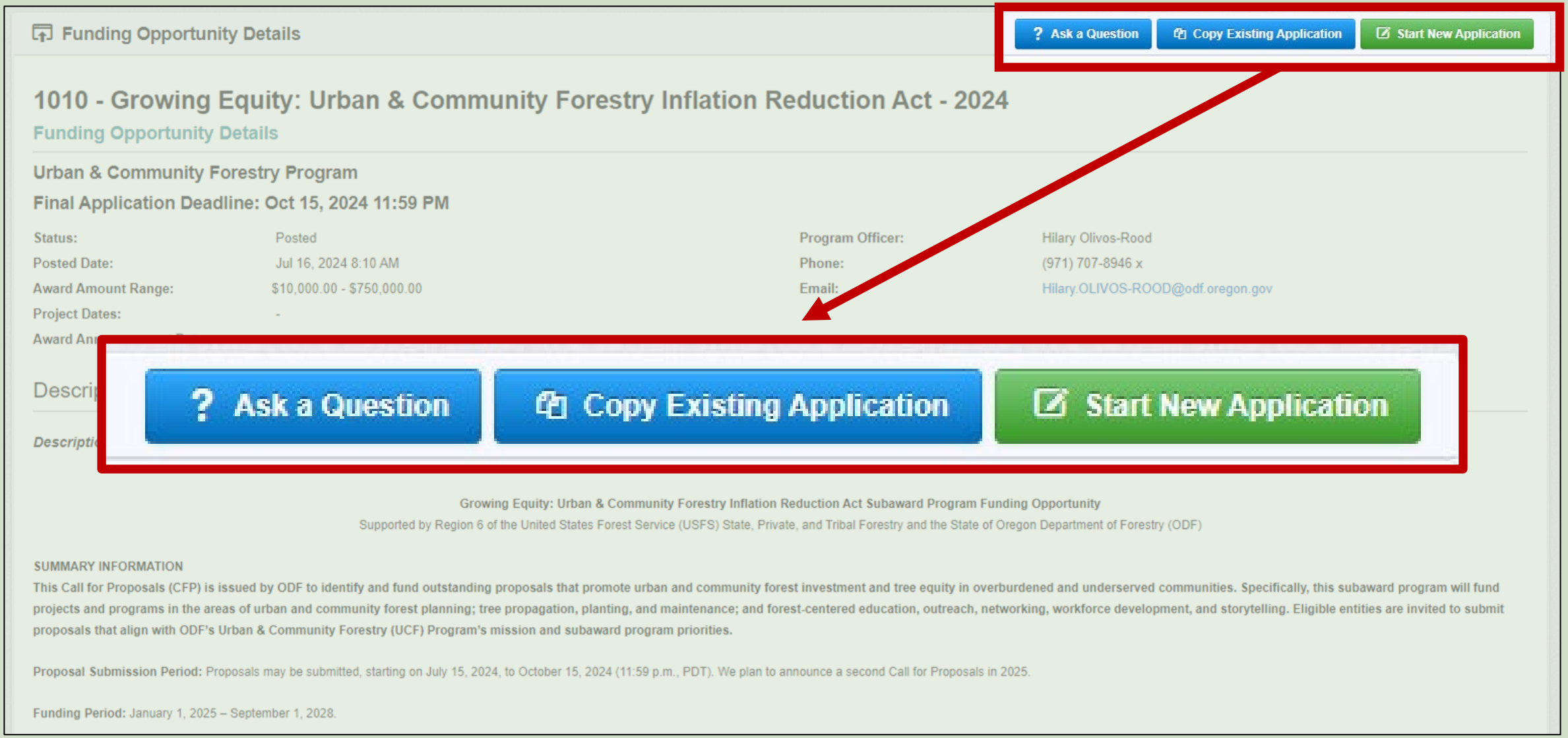
Description	File Name	Type	Size	Upload Date
Call for Proposals	odf-ucf-all-entities-call-for-proposals.pdf	pdf	1 MB	07/11/2024 09:32 AM
Frequently asked questions	odf-ucf-ira-faq.pdf	pdf	404 KB	07/10/2024 05:08 PM
Subaward Glossary	odf-ucf-subaward-glossary.pdf	pdf	265 KB	07/11/2024 09:30 AM

Website Links

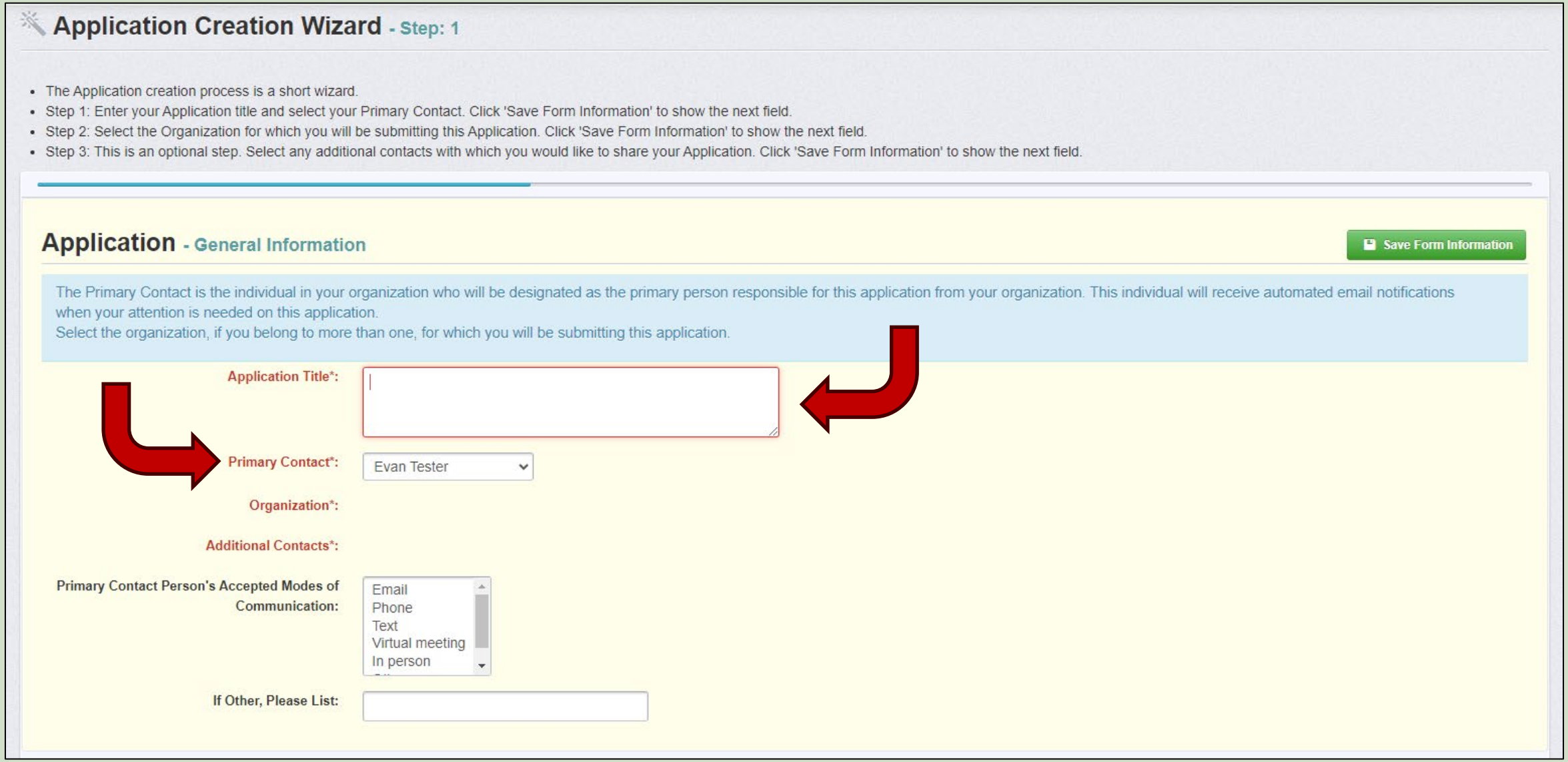
Website links

Description	Link
SAM.gov	https://sam.gov/content/home
Climate and Economic Justice Screening Tool (CJEST)	https://screeningtool.geoplatform.gov/en/#5.32/43.344/-120.159
Environmental Protection Agency (EPA) IRA Mapping Tool	https://epa.maps.arcgis.com/home/webmap/viewer.html?layers=f3be939070844eac8a14103ed6f9affd
Title 1-A school campuses	https://www.oregon.gov/ode/schools-and-districts/grants/esea/ia/pages/default.aspx
Booking site (to set up a meeting with an ODF UCF staff)	https://outlook.office365.com/book/UCFProgram@stateoforegon.onmicrosoft.com/
ODF Growing Equity subaward program webpage	https://www.oregon.gov/odf/forestbenefits/Pages/ucf-subaward-programs.aspx

UCF Grant Portal: Funding Opportunity Details



UCF Grant Portal: Application Creation Wizard



UCF Grant Portal: Application Wizard

Application Creation Wizard - Step: 2

- The Application creation process is a short wizard.
- Step 1: Enter your Application title and select your Primary Contact. Click 'Save Form Information' to show the next field.
- Step 2: Select the Organization for which you will be submitting this Application. Click 'Save Form Information' to show the next field.
- Step 3: This is an optional step. Select any additional contacts with which you would like to share your Application. Click 'Save Form Information' to show the next field.

Application - General Information

Save Form Information

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

Application ID: 1022

Program Area*: Urban & Community Forestry Program

Funding Opportunity*: 1010-Growing Equity: Urban & Community Forestry Inflation Reduction Act - 2024

Application Stage*: Final Application

Application Status*: Editing

Application Title*: Test for Webinar

Primary Contact*: Evan Tester

Organization*: BaseLine Tester Organization

Additional Contacts*:

UCF Grant Portal: Application Wizard

Application Creation Wizard - Step: 3

- The Application creation process is a short wizard.
- Step 1: Enter your Application title and select your Primary Contact. Click 'Save Form Information' to show the next field.
- Step 2: Select the Organization for which you will be submitting this Application. Click 'Save Form Information' to show the next field.
- Step 3: This is an optional step. Select any additional contacts with which you would like to share your Application. Click 'Save Form Information' to show the next field.

Application - General Information

Save Form Information

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Application ID: 1022

Program Area*: Urban & Community Forestry Program

Funding Opportunity*: 1010-Growing Equity: Urban & Community Forestry Inflation Reduction Act - 2024

Application Stage*: Final Application

Application Status*: Editing

Application Title*: Test for Webinar

Primary Contact*: Evan Tester

Organization*: BaseLine Tester Organization

Select any additional contacts within your organization that will also manage this grant. Include all contacts that will need access to claims and status reports if this project is awarded.

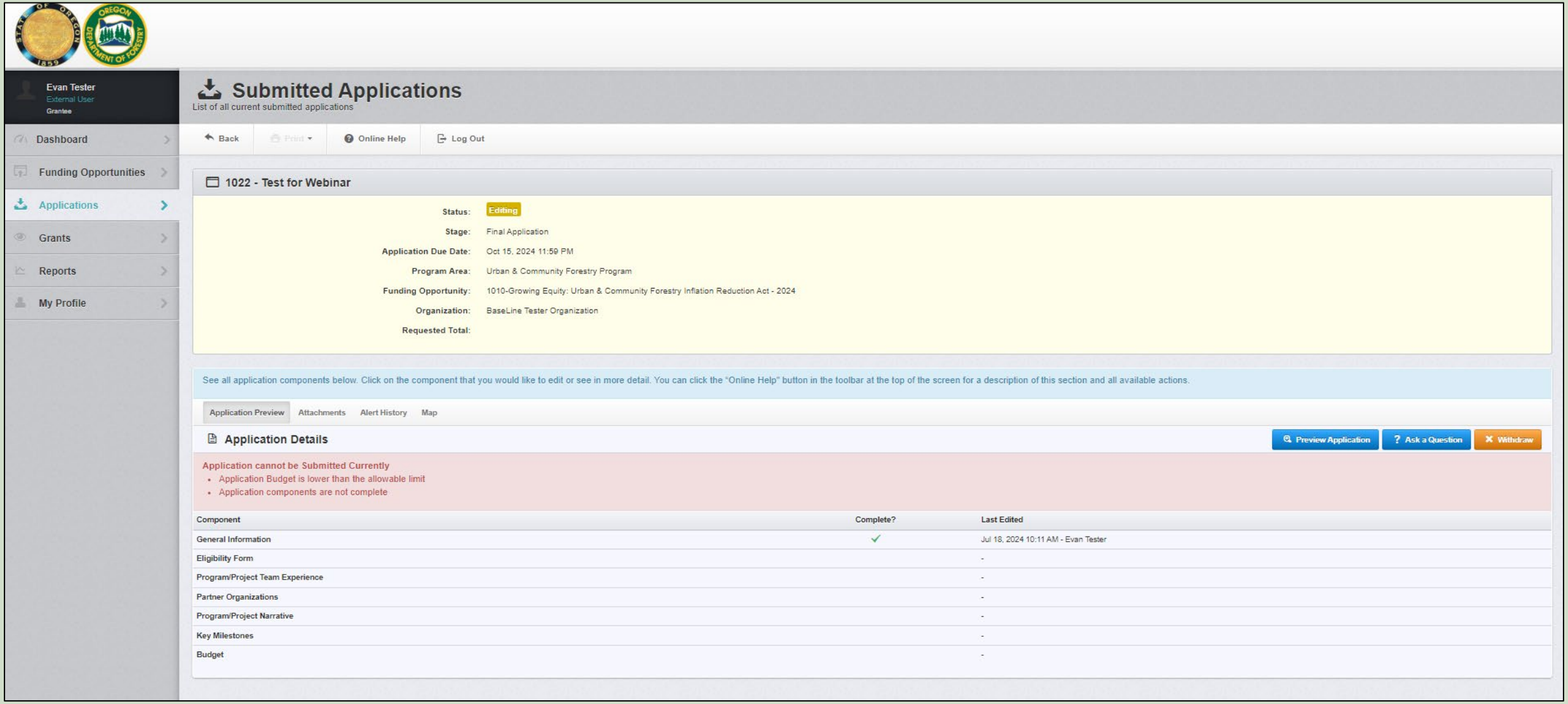
Additional Contacts:

Primary Contact Person's Accepted Modes of Communication:

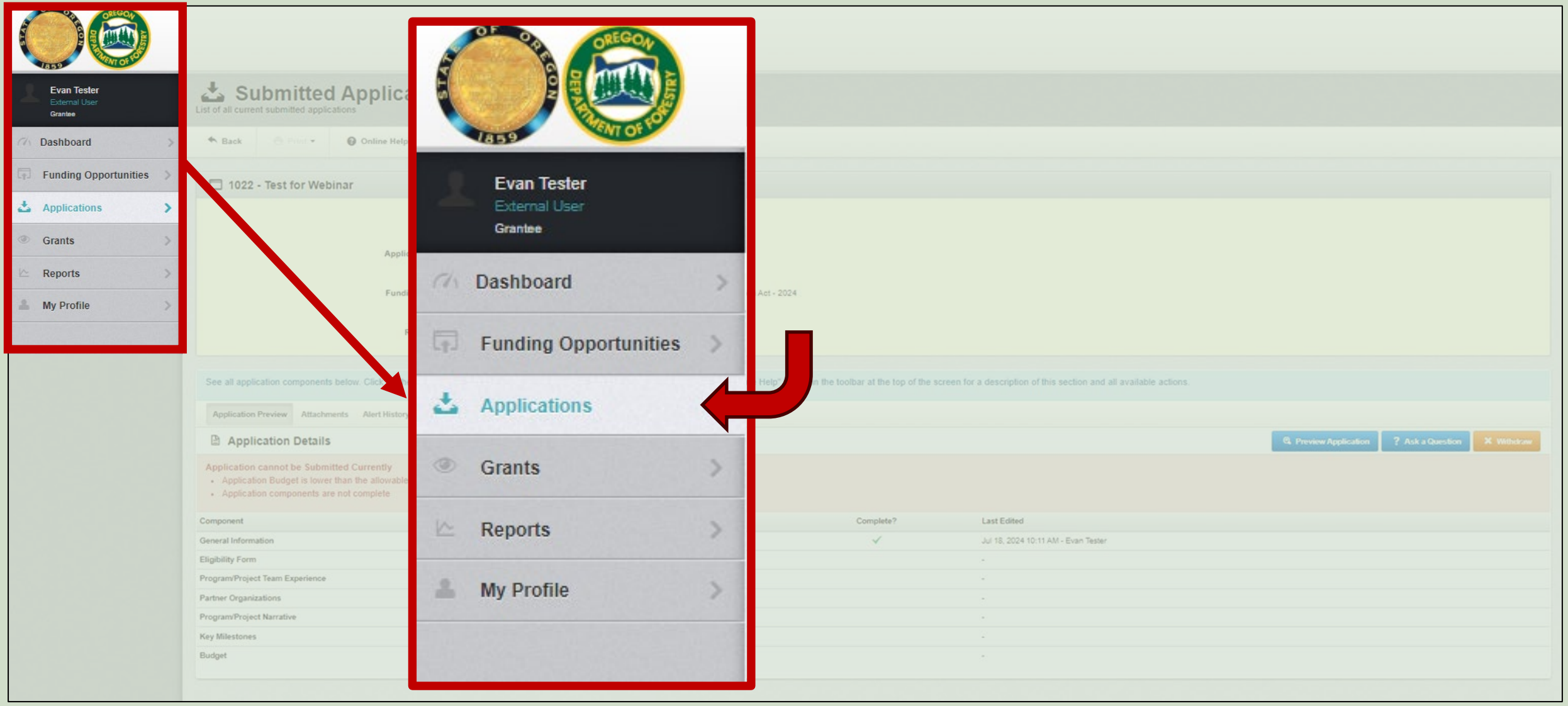
- Al Tester
- Evan Tester
- Hilary Tester
- System Administrator
- Test Tester

If Other, Please List:

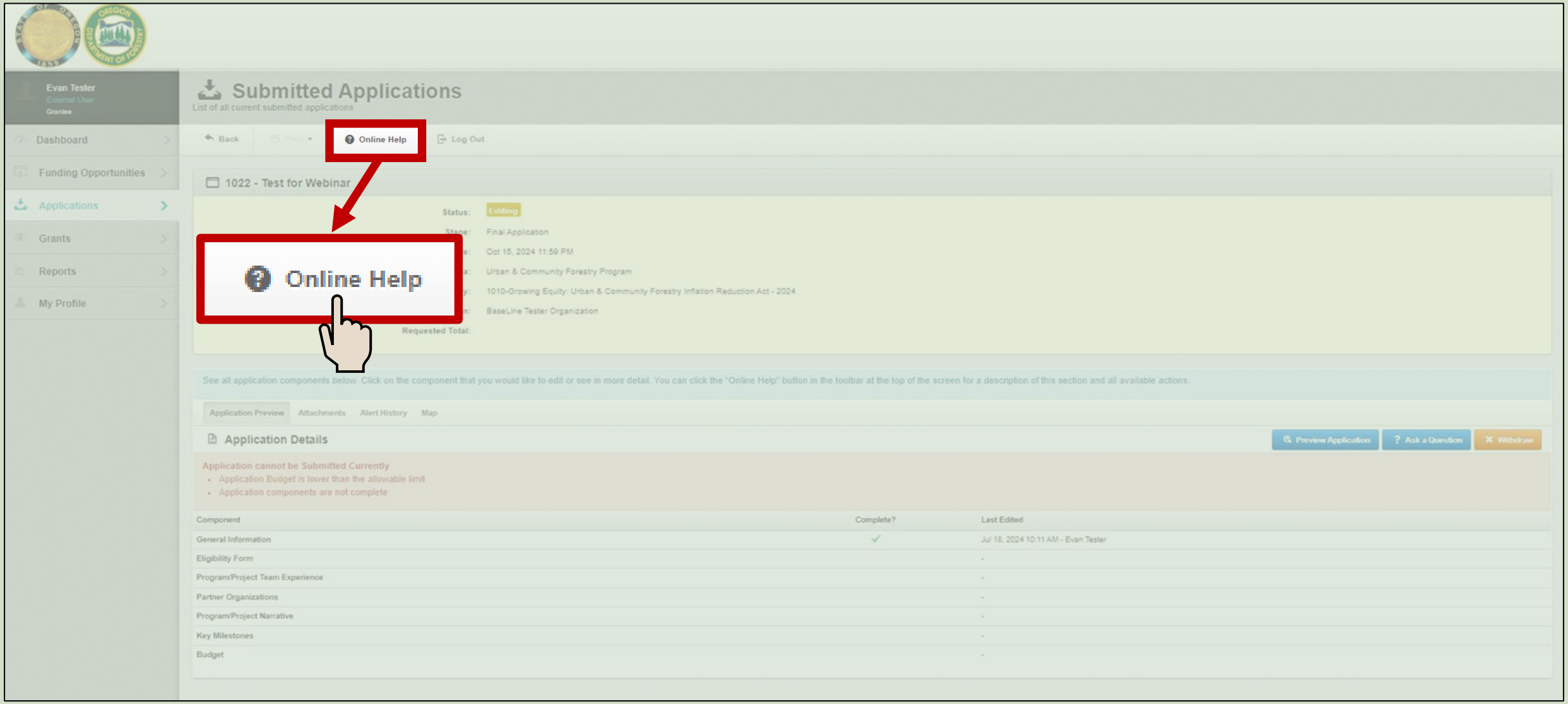
UCF Grant Portal: Application Details



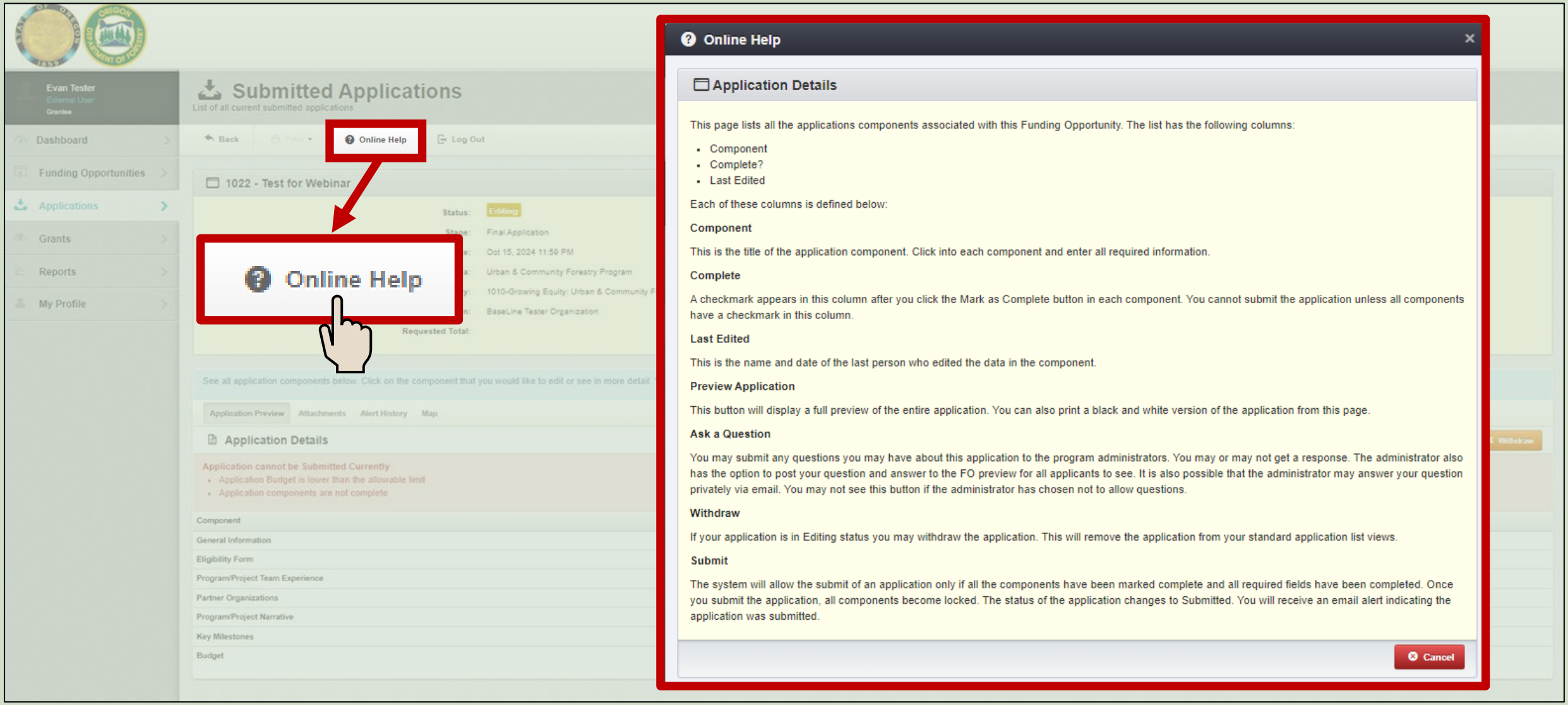
UCF Grant Portal: Application Details



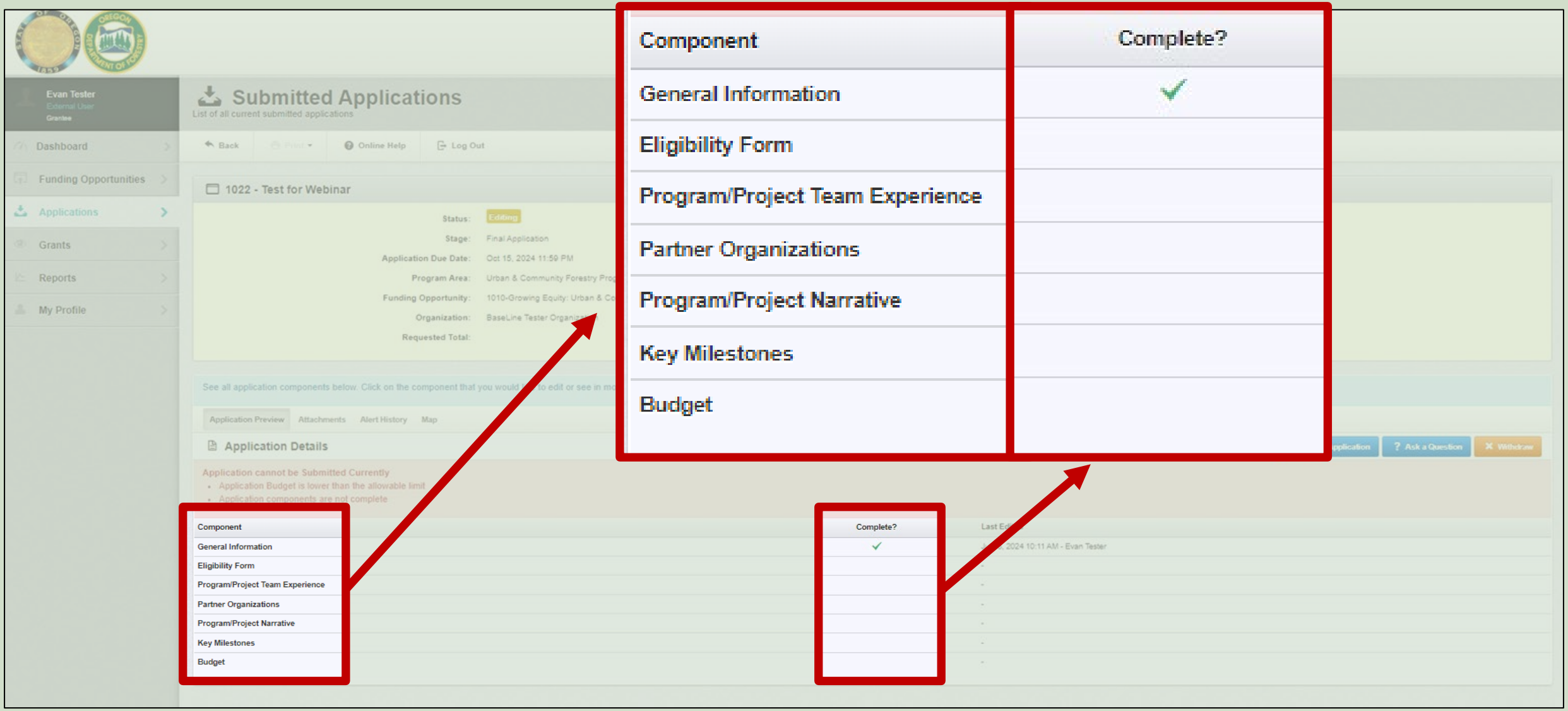
UCF Grant Portal: Online Help Button



UCF Grant Portal: Online Help Button

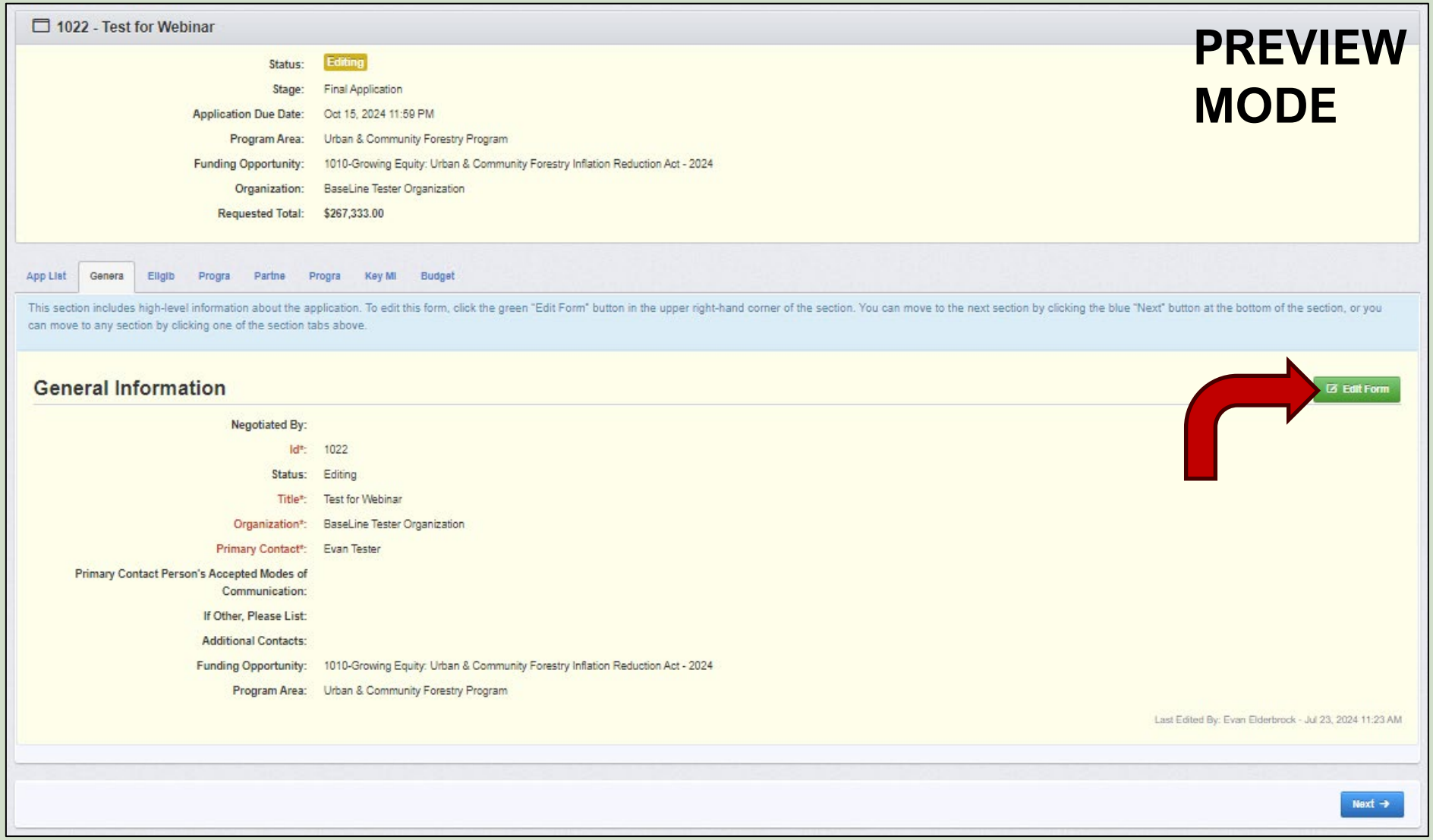


UCF Grant Portal: Application Components



UCF Grant Application Forms

General Information Form: Preview Mode



Component	Complete?
General Information	✓
Eligibility Form	
Program/Project Team Experience	
Partner Organizations	
Program/Project Narrative	
Key Milestones	
Budget	

General Information Form: Editing Mode

Application - General Information

Save Form Information

Application ID*: 1022

Program Area*: Urban & Community Forestry Program

Funding Opportunity*: 1010-Growing Equity: Urban & Community Forestry Inflation Reduction Act - 2024

Application Stage*: Final Application

Application Status*: Editing

Application Title*: Test for Webinar

Primary Contact*: Evan Tester

Organization*: BaseLine Tester Organization

Select any additional contacts within your organization that will also manage this grant. Include all contacts that will need access to claims and status reports if this project is awarded.

Additional Contacts: Additional Applicants

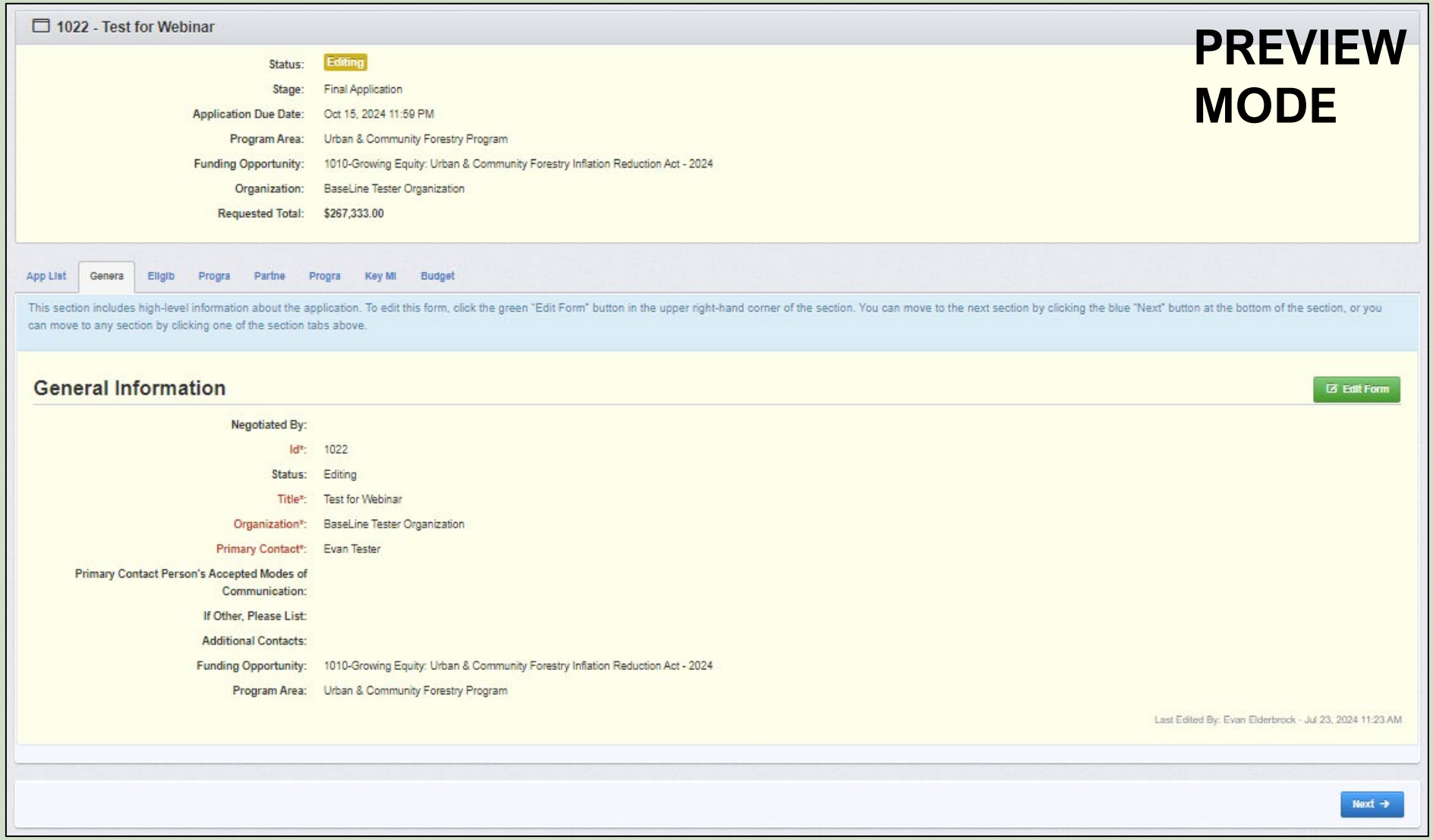
Primary Contact Person's Accepted Modes of Communication:
- Email
- Phone
- Text
- Virtual meeting
- In person

If Other, Please List:

EDITING MODE

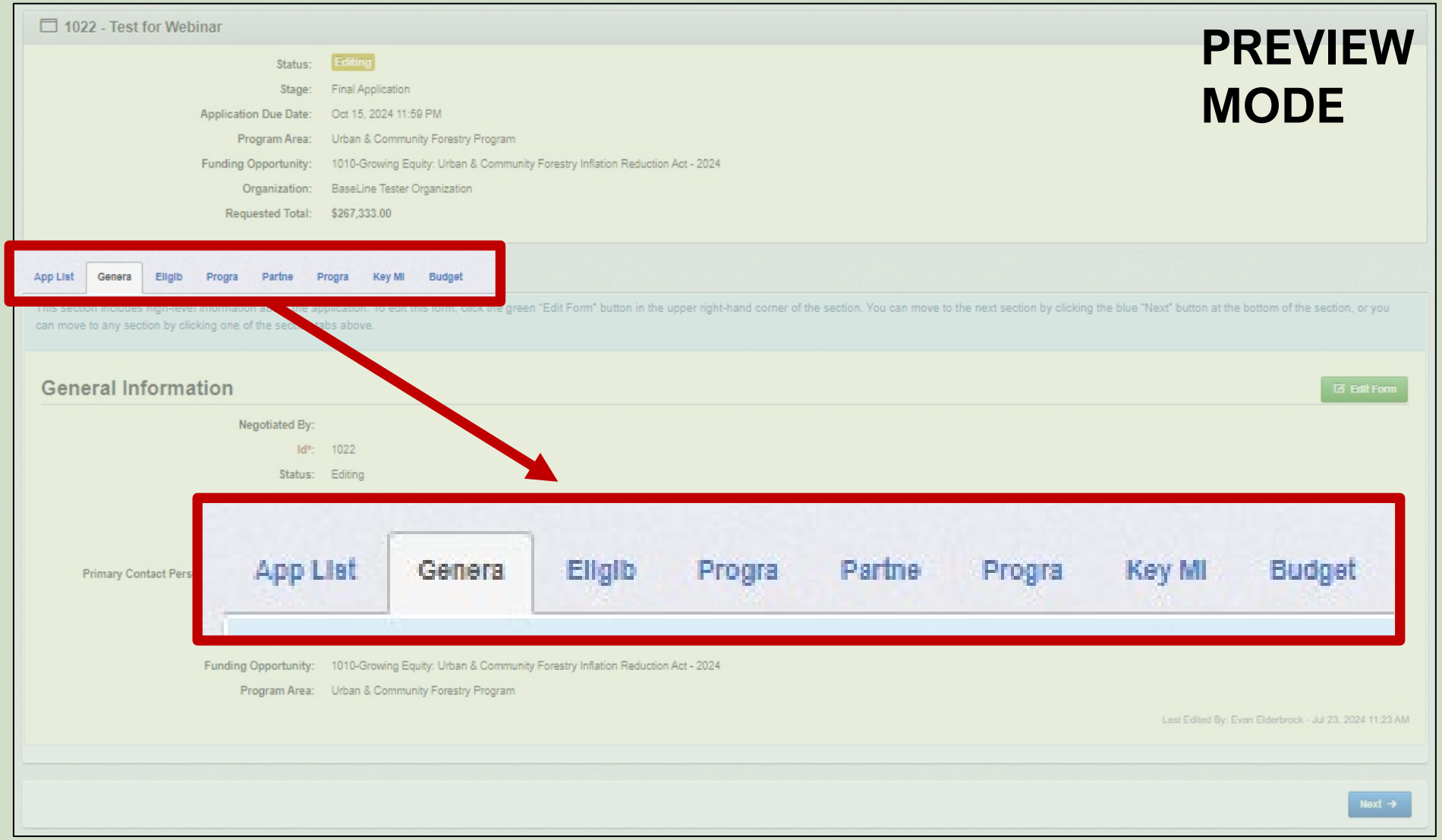
Component	Complete?
General Information	✓
Eligibility Form	
Program/Project Team Experience	
Partner Organizations	
Program/Project Narrative	
Key Milestones	
Budget	

Form Navigation



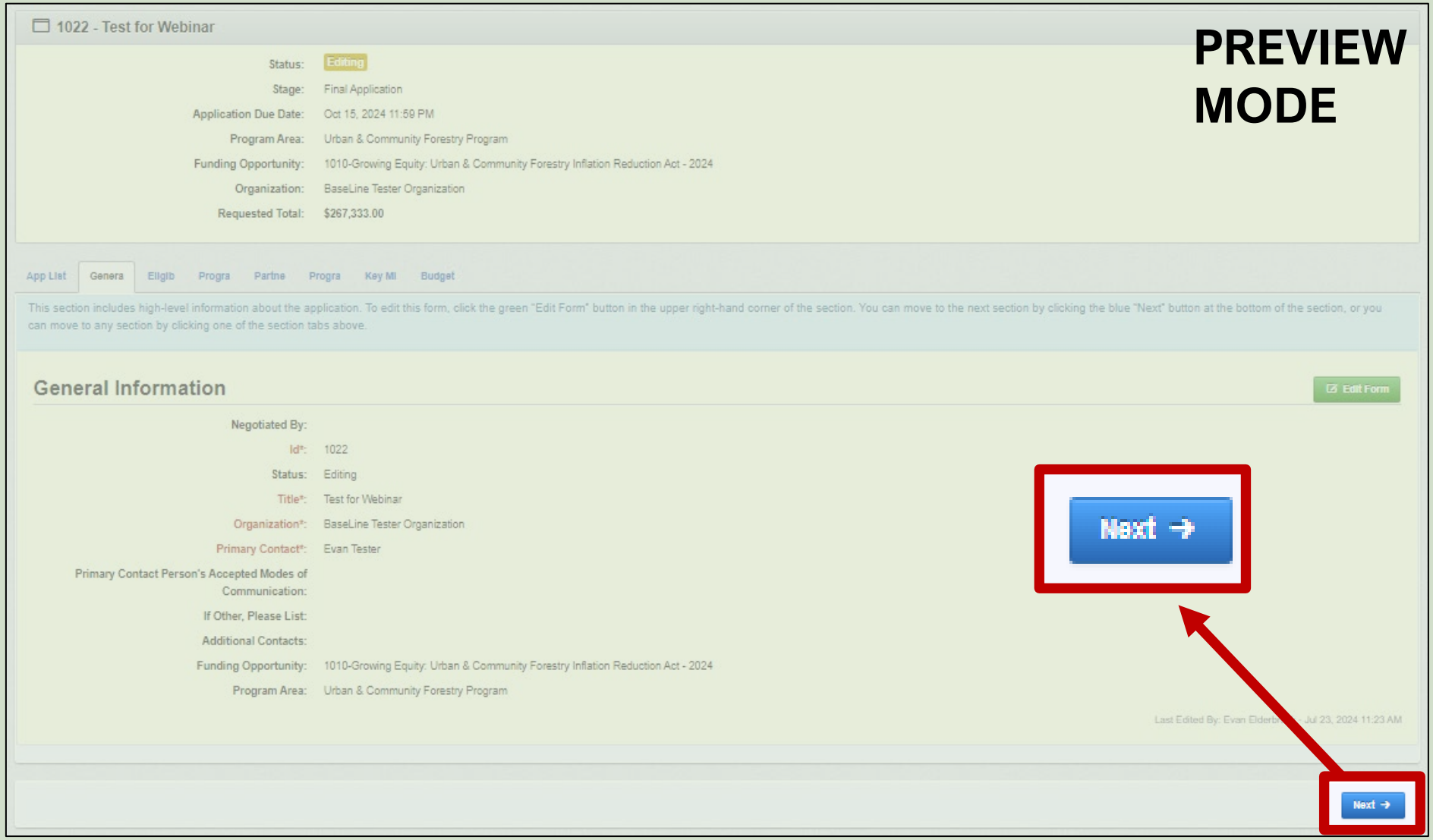
Component	Complete?
General Information	✓
Eligibility Form	
Program/Project Team Experience	
Partner Organizations	
Program/Project Narrative	
Key Milestones	
Budget	

Form Navigation



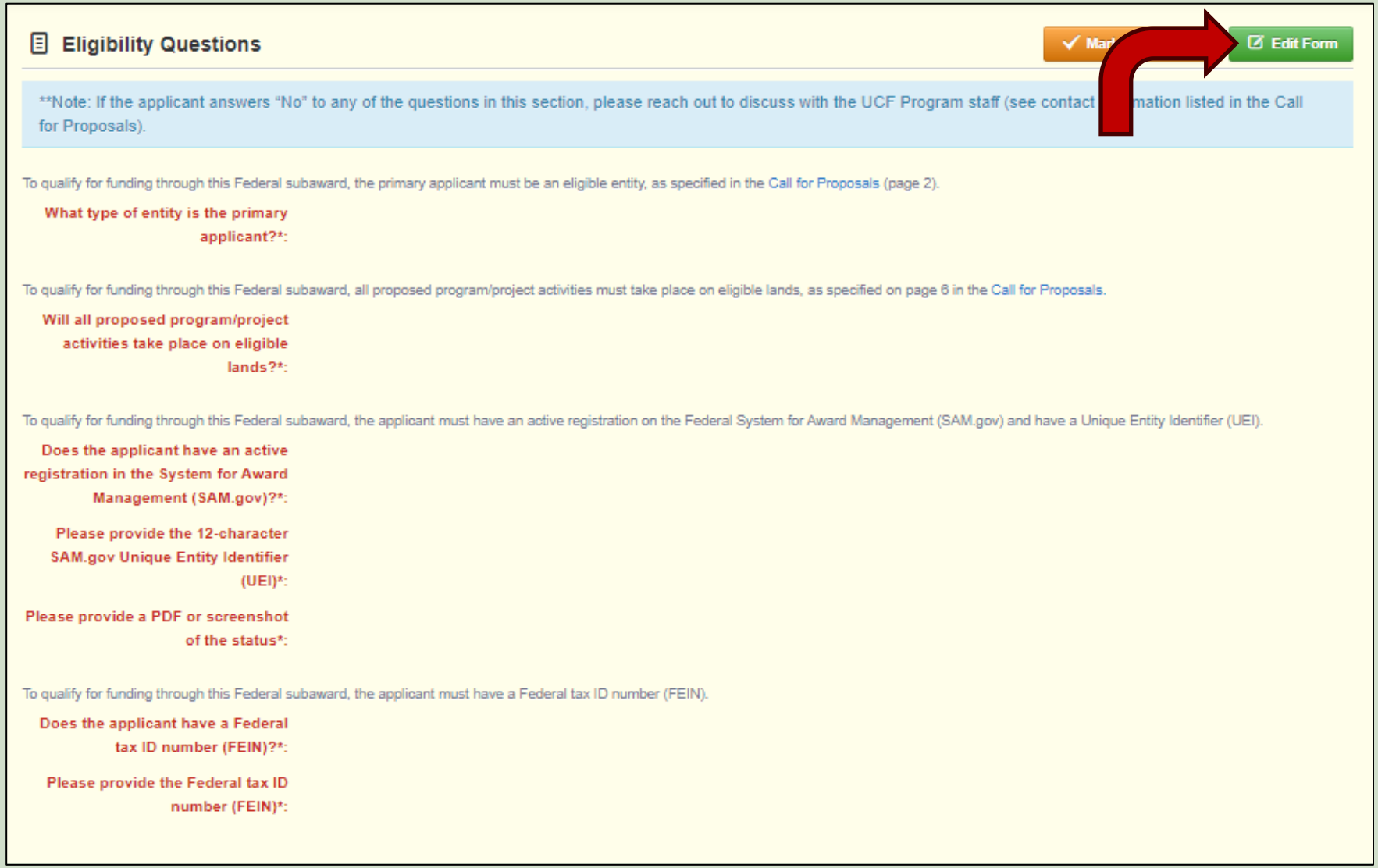
Component	Complete?
General Information	✓
Eligibility Form	
Program/Project Team Experience	
Partner Organizations	
Program/Project Narrative	
Key Milestones	
Budget	

Form Navigation



Component	Complete?
General Information	✓
Eligibility Form	
Program/Project Team Experience	
Partner Organizations	
Program/Project Narrative	
Key Milestones	
Budget	

Eligibility Form: Preview Mode



Eligibility Questions

Edit Form

**Note: If the applicant answers "No" to any of the questions in this section, please reach out to discuss with the UCF Program staff (see contact information listed in the Call for Proposals).

To qualify for funding through this Federal subaward, the primary applicant must be an eligible entity, as specified in the Call for Proposals (page 2).

What type of entity is the primary applicant?*:

To qualify for funding through this Federal subaward, all proposed program/project activities must take place on eligible lands, as specified on page 6 in the Call for Proposals.

Will all proposed program/project activities take place on eligible lands?*:

To qualify for funding through this Federal subaward, the applicant must have an active registration on the Federal System for Award Management (SAM.gov) and have a Unique Entity Identifier (UEI).

Does the applicant have an active registration in the System for Award Management (SAM.gov)?*:

Please provide the 12-character SAM.gov Unique Entity Identifier (UEI)*:

Please provide a PDF or screenshot of the status*:

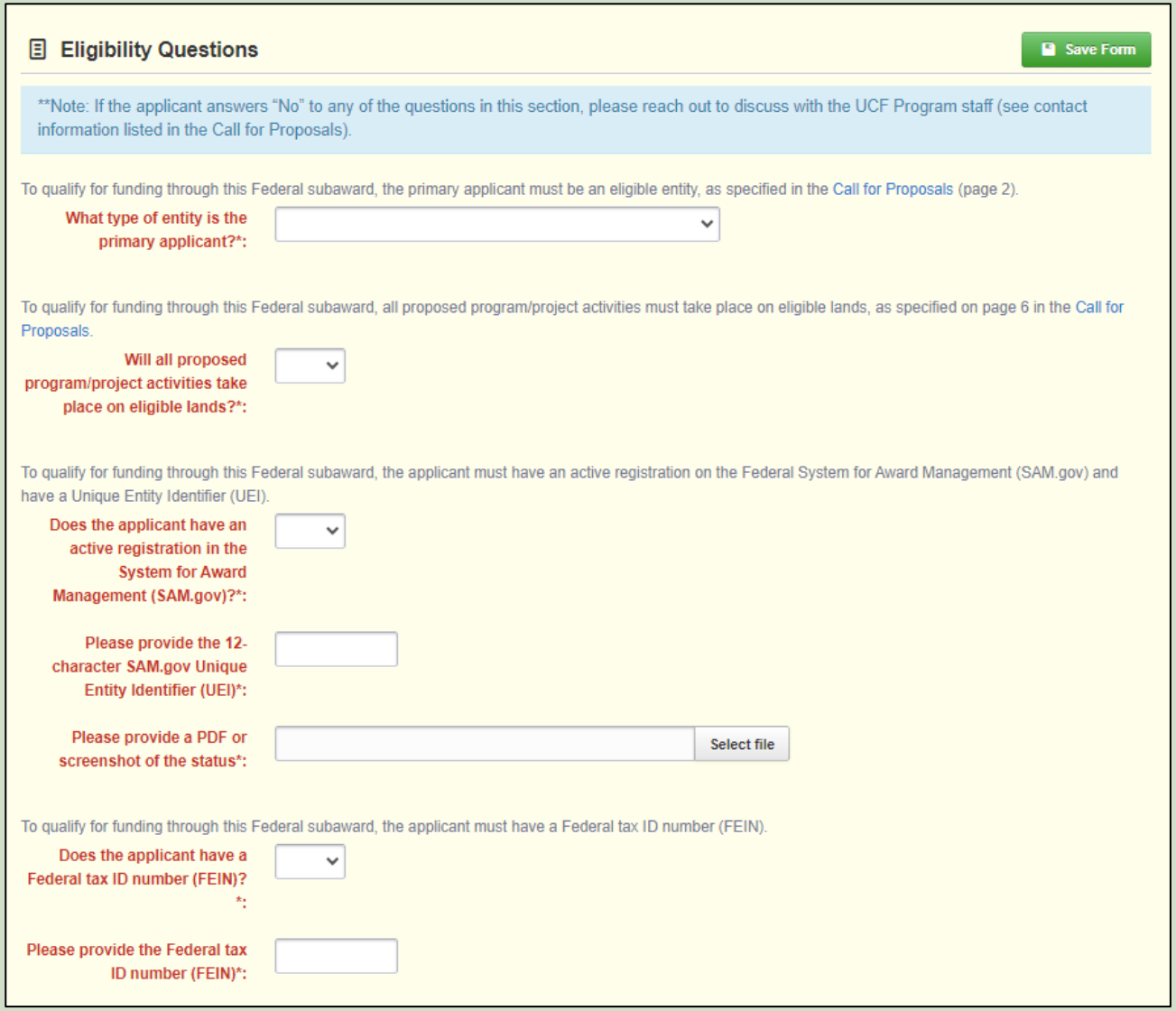
To qualify for funding through this Federal subaward, the applicant must have a Federal tax ID number (FEIN).

Does the applicant have a Federal tax ID number (FEIN)?*:

Please provide the Federal tax ID number (FEIN)*:

Component	Complete?
General Information	✓
Eligibility Form	
Program/Project Team Experience	
Partner Organizations	
Program/Project Narrative	
Key Milestones	
Budget	

Eligibility Form: Editing Mode



Component	Complete?
General Information	✓
Eligibility Form	
Program/Project Team Experience	
Partner Organizations	
Program/Project Narrative	
Key Milestones	
Budget	

Eligibility Form: Editing Mode Cont'd

To qualify for funding through this subaward program, 100% of proposed program/project benefits must go to
1) Federally recognized Tribes of Oregon, or
2) disadvantaged communities in Oregon, as defined by the Climate and Economic Justice Screening Tool (CJEST), the Environmental Protection Agency (EPA) IRA Disadvantaged Communities Mapping Tool, Title 1-A school campuses, or other government-sponsored vulnerability tools that are applicable to the scope of work to be performed in or for disadvantaged communities.

Will all of the proposed program/project activities be focused on directly benefiting Federally recognized Tribes of Oregon or disadvantaged communities, as defined above?*:

Which tools/resources were used to determine geographic eligibility?*: None selected

Select all that apply.

If geographic eligibility was determined using one or more "other government-sponsored vulnerability tools", please provide a justification for how those tools were used to identify disadvantaged communities:

Justification:

3000 character(s) left

Attach a map (PDF or screenshot) of the program/project area that supports your selection(s) of tools/resources chosen in question above.
Please use the mapping tools if CJEST, EPA IRA Mapping Tool, and/or Title 1-A school campus were used to determine geographic eligibility.
If "other government-sponsored vulnerability tools" were used, please attach a screenshot.

Map of the Program/Project Area *: Select file

Save Form

Component	Complete?
General Information	✓
Eligibility Form	✓
Program/Project Team Experience	
Partner Organizations	
Program/Project Narrative	
Key Milestones	
Budget	

Eligibility Form

Eligibility Questions

Mark as Complete | Edit Form

**Note: If the applicant answers "No" to any of the questions in this section, please reach out to discuss with the UCF Pr m staff (see contact information listed in the Call for Proposals).

To qualify for funding through this Federal subaward, the primary applicant must be an eligible entity, as specified in the Call for Proposals (page 2).

What type of entity is the primary applicant?*:

To qualify for funding through this Federal subaward, all proposed program/project activities must take place on eligible lands, as specified on page 6 in the Call for Proposals.

Will all proposed program/project activities take place on eligible lands?*:

To qualify for funding through this Federal subaward, the applicant must have an active registration on the Federal System for Award Management (SAM.gov) and have a Unique Entity Identifier (UEI).

Does the applicant have an active registration in the System for Award Management (SAM.gov)?*:

Please provide the 12-character SAM.gov Unique Entity Identifier (UEI)*:

Please provide a PDF or screenshot of the status*:

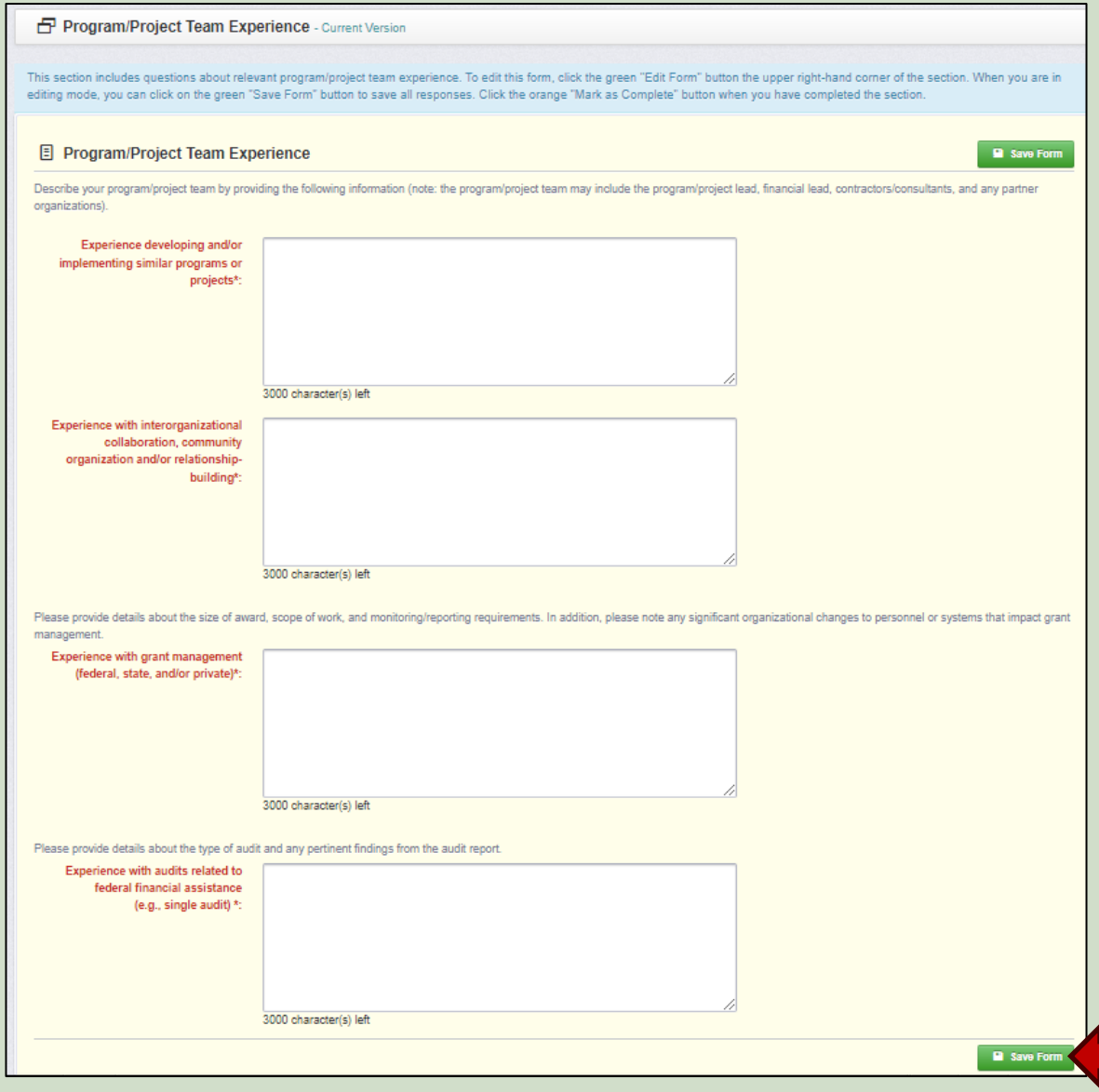
To qualify for funding through this Federal subaward, the applicant must have a Federal tax ID number (FEIN).

Does the applicant have a Federal tax ID number (FEIN)?*:

Please provide the Federal tax ID number (FEIN)*:

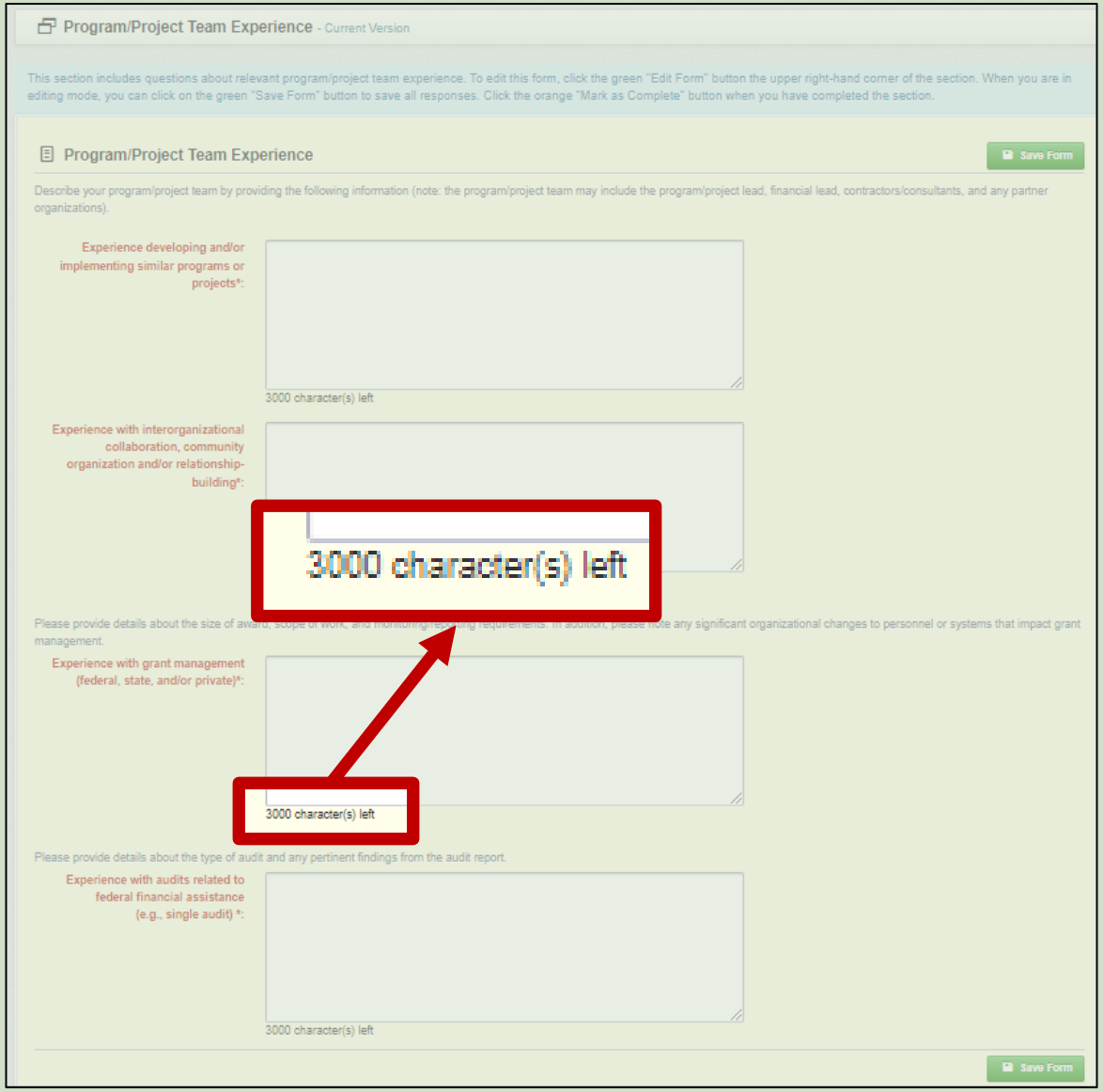
Component	Complete?
General Information	✓
Eligibility Form	
Program/Project Team Experience	
Partner Organizations	
Program/Project Narrative	
Key Milestones	
Budget	

Project Team Experience Form



Component	Complete?
General Information	✓
Eligibility Form	✓
Program/Project Team Experience	✓
Partner Organizations	
Program/Project Narrative	
Key Milestones	
Budget	

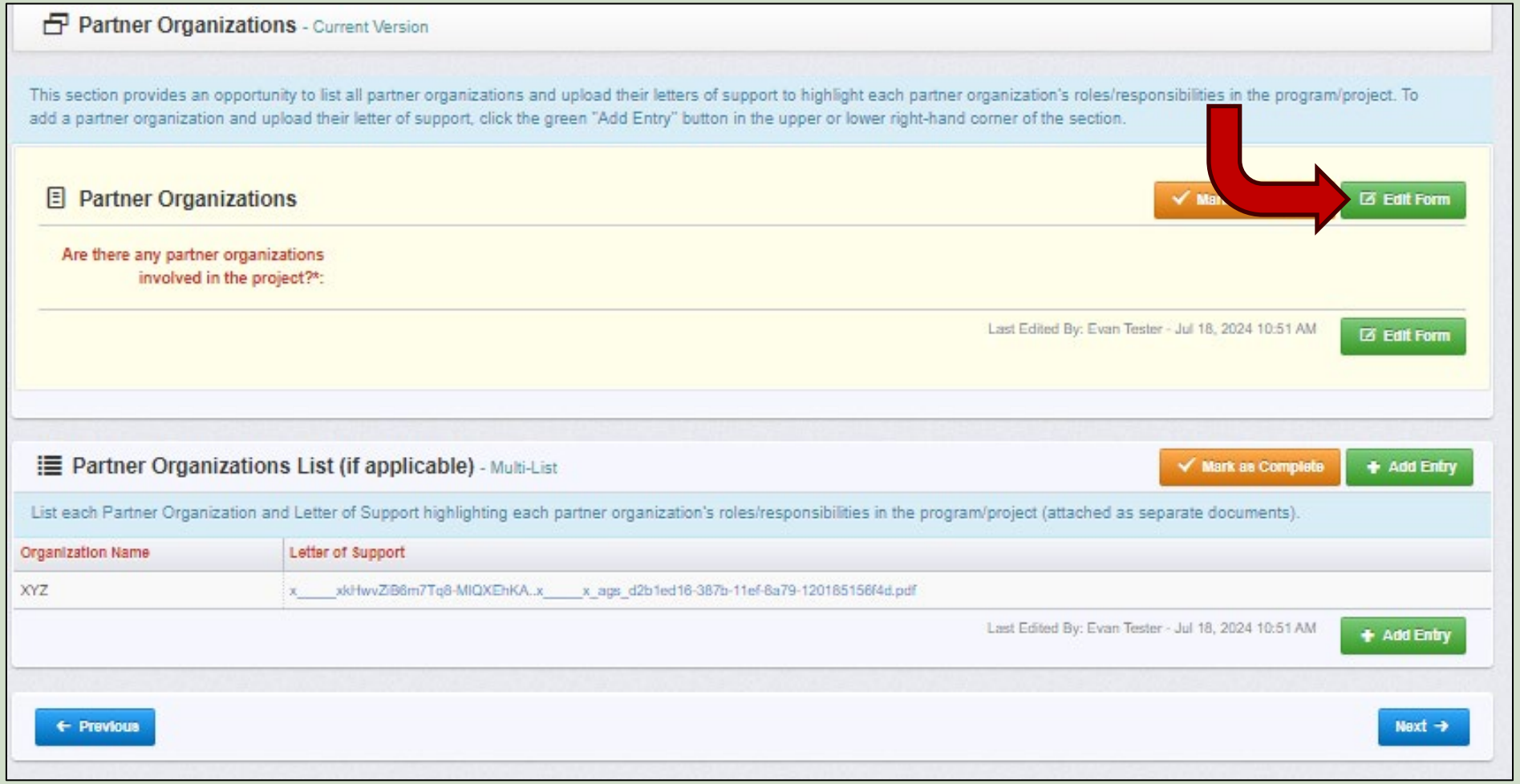
Project Team Experience Form



Component	Complete?
General Information	✓
Eligibility Form	✓
Program/Project Team Experience	✓
Partner Organizations	
Program/Project Narrative	
Key Milestones	
Budget	

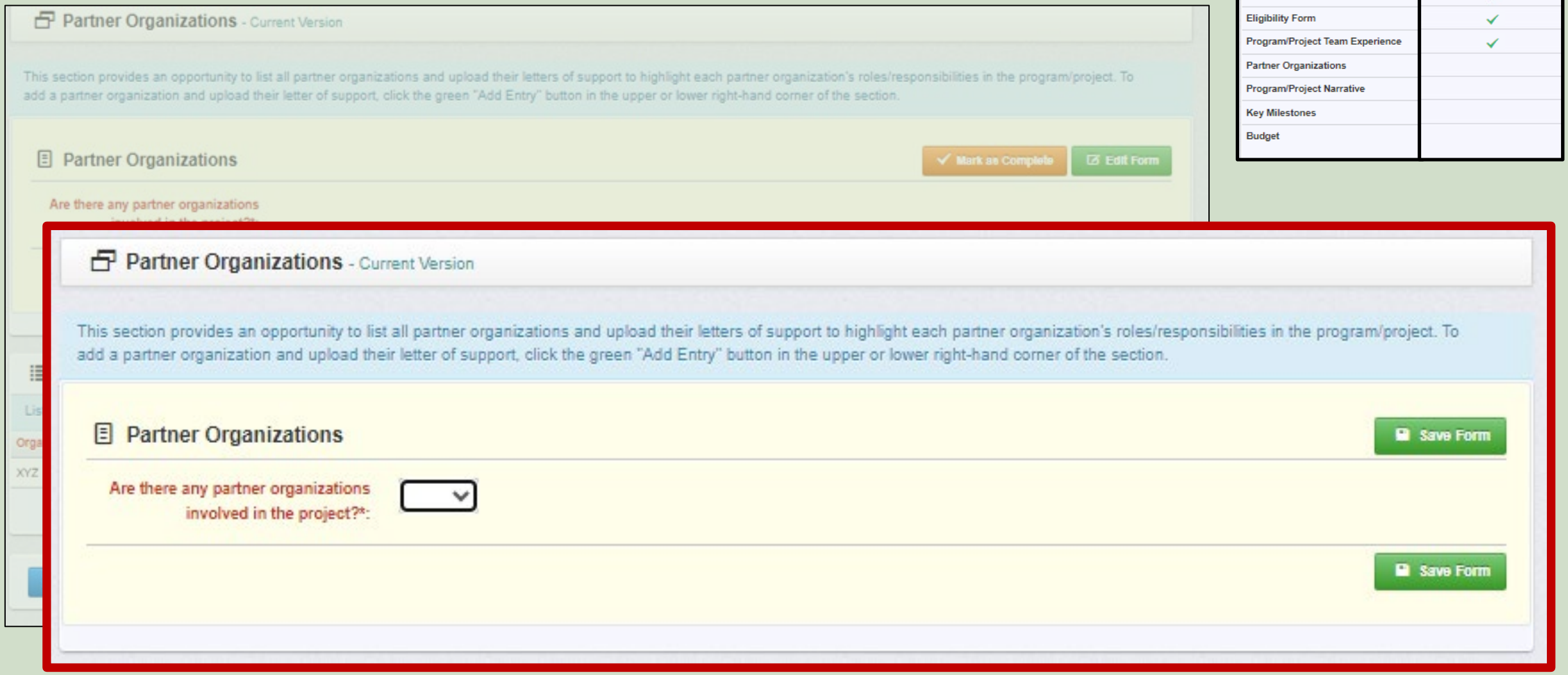
Partner Organizations Form

Component	Complete?
General Information	✓
Eligibility Form	✓
Program/Project Team Experience	✓
Partner Organizations	
Program/Project Narrative	
Key Milestones	
Budget	



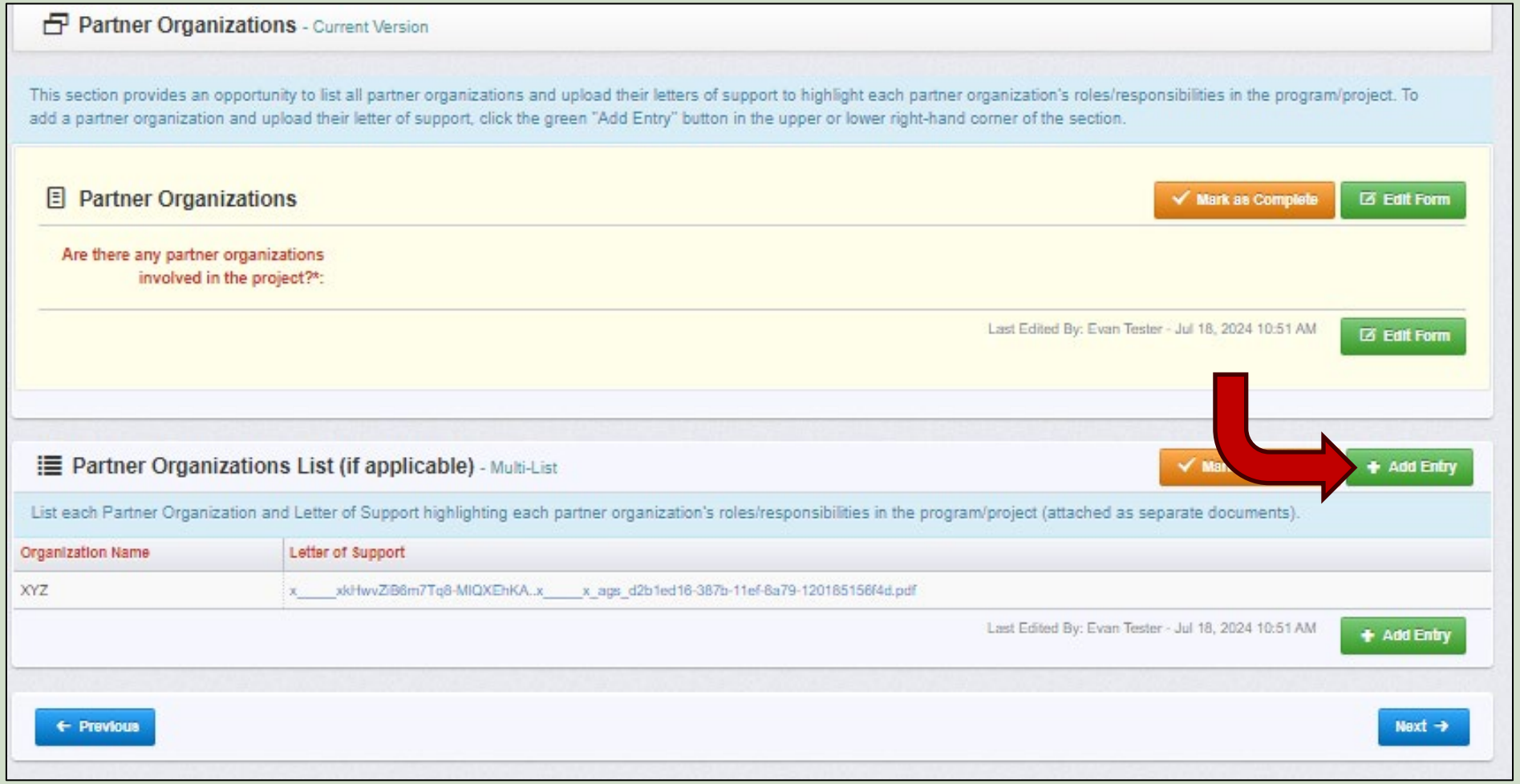
Partner Organizations Form

Component	Complete?
General Information	✓
Eligibility Form	✓
Program/Project Team Experience	✓
Partner Organizations	
Program/Project Narrative	
Key Milestones	
Budget	



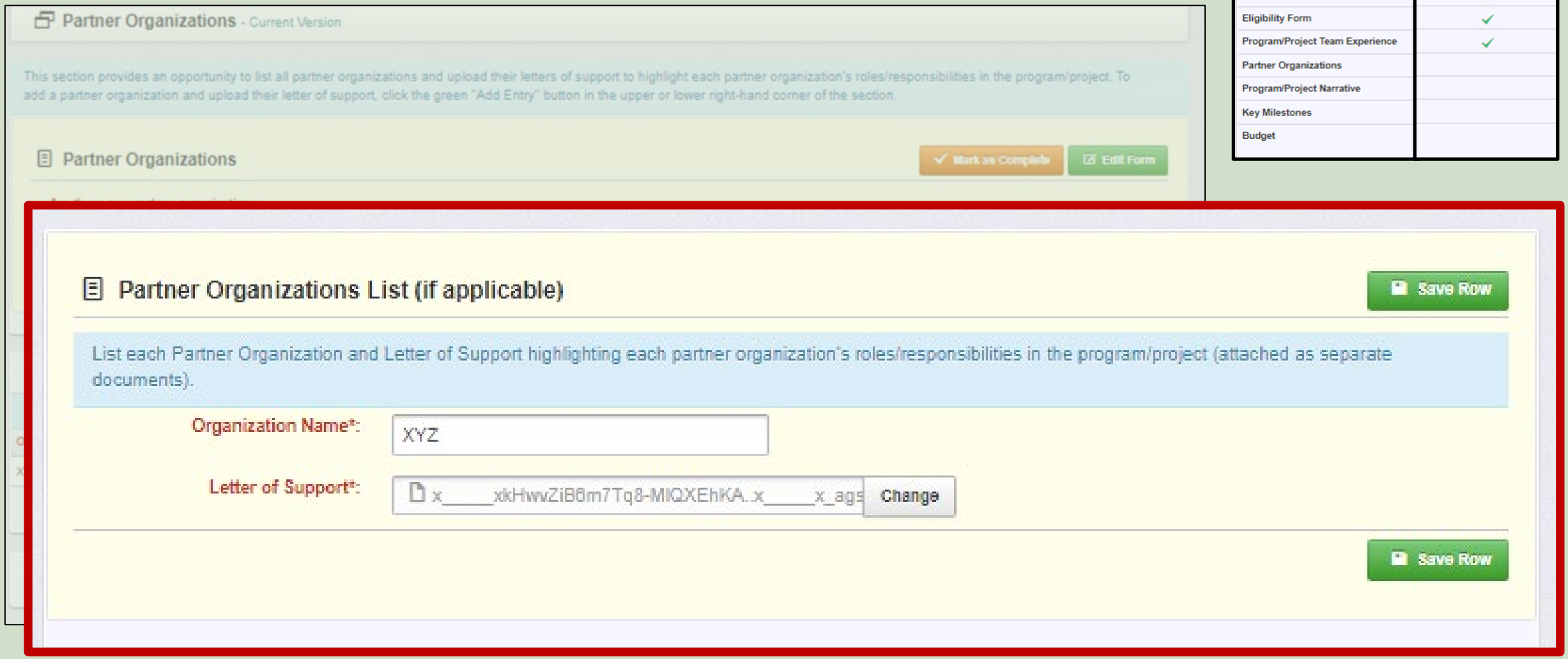
Partner Organizations Form

Component	Complete?
General Information	✓
Eligibility Form	✓
Program/Project Team Experience	✓
Partner Organizations	
Program/Project Narrative	
Key Milestones	
Budget	



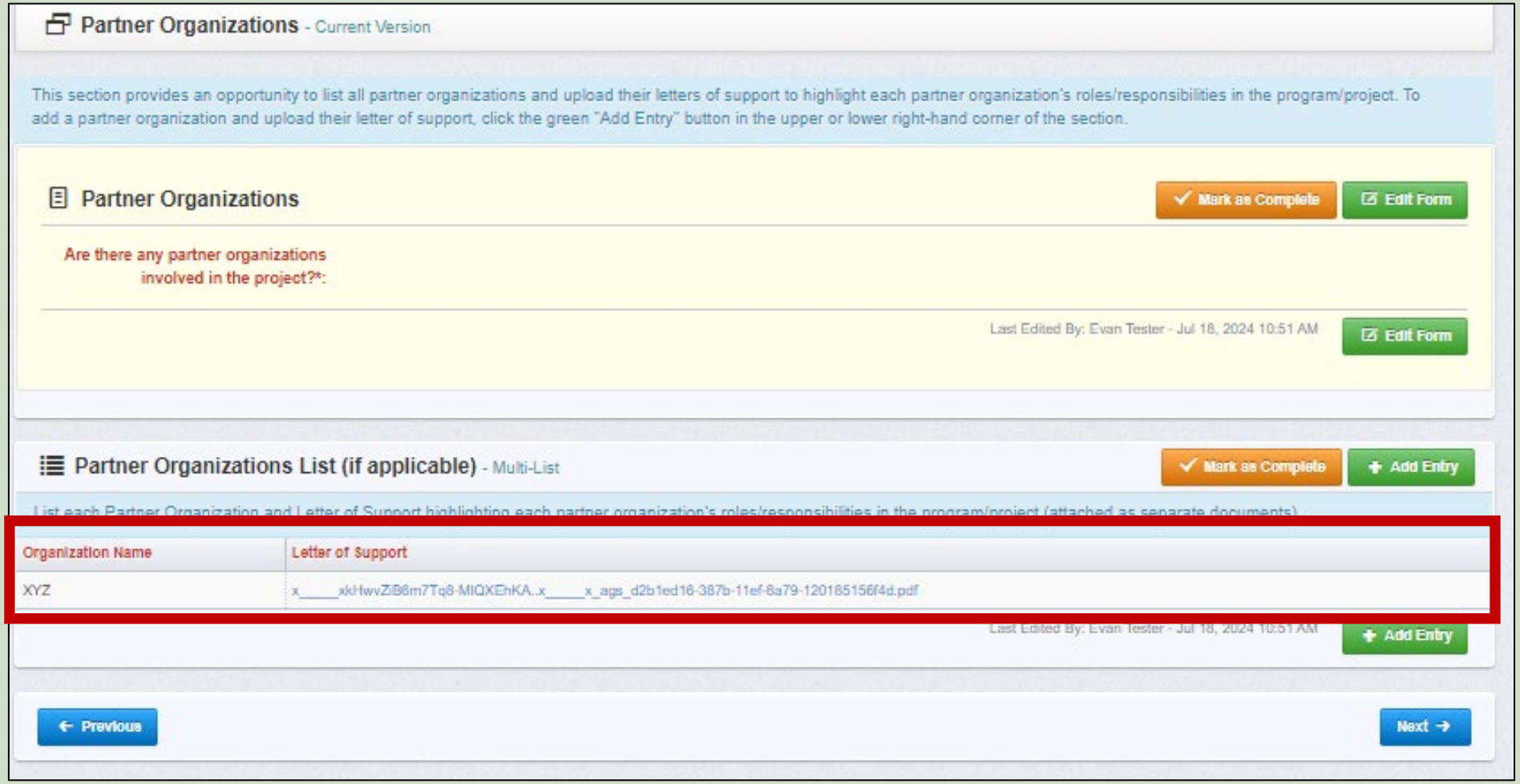
UCF Grant Portal: Partner Organizations

Component	Complete?
General Information	✓
Eligibility Form	✓
Program/Project Team Experience	✓
Partner Organizations	
Program/Project Narrative	
Key Milestones	
Budget	

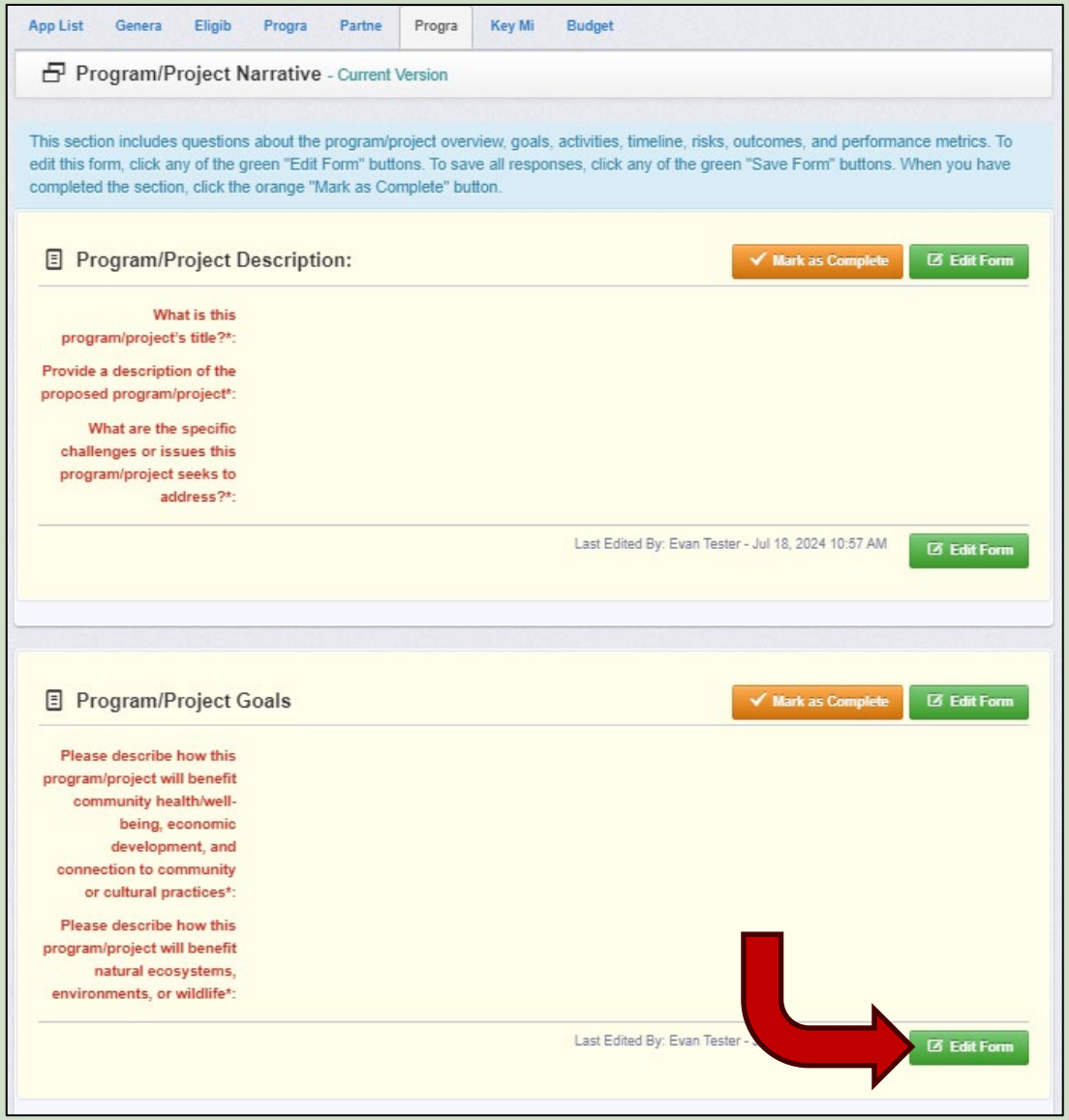


Partner Organizations Form

Component	Complete?
General Information	✓
Eligibility Form	✓
Program/Project Team Experience	✓
Partner Organizations	✓
Program/Project Narrative	
Key Milestones	
Budget	

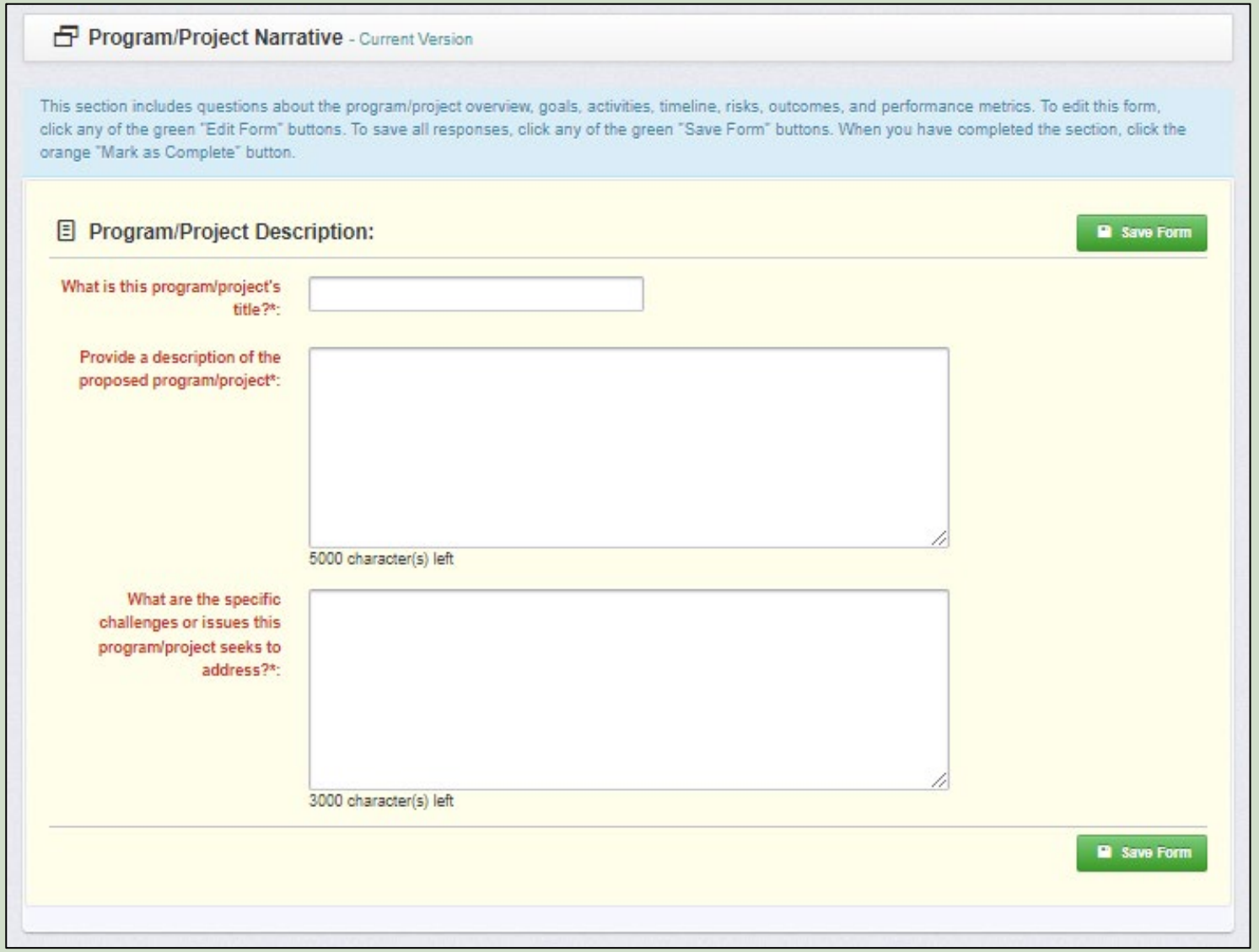


Program/Project Narrative Form



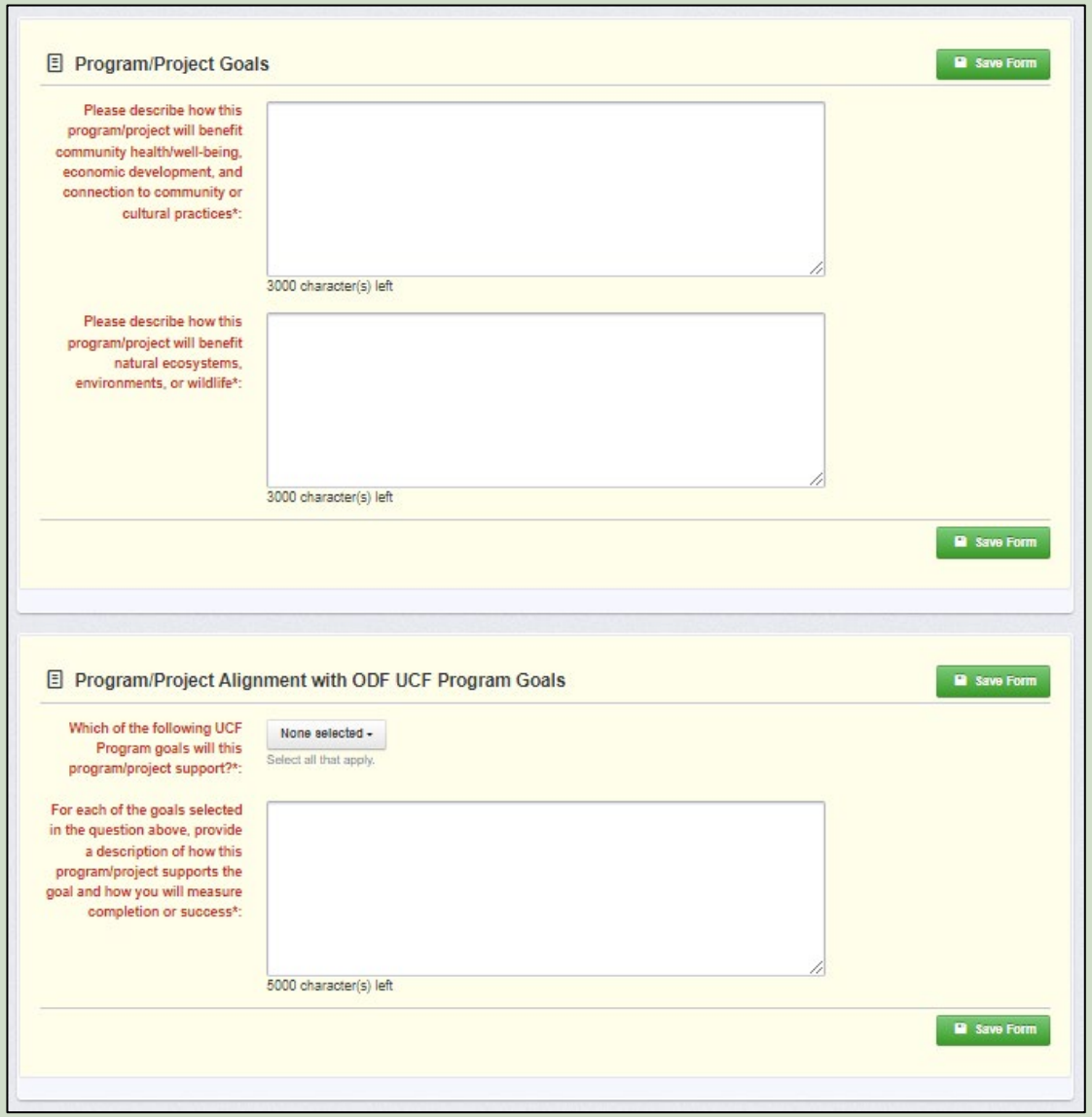
Component	Complete?
General Information	✓
Eligibility Form	✓
Program/Project Team Experience	✓
Partner Organizations	✓
Program/Project Narrative	
Key Milestones	
Budget	

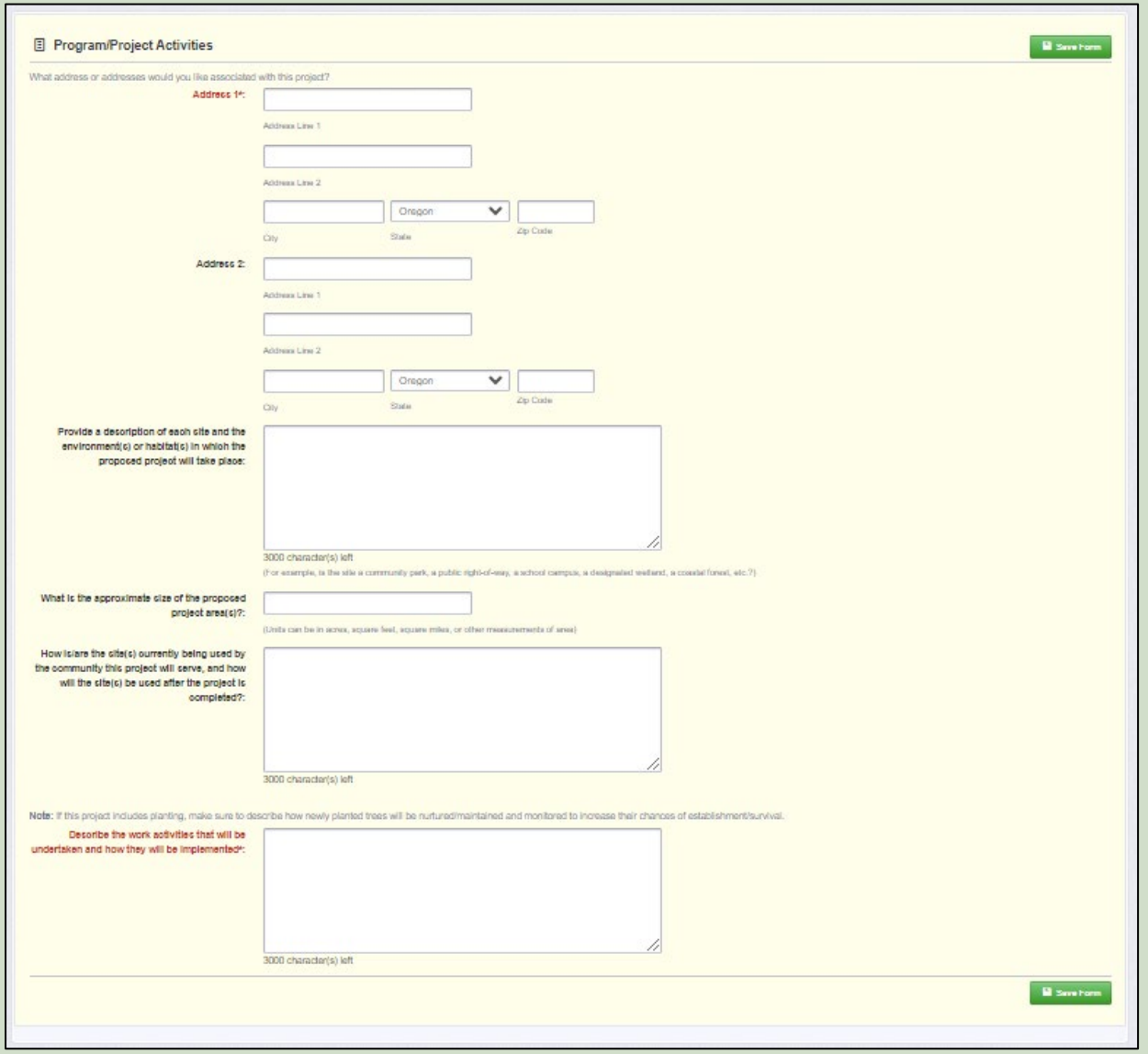
Program/Project Description



Component	Complete?
General Information	✓
Eligibility Form	✓
Program/Project Team Experience	✓
Partner Organizations	✓
Program/Project Narrative	
Key Milestones	
Budget	

Program/Project Goals & Activities





Program/Project Timeline, Risks, & Outcomes

Program/Project Timeline

Save Form

When do you anticipate the program/project work beginning?*:

When do you anticipate completing the work associated with the subaward funding?*:

Save Form

Program/Project Risks

Save Form

List and describe any barriers or challenges that may become obstacles to the completion of the proposed program/project*:

3000 character(s) left

Examples of **dangers, harms, and risks** include, but are not limited to
1) damage to infrastructure,
2) harm to people,
3) negative impacts to environment, wildlife, or cultural resources, or
4) risk to personal data or financial records.
Please describe how you intend to mitigate or prevent these risks.

What potential dangers, harms, or risks may develop as a consequence of the proposed program/project? *:

3000 character(s) left

Save Form

Program/Project Outcomes (i.e., performance metrics)

Save Form

How will the program/project outcomes directly benefit overburdened and underserved communities or populations?*:

3000 character(s) left

An example of **urban and community forestry support support after the life of the subaward** is a project that establishes and maintains a small food forest of fruit and nut trees may increase access to fresh foods for low-income community members and their families for generations after the project is complete.

How will this program or project support if not advance urban and community forestry after the life of the subaward?*:

3000 character(s) left

Please provide at least one outcome for each activity.
For example, if a goal of the project is to increase access to fresh fruits and nuts in a neighborhood with scarce food resources, you could say, 'this project will plant and maintain a food forest of 25 fruit and nut trees.'*

How do the program/project activities support the program/project goals? *:

3000 character(s) left

Save Form

Program/Project Performance Metrics

Performance Metrics - Edit

Save Grid

Which of the following performance metrics apply to this program/project?
Provide an estimated quantity for each. (Enter zero (0) if the metric does not apply)

*If there are any additional program/project outcomes or performance metrics that will be tracked as a part of this program, please list and describe in the 'Additional Program/Project Outcomes or Performance Metrics' section below.

Performance Metric	Applies to This Program	Estimated Quantity
Number of management plans generated		
Number of trees planted		
Number of tree maintenance visits. For example, each time a tree is watered, pruned, or monitored would count as one maintenance visit		
Number of professional trainings and/or workshops offered		
Number of participants in educational, recreational, or community-building initiatives		
Number of degrees or certificates awarded		
Number of internships or apprenticeships completed		
Number of new jobs created		
Total		

Save Grid

Component	Complete?
General Information	✓
Eligibility Form	✓
Program/Project Team Experience	✓
Partner Organizations	✓
Program/Project Narrative	✓
Key Milestones	
Budget	

Additional Program/Project Outcomes or Performance Metrics

Save Form

Are there any additional program/project outcomes or performance metrics that will be tracked as a part of this program/project?*: Yes

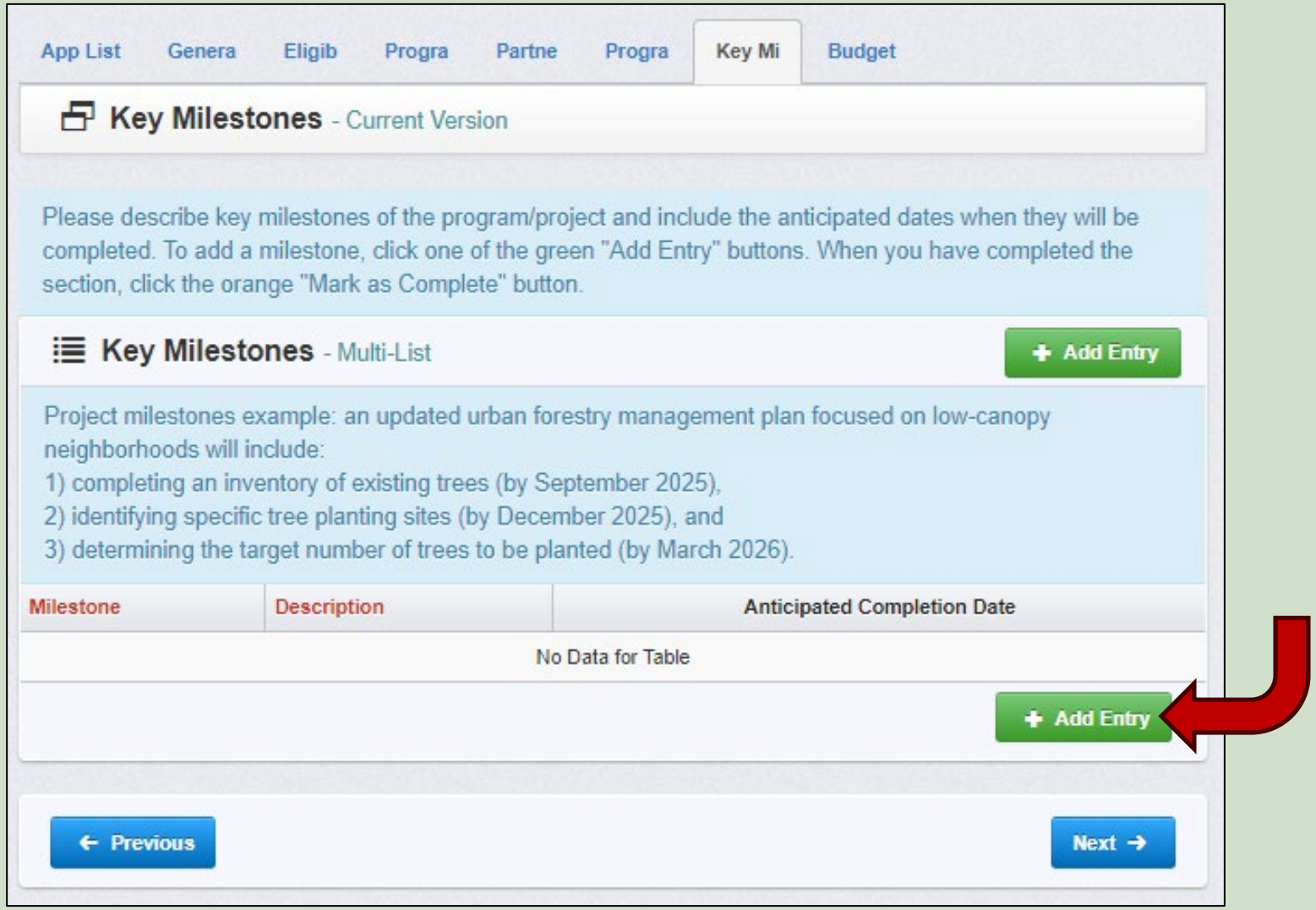
Please Describe:

3000 character(s) left

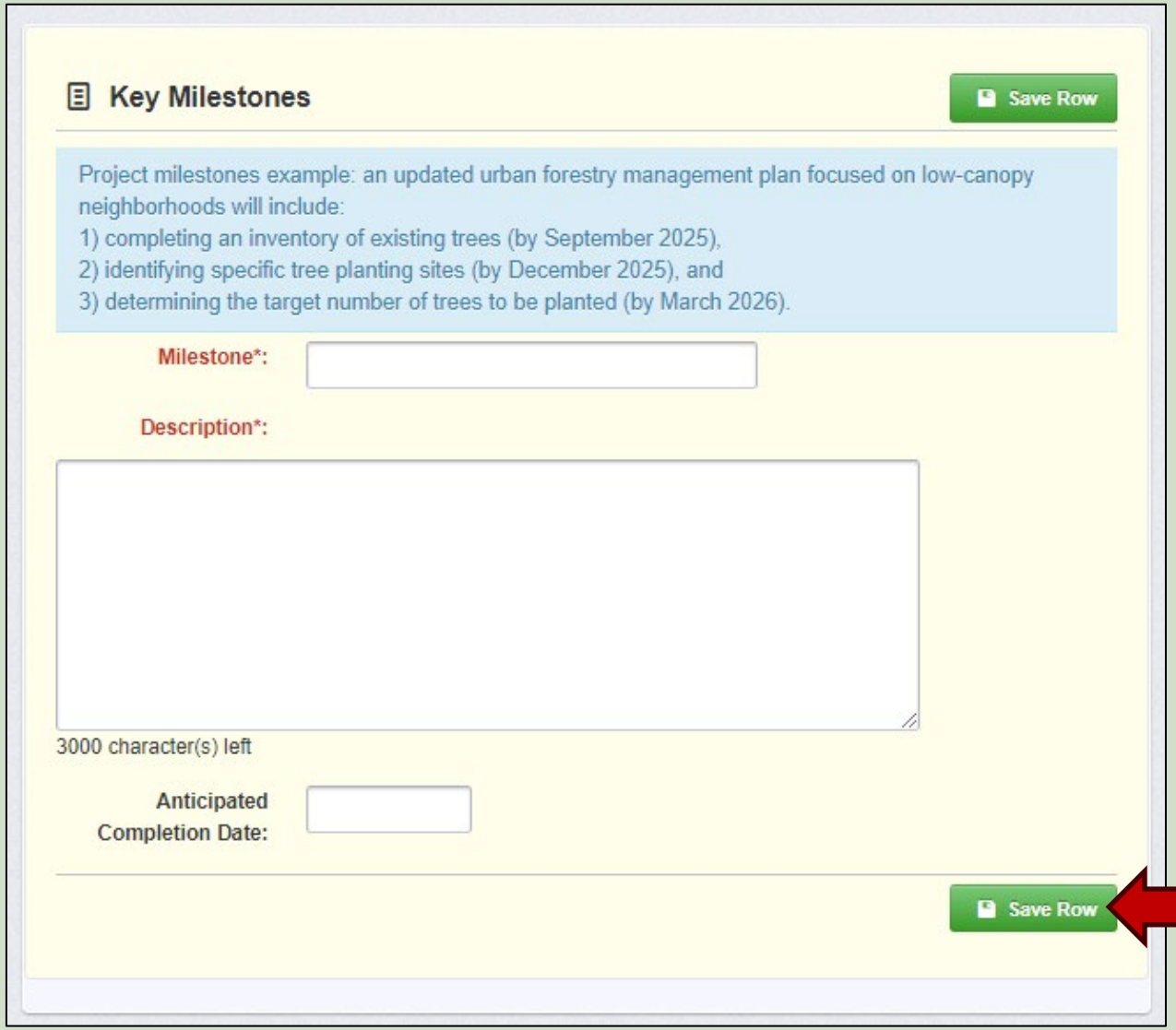
Save Form

Key Milestones Form

Component	Complete?
General Information	✓
Eligibility Form	✓
Program/Project Team Experience	✓
Partner Organizations	✓
Program/Project Narrative	✓
Key Milestones	
Budget	

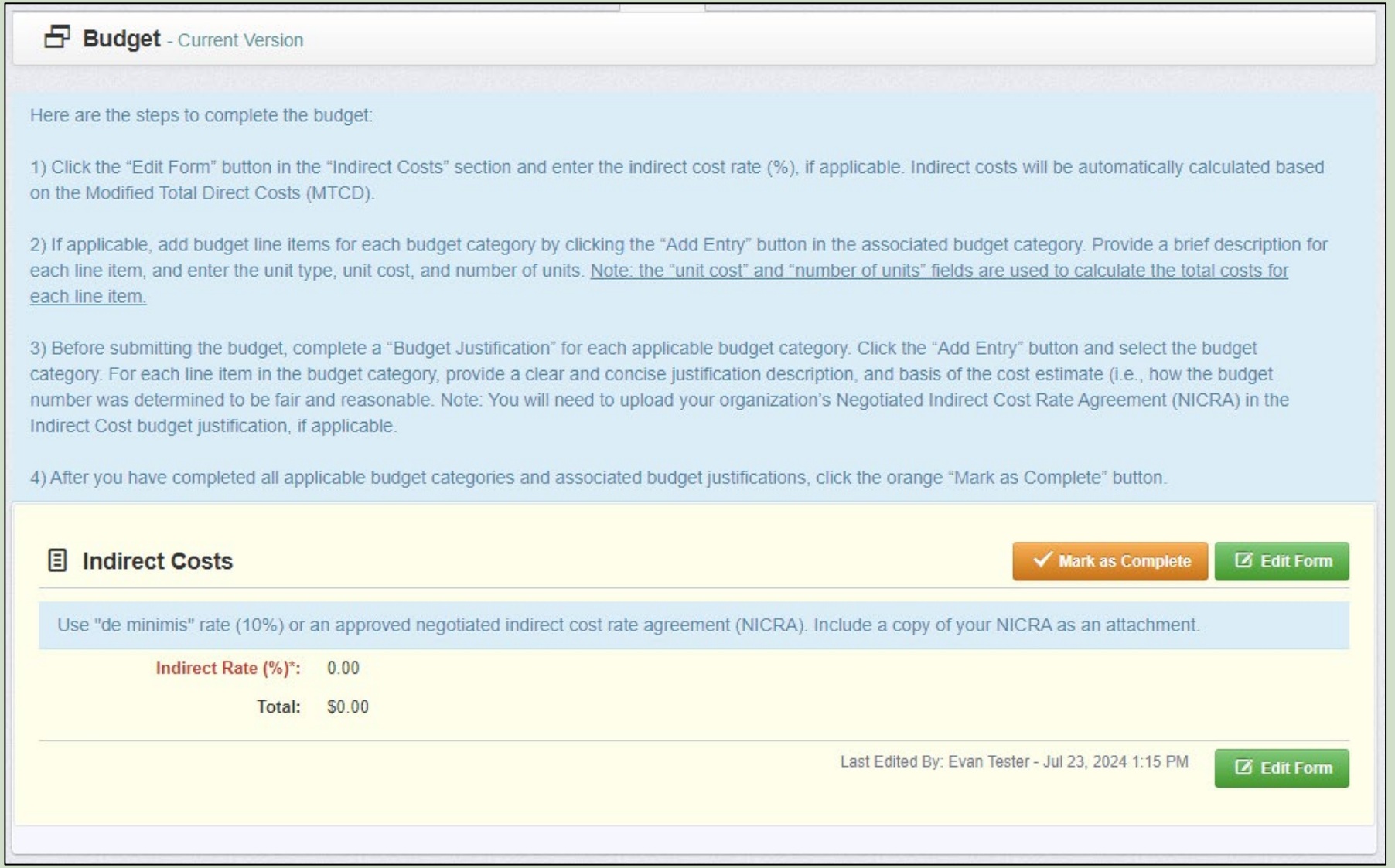


Key Milestones Form



Component	Complete?
General Information	✓
Eligibility Form	✓
Program/Project Team Experience	✓
Partner Organizations	✓
Program/Project Narrative	✓
Key Milestones	✓
Budget	

Budget Form: Instructions



Budget - Current Version

Here are the steps to complete the budget:

1) Click the "Edit Form" button in the "Indirect Costs" section and enter the indirect cost rate (%), if applicable. Indirect costs will be automatically calculated based on the Modified Total Direct Costs (MTCD).

2) If applicable, add budget line items for each budget category by clicking the "Add Entry" button in the associated budget category. Provide a brief description for each line item, and enter the unit type, unit cost, and number of units. Note: the "unit cost" and "number of units" fields are used to calculate the total costs for each line item.

3) Before submitting the budget, complete a "Budget Justification" for each applicable budget category. Click the "Add Entry" button and select the budget category. For each line item in the budget category, provide a clear and concise justification description, and basis of the cost estimate (i.e., how the budget number was determined to be fair and reasonable. Note: You will need to upload your organization's Negotiated Indirect Cost Rate Agreement (NICRA) in the Indirect Cost budget justification, if applicable.

4) After you have completed all applicable budget categories and associated budget justifications, click the orange "Mark as Complete" button.

Indirect Costs — Mark as Complete | Edit Form

Use "de minimis" rate (10%) or an approved negotiated indirect cost rate agreement (NICRA). Include a copy of your NICRA as an attachment.

Indirect Rate (%)*: 0.00

Total: $0.00

Last Edited By: Evan Tester - Jul 23, 2024 1:15 PM — Edit Form

Component	Complete?
General Information	✓
Eligibility Form	✓
Program/Project Team Experience	✓
Partner Organizations	✓
Program/Project Narrative	✓
Key Milestones	✓
Budget	

Budget Form: Instructions

Component	Complete?
General Information	✓
Eligibility Form	✓
Program/Project Team Experience	✓
Partner Organizations	✓
Program/Project Narrative	✓
Key Milestones	✓
Budget	

Budget Form: Indirect Costs

Budget - Current Version

Here are the steps to complete the budget:

1) Click the "Edit Form" button in the "Indirect Costs" section and enter the indirect cost rate (%), if applicable. Indirect costs will be automatically calculated based on the Modified Total Direct Costs (MTCD).

2) If applicable, add budget line items for each budget category by clicking the "Add Entry" button in the associated budget category. Provide a brief description for each line item, and enter the unit type, unit cost, and number of units. Note: the "unit cost" and "number of units" fields are used to calculate the total costs for each line item.

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4) After you have completed all applicable budget categories and associated budget justifications, click the orange "Mark as Complete" button.

Indirect Costs

Mark as Complete | Edit Form

Use "de minimis" rate (10%) or an approved negotiated indirect cost rate agreement (NICRA). Include a copy of your NICRA as an attachment.

Indirect Rate (%)*: 0.00

Total: $0.00

Last Edited By: Evan Tester - Jul 23, 2024 1:15 PM

Edit Form

Component	Complete?
General Information	✓
Eligibility Form	✓
Program/Project Team Experience	✓
Partner Organizations	✓
Program/Project Narrative	✓
Key Milestones	✓
Budget	

Budget Form: Indirect Costs

Budget - Current Version

Here are the steps to complete the budget:

1) Click the "Edit Form" button in the "Indirect Costs" section and enter the indirect cost rate (%), if applicable. Indirect costs will be automatically calculated based on the Modified Total Direct Costs (MTCD).

2) If applicable, add budget line items for each budget category by clicking the "Add Entry" button in the associated budget category. Provide a brief description for each line item, and enter the unit type, unit cost, and number of units. Note: the "unit cost" and "number of units" fields are used to calculate the total costs for each line item.

3) Before submitting the budget, complete a "Budget Justification" for each applicable budget category. Click the "Add Entry" button and select the budget category. For each line item in the budget category, provide a clear and concise justification description, and basis of the cost estimate (i.e., how the budget number was determined to be fair and reasonable. Note: You will need to upload your organization's Negotiated Indirect Cost Rate Agreement (NICRA) in the Indirect Cost budget justification, if applicable.

4) After you have completed all applicable budget categories and associated budget justifications, click the orange "Mark as Complete" button.

Indirect Costs — Save Form

Use "de minimis" rate (10%) or an approved negotiated indirect cost rate agreement (NICRA). Include a copy of your NICRA as an attachment.

Indirect Rate (%)*: 10.00

Total: $24,000.00

Save Form

Component	Complete?
General Information	✓
Eligibility Form	✓
Program/Project Team Experience	✓
Partner Organizations	✓
Program/Project Narrative	✓
Key Milestones	✓
Budget	

Budget Form: Budget Categories & Line Items

Component	Complete?
General Information	✓
Eligibility Form	✓
Program/Project Team Experience	✓
Partner Organizations	✓
Program/Project Narrative	✓
Key Milestones	✓
Budget	

Budget - Current Version

Here are the steps to complete the budget:

1) Click the "Edit Form" button in the "Indirect Costs" section and enter the indirect cost rate (%), if applicable. Indirect costs will be automatically calculated based on the Modified Total Direct Costs (MTCD).

2) If applicable, add budget line items for each budget category by clicking the "Add Entry" button in the associated budget category. Provide a brief description for each line item, and enter the unit type, unit cost, and number of units. Note: the "unit cost" and "number of units" fields are used to calculate the total costs for each line item.

3) Before submitting the budget, complete a "Budget Justification" for each applicable budget category. Click the "Add Entry" button and select the budget category. For each line item in the budget category, provide a clear and concise justification description, and basis of the cost estimate (i.e., how the budget number was determined to be fair and reasonable. Note: You will need to upload your organization's Negotiated Indirect Cost Rate Agreement (NICRA) in the Indirect Cost budget justification, if applicable.

4) Aft

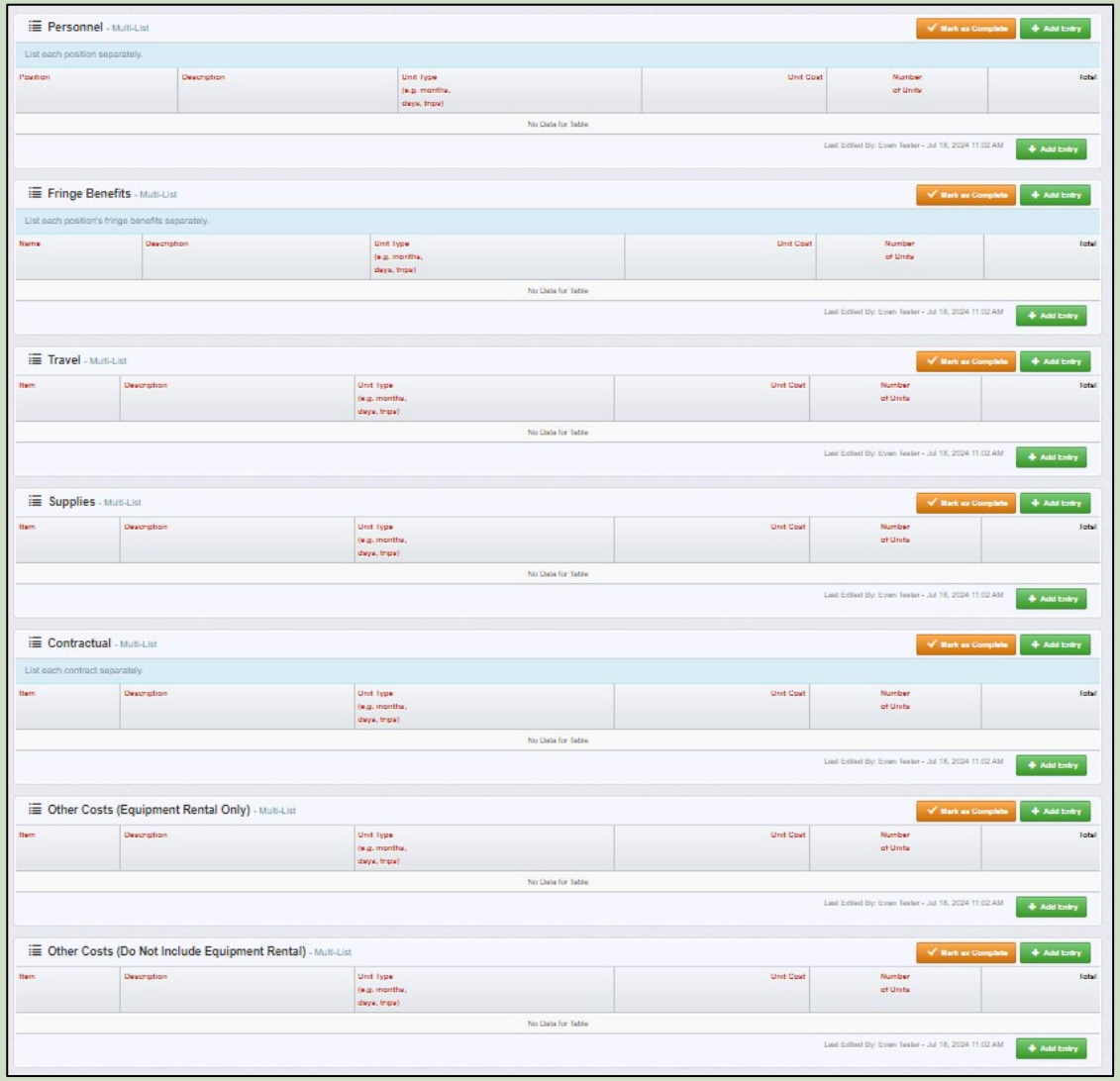
2) If applicable, add budget line items for each budget category by clicking the "Add Entry" button in the associated budget category. Provide a brief description for each line item, and enter the unit type, unit cost, and number of units. Note: the "unit cost" and "number of units" fields are used to calculate the total costs for each line item.

Last Edited By: Evan Tester - Jul 23, 2024 1:15 PM

Edit Form

Budget Categories

- Personnel
- Fringe Benefits
- Travel
- Supplies
- Contractual
- Other Costs (equipment rental)
- Other Costs (non-equipment rental)

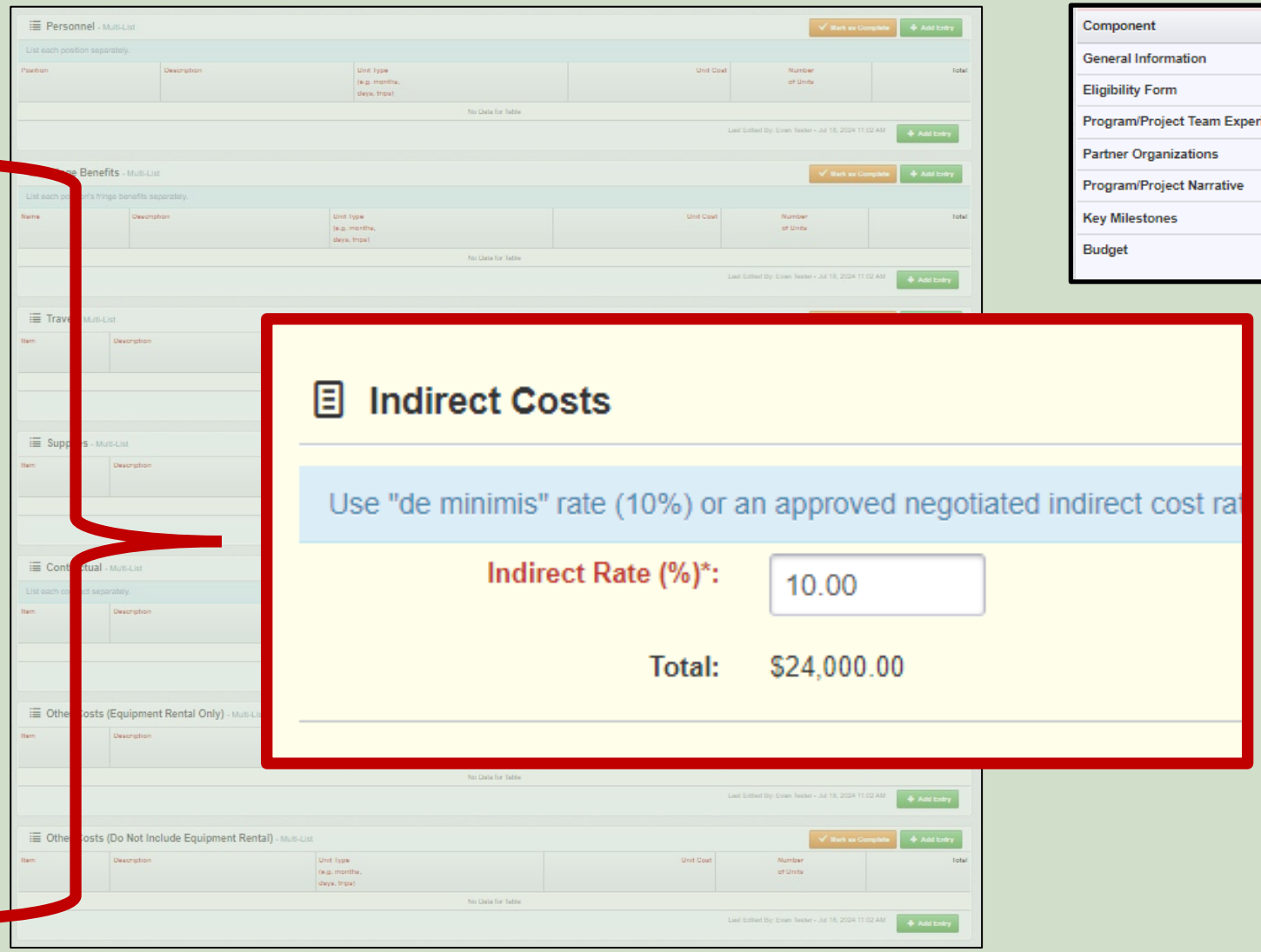


Component	Complete?
General Information	✓
Eligibility Form	✓
Program/Project Team Experience	✓
Partner Organizations	✓
Program/Project Narrative	✓
Key Milestones	✓
Budget	

Budget Categories

MTDC:

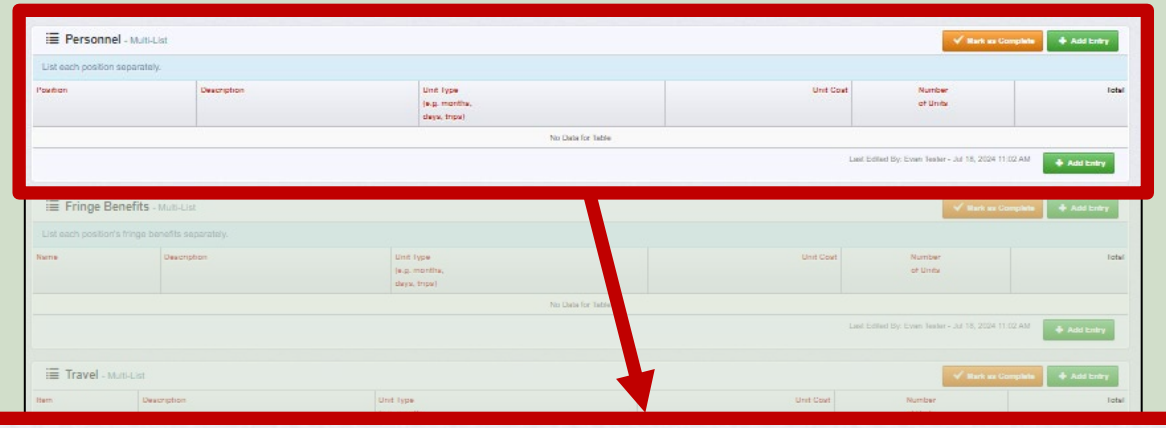
- **Personnel**
- **Fringe Benefits**
- **Travel**
- **Supplies**
- **Contractual**
- Other Costs (equipment rental)
- **Other Costs (non-equipment rental)**



Component	Complete?
General Information	✓
Eligibility Form	✓
Program/Project Team Experience	✓
Partner Organizations	✓
Program/Project Narrative	✓
Key Milestones	✓
Budget	

Budget Line-Item Example

Component	Complete?
General Information	✓
Eligibility Form	✓
Program/Project Team Experience	✓
Partner Organizations	✓
Program/Project Narrative	✓
Key Milestones	✓
Budget	



Personnel - Multi-List

Mark as Complete | + Add Entry

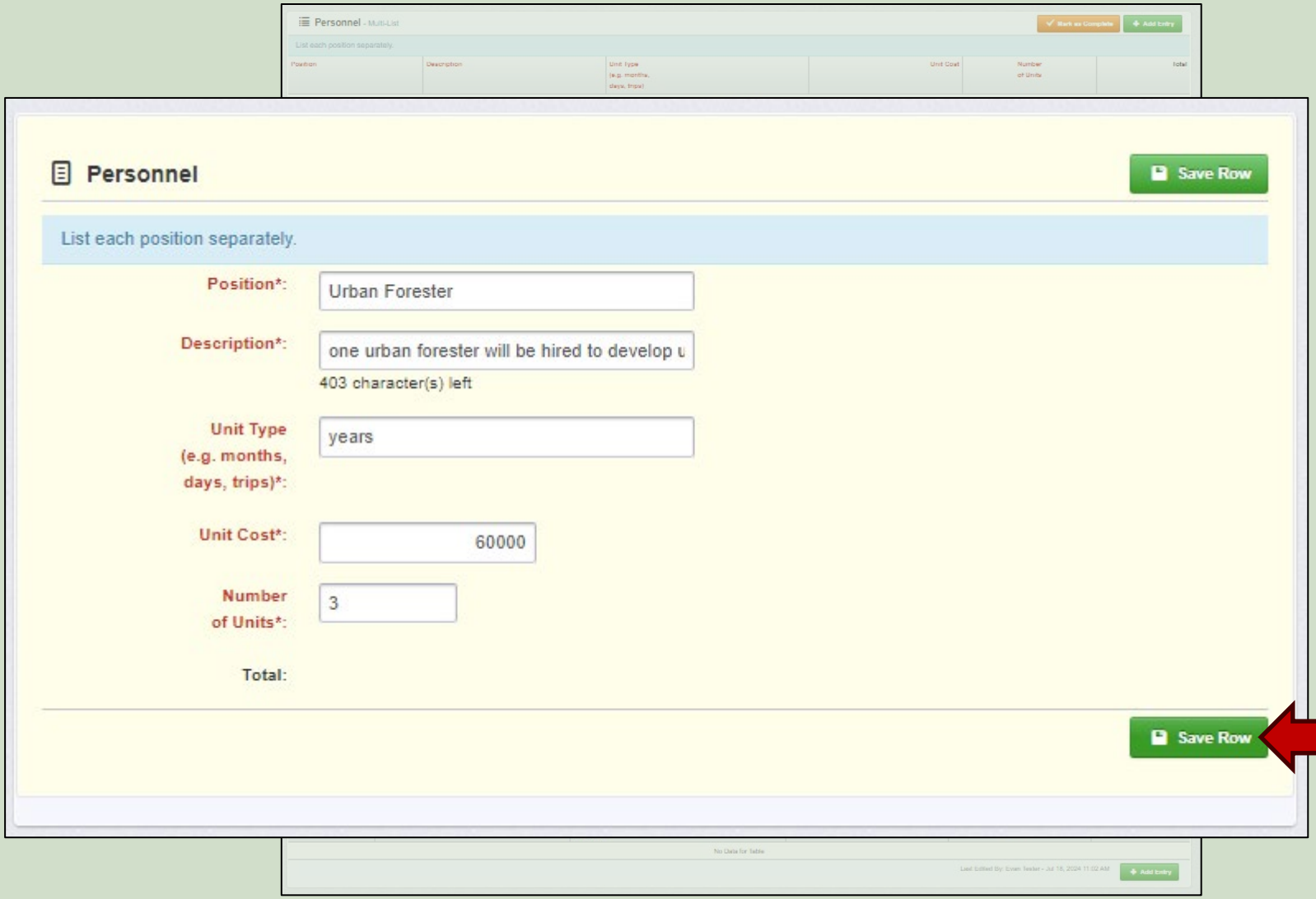
List each position separately.

Position	Description	Unit Type (e.g. months, days, trips)	Unit Cost	Number of Units	Total
No Data for Table					

Last Edited By: Evan Tester - Jul 24, 2024 9:12 AM

+ Add Entry

Budget Line-Item Example



Component	Complete?
General Information	✓
Eligibility Form	✓
Program/Project Team Experience	✓
Partner Organizations	✓
Program/Project Narrative	✓
Key Milestones	✓
Budget	

Budget Line-Item Example

Personnel - Multi-List

Mark as Complete | Add Entry

List each position separately.

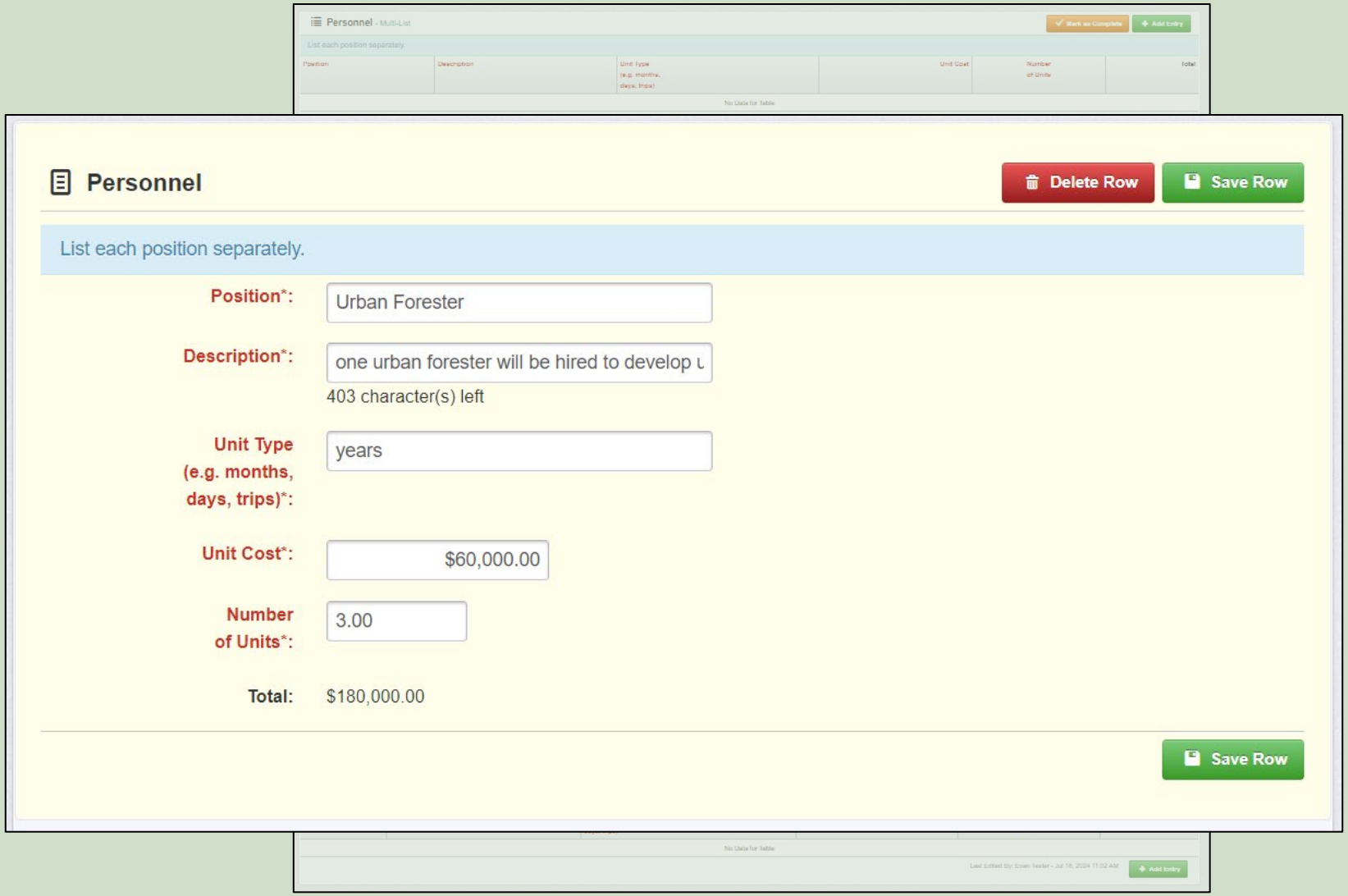
Position	Description	Unit Type (e.g. months, days, trips)	Unit Cost	Number of Units	Total
Urban Forester	one urban forester will be hired to develop urban forest plan and complete urban forest inventory	years	$60,000.00	3.00	$180,000.00
					$180,000.00

Last Edited By: Evan Tester - Jul 18, 2024 11:07 AM

Add Entry

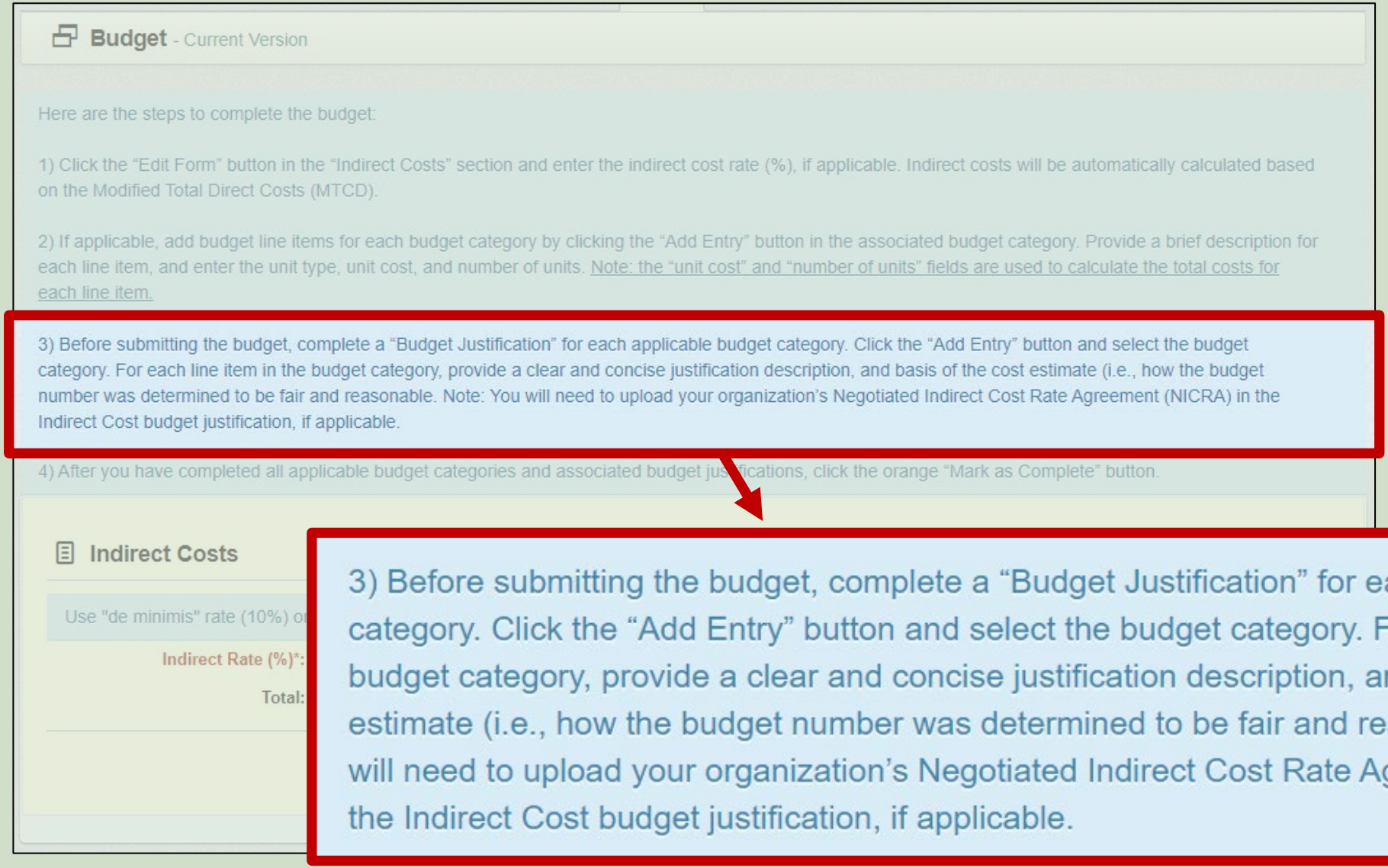
Component	Complete?
General Information	✓
Eligibility Form	✓
Program/Project Team Experience	✓
Partner Organizations	✓
Program/Project Narrative	✓
Key Milestones	✓
Budget	

Budget Line-Item Example



Component	Complete?
General Information	✓
Eligibility Form	✓
Program/Project Team Experience	✓
Partner Organizations	✓
Program/Project Narrative	✓
Key Milestones	✓
Budget	

Budget Justification

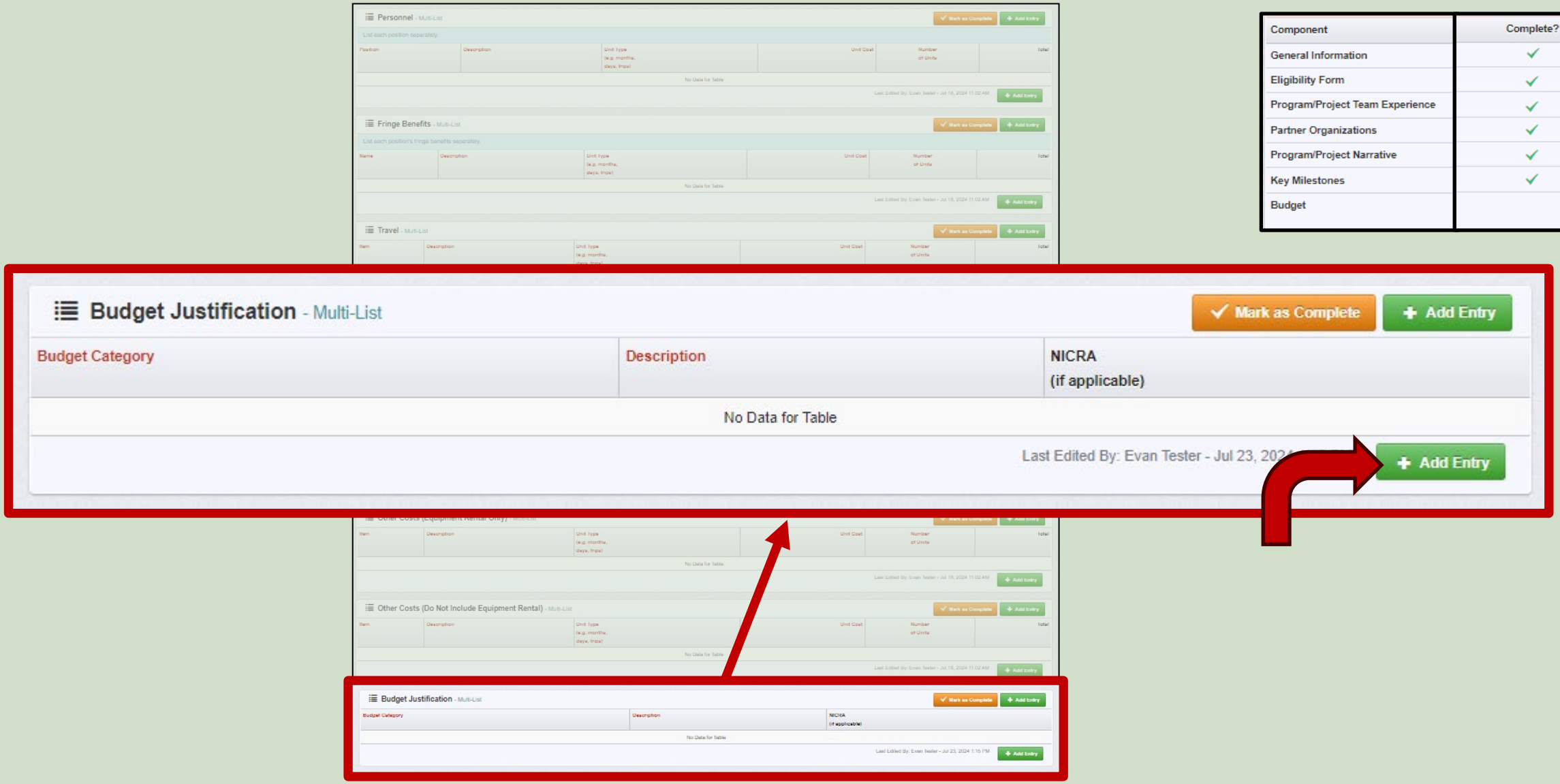


Component	Complete?
General Information	✓
Eligibility Form	✓
Program/Project Team Experience	✓
Partner Organizations	✓
Program/Project Narrative	✓
Key Milestones	✓
Budget	

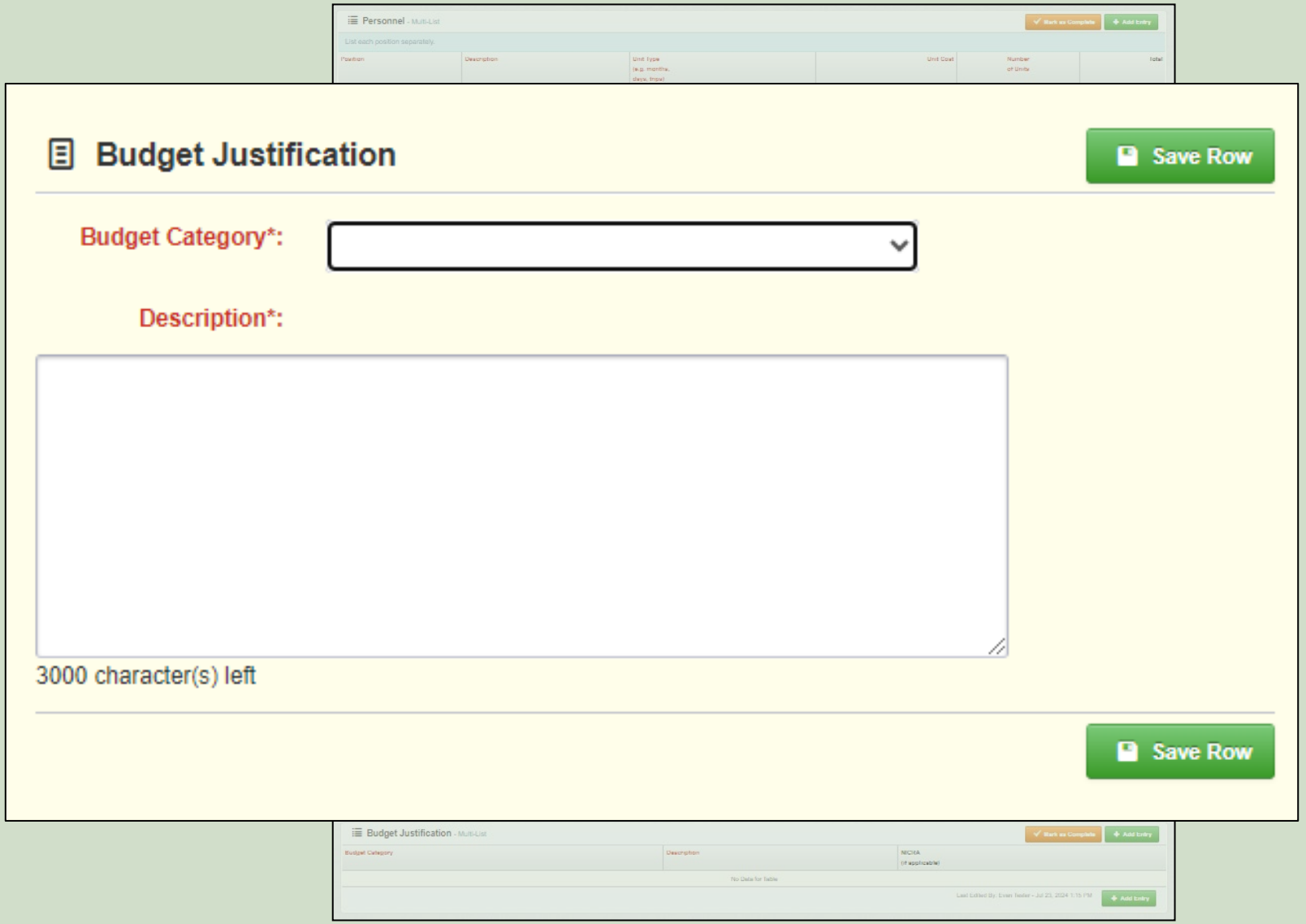
3) Before submitting the budget, complete a "Budget Justification" for each applicable budget category. Click the "Add Entry" button and select the budget category. For each line item in the budget category, provide a clear and concise justification description, and basis of the cost estimate (i.e., how the budget number was determined to be fair and reasonable. Note: You will need to upload your organization's Negotiated Indirect Cost Rate Agreement (NICRA) in the Indirect Cost budget justification, if applicable.

Budget Justification

Component	Complete?
General Information	✓
Eligibility Form	✓
Program/Project Team Experience	✓
Partner Organizations	✓
Program/Project Narrative	✓
Key Milestones	✓
Budget	

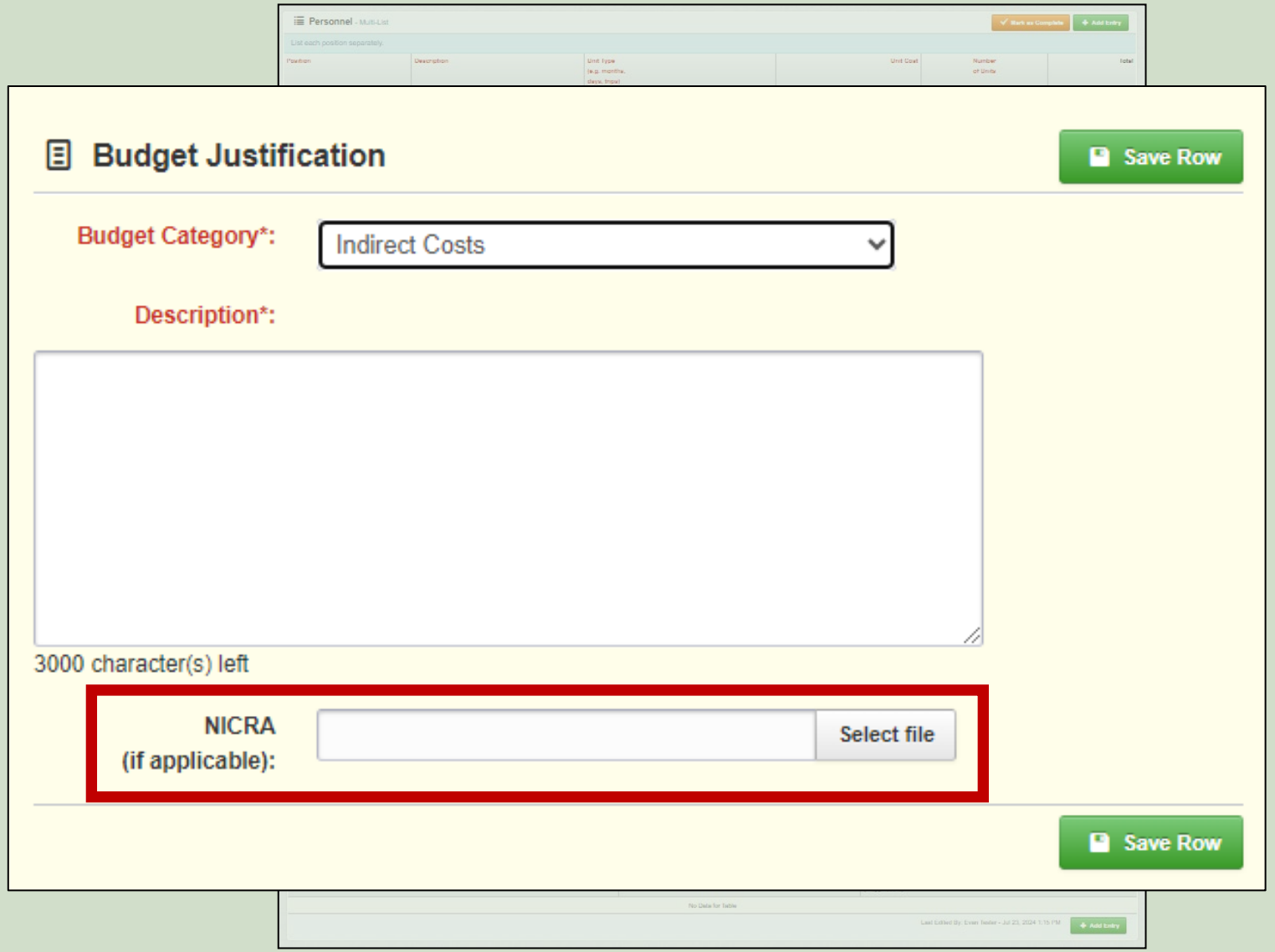


Budget Justification Example



Component	Complete?
General Information	✓
Eligibility Form	✓
Program/Project Team Experience	✓
Partner Organizations	✓
Program/Project Narrative	✓
Key Milestones	✓
Budget	

Budget Justification Example



Component	Complete?
General Information	✓
Eligibility Form	✓
Program/Project Team Experience	✓
Partner Organizations	✓
Program/Project Narrative	✓
Key Milestones	✓
Budget	

Budget Summary

Budget Summary

Mark as Complete

Personnel:	$180,000.00
Fringe Benefits:	$60,000.00
Travel:	$0.00
Supplies:	$0.00
Contractual:	$0.00
Other Costs - Equipment Rental:	$3,333.00
Other Costs - No Rental Equipment:	$0.00
Total Direct Costs:	$243,333.00
Modified Total Direct Costs (MTCD):	$240,000.00
Indirect Costs:	$24,000.00
Total Project Costs:	$267,333.00

Component	Complete?
General Information	✓
Eligibility Form	✓
Program/Project Team Experience	✓
Partner Organizations	✓
Program/Project Narrative	✓
Key Milestones	✓
Budget	

Budget Summary

Budget Summary

Mark as Complete

Personnel:	$180,000.00
Fringe Benefits:	$60,000.00
Travel:	$0.00
Supplies:	$0.00
Contractual:	$0.00
Other Costs - Equipment Rental:	$3,333.00
Other Costs - No Rental Equipment:	$0.00
Total Direct Costs:	$243,333.00
Modified Total Direct Costs (MTCD):	$240,000.00
Indirect Costs:	$24,000.00
Total Project Costs:	$267,333.00

Total Direct Costs = Sum of all budget categories

Component	Complete?
General Information	✓
Eligibility Form	✓
Program/Project Team Experience	✓
Partner Organizations	✓
Program/Project Narrative	✓
Key Milestones	✓
Budget	

Budget Summary

Budget Summary

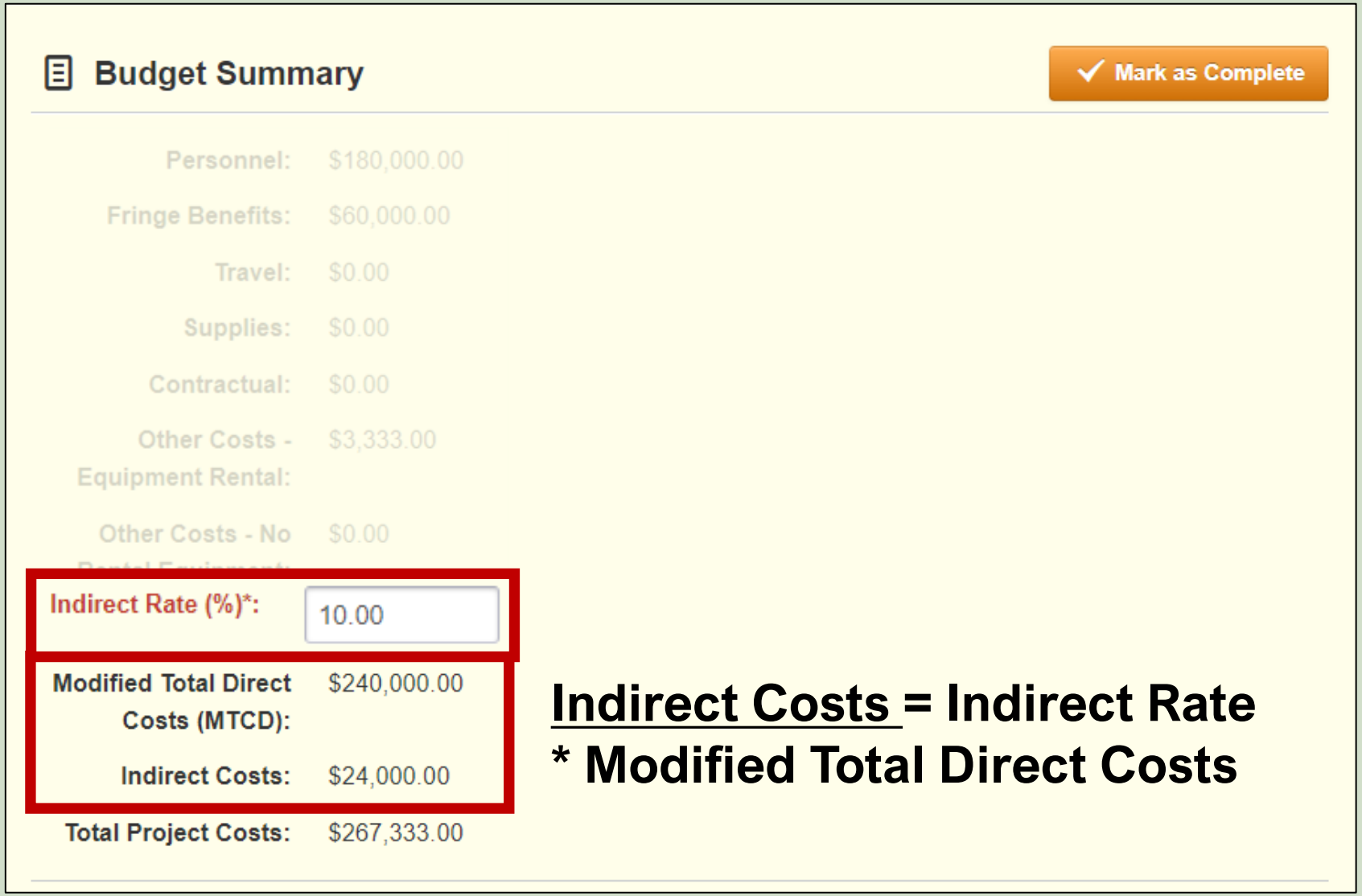
Mark as Complete

Personnel:	$180,000.00
Fringe Benefits:	$60,000.00
Travel:	$0.00
Supplies:	$0.00
Contractual:	$0.00
Other Costs - Equipment Rental:	$3,333.00
Other Costs - No Rental Equipment:	$0.00
Total Direct Costs:	$243,333.00
Modified Total Direct Costs (MTCD):	$240,000.00
Indirect Costs:	$24,000.00
Total Project Costs:	$267,333.00

<u>Modified Total Direct Costs</u> = Sum of all budget categories, except equipment rentals

Component	Complete?
General Information	✓
Eligibility Form	✓
Program/Project Team Experience	✓
Partner Organizations	✓
Program/Project Narrative	✓
Key Milestones	✓
Budget	

Budget Summary



Component	Complete?
General Information	✓
Eligibility Form	✓
Program/Project Team Experience	✓
Partner Organizations	✓
Program/Project Narrative	✓
Key Milestones	✓
Budget	

Indirect Costs = Indirect Rate * Modified Total Direct Costs

Budget Summary

Budget Summary

Mark as Complete

Personnel:	$180,000.00
Fringe Benefits:	$60,000.00
Travel:	$0.00
Supplies:	$0.00
Contractual:	$0.00
Other Costs - Equipment Rental:	$3,333.00
Other Costs - No Rental Equipment:	$0.00
Total Direct Costs:	$243,333.00
Modified Total Direct Costs (MTCD):	$240,000.00
Indirect Costs:	$24,000.00
Total Project Costs:	$267,333.00

Total Project Costs = Indirect Costs + Total Direct Costs

Component	Complete?
General Information	✓
Eligibility Form	✓
Program/Project Team Experience	✓
Partner Organizations	✓
Program/Project Narrative	✓
Key Milestones	✓
Budget	

Budget Summary

Budget Summary

Mark as Complete

Personnel:	$180,000.00
Fringe Benefits:	$60,000.00
Travel:	$0.00
Supplies:	$0.00
Contractual:	$0.00
Other Costs - Equipment Rental:	$3,333.00
Other Costs - No Rental Equipment:	$0.00
Total Direct Costs:	$243,333.00
Modified Total Direct Costs (MTCD):	$240,000.00
Indirect Costs:	$24,000.00
Total Project Costs:	$267,333.00

Component	Complete?
General Information	✓
Eligibility Form	✓
Program/Project Team Experience	✓
Partner Organizations	✓
Program/Project Narrative	✓
Key Milestones	✓
Budget	✓

UCF Project Mapping Tool Tutorial

Program Updates

- **Updated call for proposals**
  - New descriptions of funding ranges
- **Pre-application eligibility form** *(for programs/projects that do no qualify based on CEJST, EPA IRA, or Title 1-A school campus)*
- **Follow-up meetings**
  - for those who have met with us already and would like to schedule a follow up, we hope to have you be able to work with the same person(s). Email the UCF.Program@odf.oregon.gov.
- **Updated FAQ** *(forthcoming)*

Subaward Program Resources

UCF subaward program webpage: https://tinyurl.com/ODF-UCF-grants

- UCF Grant Application Portal
- Application Portal Registration Instructions & Application Instructions
- Bookings page (to schedule a meeting with UCF Program staff)
- Call for Proposals – All Entities
- Subaward Assistance Questionnaire
- UCF Project Mapping Tool
- Frequently Asked Questions
- Subaward Glossary of Terms

Questions?

Bookings page (to schedule a meeting with UCF Program staff)