



City of Green River  
City Council Meeting  
Agenda Documentation

Preparation Date: March 1, 2018	Department: Parks & Recreation
Meeting Date: March 6, 2018	Department Head: Brad Raney
	Presenter: Brad Raney

**Subject:**

To receive approval from the Governing Body to sign and receive grant funds from the 2018 Community Forestry Grant Program in the amount of \$3,000.

**Background/Alternatives:**

This is a 50/50 grant with the matching funds being \$3,000. These monies will be used for planting 30 trees and supporting irrigation as a part of the landscaping plan at the transfer station. The labor will be provided in-house. The match funds will come from the budget authority allocated for the landfill closure

**Attachments:**

2018 Community Forestry Grant agreement

**Fiscal Impact:**

Grant funding of \$3,000.00

**Staff Impact:**

Man hours for irrigation installation and tree planting

**Legal Review:**

Pending review

**Suggested Motion:**

I move to provide for the acceptance of the 2018 Community Forestry Grant funds in the amount of \$3,000.00 and authorize the Mayor to sign the agreement.



# Wyoming State Forestry Division

THE FOREST RESOURCE AGENCY OF WYOMING



5500 Bishop Blvd  
Cheyenne, WY 82002  
Phone: (307) 777-7586  
Fax: (307) 777-5986  
[Forestry@wyo.gov](mailto:Forestry@wyo.gov)

Matthew H. Mead  
Governor

Bill Crapser  
State Forester

February 23, 2018

Brad Raney  
Director of Parks and Recreation  
50 East 2<sup>nd</sup> North  
Green River, Wyoming 82935

Dear Brad:

Thank you for your interest in the 2018 Community Forestry grants. All grant applications received this year were carefully reviewed and scored.

I am pleased to announce that your grant application has been approved for full funding. You will receive \$3,000.00 of Community Forestry cost-share funds upon completion of your project.

These are federal funds and we are required to comply with requirements regarding the use of federal funds. **Attached are two copies of a sub-recipient agreement form that must be signed and returned to me before I can send a final award letter and request for payment form to you. Please sign both copies and return to me as soon as possible.** This is a standard agreement that is required for all Community Forestry grants. When we receive these signed forms I will return a copy to you with our signature along with a final grant award letter and request for payment form.

Some additional information that you may need for accounting purposes is: The funds originated from the USDA Forest Service, State and Private Forestry Program. The federal CFDA number is 10.664.

If you would like additional information or have any questions please give me a call at (307)777-5478. We are pleased to assist you in any way we can. Congratulations and good luck with your project.

Sincerely,

A handwritten signature in black ink that reads "Mark Hughes".

Mark Hughes,  
Community Forestry Coordinator

# **SUB-RECIPIENT AGREEMENT**

## **Community Forestry Cost-Share Assistance**

**Grant # 14-DG-11020000-039; CFDA # 10.664**

This agreement, dated \_\_\_\_\_ is made and entered into by and between

CITY OF GREEN RIVER and the Wyoming State Forestry Division.

CITY OF GREEN RIVER agrees to serve as a sub-recipient for the

Community Forestry Cost-Share Program and agrees to comply with the following prior to receiving cost-share assistance:

- For tree planting grants purchase and plant deciduous trees that are a minimum of 1 ½ inches in caliper and conifer trees that are a minimum of 4 feet in height.
- For tree planting grants obtain and plant trees that meet the specifications of ANSI Z60.1 American Standard for Nursery Stock.
- Insure that tree planting projects are on non federal public property.
- Provide documentation of cash expenditures for tree planting projects and cash or in-kind expenditures for education/program development projects.
- Submit photos or other documentation of the completed project.
- Report the number of volunteers and volunteer hours involved with the project for tree planting grants, and volunteer contributions and/or in-kind contributions for education/program development grants.
- Provide the names of groups and organizations involved.
- For tree planting grants report the number of trees planted.
- For tree planting grants provide a minimum of 5 years maintenance using industry standards.

- Agree to use sub-recipient’s standard purchasing policies and procedures. If none exist, the sub-recipient will default to the State of Wyoming Purchasing Policy and Procedures (WY Administration and Information Procurement Section).
- Certify that no form of discrimination because of race, creed, color, sex, national origin or for any other reasons exists in the performance of the authorized project.
- Certify that each item in the request for payment form is correct, and that recipient has not previously received payment for any item listed on the request for payment.
- Have an audit in accordance with the provisions of OMB Circular A-133 should recipient receive more than \$750,000 in total of federal assistance from any funding or pass-through agency. A copy of the audit report must be submitted to Wyoming State Forestry Division.
- Sub-recipient is subject to the following Uniform Administrative Requirements and Cost Principles:

Entity	Administrative Requirements		Cost Principles			Audits
	2 CFR 215	A-102	2 CFR 225	2 CFR 220	2-CFR 230	A-133
States, Local Governments, and Indian Tribes		X	X			X
Educational Institutions (even if part of a state or local government)	X			X		X
Non-Profit Organizations	X				X	X

Responsibilities of Wyoming State Forestry Division include the following:

- Provide payment when the above criteria are met and the Request for Payment form is submitted.

- **Consult with sub-recipient on technical aspects of tree selection and planting for tree planting projects and provide advice for education/program development activities.**
- **Issue required grant forms.**
- **Provide standards and specifications for tree planting grants.**
- **Inspect tree planting projects for compliance with proper planting/establishment practices.**

X \_\_\_\_\_

**Sub-Recipient Signature**

\_\_\_\_\_

**Date**

\_\_\_\_\_

**Wyoming State Forestry Division Signature**

\_\_\_\_\_

**Date**