USDA Forest Service Urban & Community Forestry

2023 Challenge Cost Share Grant Program
PROPOSAL EVALUATION CRITERIA

1. **Proposal Description (0 to 20 points)**
   Category Applicability / Scope and timeline / Justification / Originality and Innovation
   - Describe how your proposal will meet the category's intent/purpose that addresses Urban and Community Forest Management/Maintenance. Include how it is comprehensive, adaptable, scalable, how it can assist disadvantaged communities, and how does it apply to various geographical areas.
   - How is this proposal innovative in its application and delivery in addressing and resolving the issue?
   - Explain how the process application builds, expands, or improves existing management/maintenance efforts and methods? Will the application be repeating existing processes, or will it be a new management / maintenance method and how it is different from existing methods?

2. **Literature Review (0 to 5 points):**
   In narrative, cite and reference to appendix list of facts, other statements of support, and studies/research that support the proposals approach in creating a comprehensive innovative management and maintenance plan.
   - Identify other applications the proposal builds upon or how the proposal is different in comparison.
   - Identify statements or research that supports the proposals claims.
   ***Your Literature Review should NOT be included in your Project Narrative. Upload your Literature Review as a separate PDF document to the Grant Portal under the appropriate workflow step**). The uploaded literature review document will NOT count toward the 10-page maximum for the proposal narrative.*

3. **Product (0 to 15 points):**
   -- Provide a detailed description of the deliverables and identify the recipients/stake holders and their communities that will utilize this/these product(s).
   - Demonstrate how the successful management/monitoring/maintenance technology/ best management practice is tested and utilized by the different size communities and its members.
   - Identify any training and job creation opportunities.
   - Explain and demonstrate how the product or information will be successfully disseminated to other communities and its community members of similar size and makeup.

4. **Collaboration (0 to 15 points):**
    Response to this section should NOT exceed 2 pages.
    - Explain how you intend to team up with partner organizations, agencies, disadvantaged community members, or institutions to have the greatest impact on the issues or with key focus audiences.
    - It is particularly important to have applicable national organization(s) as part of the team and use nontraditional partners as appropriate.
    - <u>Partners</u> that are collaborating on the implementation of the proposal are to submit formal letters of partnership explaining their role and contribution to the proposal. Letters of partnership are to be uploaded in the "Project Partners" application workflow step.
    - <u>Stakeholder</u> letters of support are welcome and are to be identified as letters of support and uploaded in the "Stakeholder Supporters" application workflow step.
    - The individual partner and stakeholder letters you upload in their respective application workflow steps in the online Grant Portal are not counted towards the 10-page project narrative limit.

5. **National Distribution / Scalability of the management/maintenance end product (0 to 10 Points):**
    - Explain the project's comprehensive plan to distribute the management/ maintenance end product to those who will benefit most from the findings. Include how the distribution plan will reach the focus audience.

6. **Project Evaluation (0 to 5 points):**
    - Identify the criteria that will be used to judge the success of the management/ maintenance end product regarding heightening the public's awareness of the importance of the management and maintenance of their urban and community forests.
    - Include the metrics that will be used to track success over the period of the grant and any identified period after the project has been completed.

7. **Experience/Personnel/Adequacy of Resources (0 to 15 points):**
    The response to this section should not exceed 2 pages.
    *Include the experience/personnel/adequacy of resources **only** as they directly relate or apply to this proposal. **Do not include CVs or resumes**.*

8. **Budget Justification (0 to 15 points):**
    *A suggested [budget narrative/justification template](#) is available and found in the Forms, Templates and Resources section of the Grant Portal to adequately document your budget needs. **The budget narrative should NOT be included in the Project Narrative document, instead it should be uploaded to the Grant Portal as a separate PDF document under the appropriate workflow step.** The uploaded Budget Justification document will NOT count towards the 10-page maximum for the proposal narrative.*