



H. Gene Kodama, State Forester
P.O. Box 21707 Columbia SC 29221

Grant Funds Available For Public Tree Removal & Planting Visit www.trees.sc.gov

November 13, 2009

The South Carolina Forestry Commission, in cooperation with the U.S.D.A. Forest Service, is pleased to announce that funds have been appropriated by the American Recovery & Reinvestment Act (ARRA) for the *Community Forest Health Enrichment Assistance Program*. These reimbursable funds are designed to improve the health and safety of our cities and towns while at the same time, providing job stimulus and establishing the next generation of trees in our communities. The grant proposal deadline is Friday, December 18, 2009 and awarded projects must be implemented between February 2010 and March 2011.

Awards under this grant will provide funding for:

- Hazard tree removals along public right-of-ways and parks
- Individual hazard tree assessments on public right-of-ways
- Public tree replacement planting on public right-of-ways

Through this program, local units of government (cities and towns) are eligible to apply. Approximately \$850,000 will be awarded statewide for projects that will help communities with the management of their public tree resource. For complete information on and how to apply for the *Community Forest Health Enrichment Assistance Program* see the enclosed document. An electronic version is available at www.trees.sc.gov.

The SC Forestry Commission will hold two free Grant Writing Workshops in Columbia, on November 24th and December 3rd 2009, both at 2 PM. If you or someone in your organization would like to attend, please return the enclosed *grant writing workshop registration form* **immediately**.

To be considered for funding, completed grant applications must be *received* at the Forestry Commission headquarters on December 18, 2009. Therefore, we urge you to attend a workshop and/or consult with your regional urban forester (listed on page 9 in application packet) as soon as possible to allow adequate time to develop a strong, well written proposal. Should you have any questions, please feel free to contact me at (803) 896-8864 or lgilland@forestry.state.sc.us.

Sincerely,

Liz Gilland
Community Forestry Coordinator

Enclosures

**SC Forestry Commission
Community Forest Health Enrichment Assistance Program**

Two grant writing workshops will be offered to provide guidance and assistance with developing a strong proposal.

LOCATION: SC Forestry Commission Headquarters / 5500 Broad River Road, Columbia 29212

DATES: November 24, 2009 and December 3, 2009

TIME: 2:00 – 3:30 PM for each date

AGENDA: Overview of State Community Forestry Program
Grant Proposal Format
Application Process / Narrative Components / Project Activities
Fiscal Matters
Funding Process / Allowable Costs / Procurement / Sample Budget

**TO REGISTER, PLEASE COMPLETE THIS FORM AND RETURN VIA
FAX (803-896-8880) OR MAIL TO:**

ARRA Grant Workshop Registration, Attn: Liz Gilland, Community Forestry Coordinator,
SC Forestry Commission, POB 21707, Columbia, SC 29221 (803-896-8800)

PLEASE PRINT

Name & Title: _____

Organization: _____

Mailing address: _____

E-Mail: _____

Phone #: _____ Fax #: _____

Workshop date (please circle one): November 24, 2009 December 3, 2009

Registration will be confirmed via phone or email listed above.

South Carolina Forestry Commission

www.trees.sc.gov

*American Recovery & Reinvestment Act (ARRA)
Financial Assistance Program for SC*

**Guidelines & Application Packet for
Community Forest Health Enrichment
through Hazard Tree Mitigation &
Canopy Tree Restoration**



**APPLICATION PACKET DEADLINE:
DECEMBER 18, 2009**

SUBMIT TO:

ARRA Assistance Program
South Carolina Forestry Commission

Mailing Address:

P.O. Box 21707
Columbia SC 29221

Physical / Shipping Address:

5500 Broad River Road
Columbia SC 29212

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All facilities, programs, and services of the South Carolina Forestry Commission are available to all persons. Discrimination is prohibited and should be reported to the State Forester at 803-896-8861 or scfc@forestry.state.sc.us.

The U. S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and marital or family status. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at 202-720-2600 (voice and TDD).

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-A, Whitten Building, 14th and Independence Avenue, SW, Washington, DC 20250-9410 or call (202) 720-5964 (voice or TDD). USDA is an equal opportunity provider and employer.

Introduction

The South Carolina Forestry Commission (SCFC) in cooperation with the United States Department of Agriculture (USDA) Forest Service announces the 2009 American Recovery & Reinvestment Act Financial Assistance (ARRA) program for urban forest health enrichment through hazard tree mitigation and canopy restoration. The program intent is to stimulate new and/or help retain jobs.

Program Goal and Objectives

The goal of this grant is to distribute funds across the state to municipal entities of varying geographic location, land base, population and economic status to stimulate new and/or help retain jobs. The funds will focus specifically on jobs involved with providing tree removal/pruning services and tree growing/installation/maintenance services.

To facilitate this goal, funding will be focused on the following project objectives:

- Improve safety of public street ROWs and parks by facilitating the identification, removal and/or pruning of hazard trees,
- Retain or increase the number of public trees within communities, and
- Enhance the technical skills of individuals involved in pruning, planting and maintenance of public trees.

Available Funds

Approximately \$845,000 in federal funds will be awarded on a competitive basis through the SC Forestry Commission's 2009 American Recovery & Reinvestment Act Financial Assistance program. Requests for assistance should not exceed \$35,000, although exceptions may be made when a project proposal demonstrates an extraordinary need and goes above and beyond the program goal and objectives.

Match Requirements

No match is required, although if a grantee is able to leverage these funds with local funds, donations and/or private foundation monies, please indicate so in the project proposal and budget, see example budget sheet on page 10. *Funds expended for hazard tree assessment, hazard tree pruning, hazard removal or tree installation prior to the date of the grant award cannot be reimbursed.*

Grant Timeframe

Recipients will be given up to 12 months to complete their project. Approved projects may begin only after various federal assurance forms are signed and submitted to the Forestry Commission. In addition, a Memorandum of Agreement must also be signed by the grantee and a representative of the SC Forestry Commission. The SC Forestry Commission reserves the right to reject any and all proposals or to approve partial funding for any and all proposals.

- * Grant writing assistance workshops will be held at 2:00 PM on November 24, 2009 and 2:00 PM on December 3, 2009.
- * Applications will be received through 5:00 p.m. on December 18, 2009.
- * Grant review committee will meet to select projects on January 6, 2010.
- * Grantees will be notified of approved funding by January 26, 2010.
- * Grant contracts and project implementation may begin on February 1, 2010.
- * Grant project activity must be completed before March 1, 2011.

Eligible Recipients

Funds will primarily be awarded to units of local government (cities and towns). Secondary funding may be available to state agencies and public education institutions of higher learning based on the number of proposals and total requests for assistance. Program information is available to all persons.

Eligible Projects

The ARRA Financial Assistance Program for Community Forest Health Enrichment is intended to assist a community with assessments to identify hazardous trees (if not already identified), hazard tree pruning, hazard tree removal, and replacement tree planting. Project activities should meet the state program goal and objectives listed on page 1. To qualify for pruning/removal funds, written documentation must be provided before project implementation to document the number and location of hazard tree(s). These trees must have been identified either by a professional consulting urban forester/arborist or an ISA certified arborist who has had training in and experience with tree risk assessments. For specific information on project categories, see pages 3 and 4.

Ineligible Projects

These funds are not intended for the purpose of routine tree care or beautification plantings, but to help mitigate public tree risk and re-establish community canopy cover with appropriate tree species.

Payment Process

Payments will be provided on a **reimbursement** basis upon project completion and review of the grant project. The SC Forestry Commission reserves the right to make partial payments subject to completion of scheduled milestones and/or proper documentation for the federal dollars requested. A representative of the SC Forestry Commission will evaluate the progress of the project to determine eligibility for full payment.

General Assistance

If possible, attend one of two free grant-writing workshops. These workshops will be held in Columbia during the afternoon of November 18, 2009 and December 3, 2009. Please contact Gloria Freeman at 803-896-8846 or gfreeman@forestry.state.sc.us to register. For specific project development assistance, contact your Regional Urban Forester listed on page 9.

Federal Regulations for Grants & Agreements

Grantees must comply with all federal regulations pertaining to federal grants, please refer to the following sections of Federal Regulations and cost principles listed below. Up-to-date copies of these regulations may be found on <http://www.whitehouse.gov/omb/circulars/>.

Entity	OMB Admin. Stds.	USDA Admin. Stds.	OMB Cost Principals	Auditing Stds.
State & Local Government	OMB A-102	7 CFR 3016 (3017/3018)	OMB A-87	OMB A-133
Educational Institution	OMB A-110	7 CFR 3019 (3017/3018)	OMB A-21	OMB A-133

PROJECT FUNDING

The following provides a description of the project activities that will be funded through this Financial Assistance Program.

Category I. Hazard Tree Mitigation & Canopy Restoration

This category is intended to reimburse for and address job stimulus/retention through the mitigation (removal or pruning) of public hazard trees only and the appropriate replacement of those trees. Therefore, activities under *Part A* must be accompanied by activities under *Part B*. For the purpose of this grant, hazard tree is defined as, *a dead tree or a tree having one or more significant defects as to compromise its structural integrity so that tree failure is imminent AND an identifiable target (vehicle, structure, street, people, etc.) is at risk.*

Part A. Hazard Tree Mitigation (maximum request up to \$1,000 per tree but no more than \$26,000 total). These funds will not reimburse for routine tree care (fertilization, mulching, general pruning, etc.). The recipient must contract out the work using state procurement guidelines to a SC licensed tree service company that is reputable and carries worker's compensation and liability insurance. For hazard pruning, the recipient must contract with a company employing an ISA certified arborist. All tree work must be in accordance with the most current ANSI A300 standards and ISA BMPs for Tree Pruning. Only trees located within the jurisdictional boundary, on public street ROW's and in public parks are eligible. Trees along wooded areas are not eligible unless they are directly adjacent to or within 25 feet of high-use walking trails/recreation areas. Documentation of hazard trees and their locations must be provided either at the time of proposal submission or before project implementation. Acceptable documentation may include a copy of a tree inventory summary report or a detailed letter from a professional consulting urban forester/arborist or an ISA Certified Arborist that has had training in and experience with tree risk evaluations summarizing a recent assessment.

If a municipal street tree inventory has been performed since 2005, please reference that information or local knowledge to provide the following: a location map, illustration or aerial photo showing the location of the trees to be removed or pruned. Map/illustration/photo should be detailed enough to show existing improvements, hardscape, trees, overhead utilities, roadways, etc.

If a municipal street tree inventory has never been performed, is older than 5 years or if it is out-of-date, please skip to Category 2 for more information.

Part B. Canopy Restoration (maximum request up to \$350 per tree but no more than \$9,000 total). These funds are for the establishment of tree canopy cover in public places through tree replacement. For each hazard tree removed, at least one tree must be planted to replace it within 50 feet of the original location. An emphasis must be placed on species suitability and take into account site analysis and design concepts. The recipient must contract out the work using state procurement guidelines to a SC licensed landscape company that is reputable. Preference should be given to a company employing a SCNLA Certified Landscape Technician or a SCLTA Environmental Landscape Certified professional.

Part B. Canopy Restoration continued... Tree installation must be in accordance with the most recent ANSI A300 standards and ISA BMPs for Tree Planting. Only small-maturing tree species can be used for sites with overhead utility lines. Planting large-maturing tree species is preferred and encouraged for all other sites only if the site can accommodate for long-term growth. The following trees are not eligible for reimbursement: palm, flowering pear (such as 'Bradford') and any trees considered to be invasive and/or inappropriate for SC. Trees must be procured from a SC tree nursery grower. Any trees grown or purchased from out-of-state sources will not be reimbursed. The maximum allowable planting size for reimbursement is up to 2-inch caliper B&B stock or up to 20 gallon (#20) container-grown stock. The cost per tree may include transportation & delivery, installation, mulch and temporary/supplemental watering items such as TreeGators, Ooze Tubes, 5 gallon buckets, hoses, etc. Each replacement tree must be properly installed, watered and maintained for a period of 3-years from the date of planting. Trees to be planted will comply to the standard set forth in ANSI Z60.1 with regard to tree quality, root ball or container size and caliper to height ratio.

A landscape sketch/tree planting plan *is required* with the grant proposal if hazard trees and/or hazard tree pruning has already been identified. The purpose of the plan is to illustrate the locations for the new trees in proximity to the removal of the old trees. The plan should be detailed enough to show existing improvements and trees, overhead utilities, roads, etc. The landscape / tree planting plan should also include the tree species name, the square footage of the planting space per tree and quantities of each species.

In addition, each grantee should follow the SCDOTs Encroachment permit process and regulations prior to installation.

Category 2. Hazard Tree Assessment

If a municipality or other entity applying for these funds does not have any information on or documentation identifying hazard trees or trees needing hazard pruning, it may request that a hazard tree assessment be performed as a part of the grant proposal. The SC Forestry Commission will be contracting with a professional consulting urban forester/arborist or an ISA certified arborist who has training in and experience with tree risk evaluations to provide assistance to municipalities for hazard tree identification and assessments *on a limited basis*. This service will be provided by the ARRA funds upfront and at no cost to the municipality, but will be restricted to a limited number of entities based on the number of proposals submitted that request this assistance. Please clearly and specifically indicate in the grant narrative the need for this service and estimate the number of trees to be mitigated and planted. Reference Category 1. Parts A and B above.

NOTE: A municipality may elect to contract out this service separate from this program. If that is the case, contact your Regional Urban Forester (listed on page 9) for information on consultants.

THE APPLICATION PROCESS

General Requirements

All applications must meet the following requirements to be considered for financial assistance. **Incomplete applications will not be considered.** Please keep a copy of these guidelines, your application form, project narrative and budget for your records.

The application proposal packet includes a completed Application Form, a Project Narrative and Budget. Letters of support, maps, photos, forms, and sample documents will be considered supplements to the proposal packet and not counted as part of the 10-page maximum. **Application packets not formatted according to these instructions may be rejected without notice.**

Application packets must be submitted on 8 ½" x 11" white paper. There should be only one Application Form and it should be the first page for each packet submitted. No cover letter is necessary. Print material on one side of each sheet. All attachments must be 8 ½" x 11", except for sketches, plans, and maps which must be folded into 8 ½" x 11". Proposals should be stapled in the upper left corner. **Please, no binders, covers, folders or notebooks!**

Applicants shall submit one (1) original and five (5) copies of the completed application package before 5:00 p.m. on December 11, 2009 to:

ARRA Financial Assistance Program
SC Forestry Commission U&CF Program
Attn: Gloria Freeman, Grant Administrator

Mailing address:
P.O. Box 21707
Columbia SC 29221

Shipping address:
5500 Broad River Road
Columbia, SC 29212

Application packets MUST physically be in our office by 5 PM on December 11, 2009. Faxed, E-mailed and late application packets will not be accepted.

A complete Application Package should contain the following in the order listed below:

1. One original and five copies of application packet.
2. A completed Application form, found on page 13.
3. A concise Project Narrative (three page limit). Narrative guidelines are listed on page 7.
4. A Budget Form found on page 11. A sample budget is on page 10.
5. A completed W-9 Form, provided on page 12.
6. The location map and site/landscape plan (species type, quantity, and size) for tree replacement.

Applications missing any of items listed above may not be considered for funding.

Application Review & Award

Two primary steps will be taken to review the proposals and award the grants. First, each project proposal will receive a mechanical score based on 1) the most recent county unemployment rate (expressed as %) and 2) whether or not a community has completed a public tree inventory within the past five years. This mechanical score will carry a weight of 50%. Second, each proposal will be rated by a Grant Review Committee on the basis of need, documentation and how well the proposal addresses the state program objectives. The cumulative average score of the committee will be weighted 50%.

The Grant Committee will include at least 2 members from the SC Urban & Community Forestry Council (www.scurbanforests.org) and 2 SC Forestry Commission personnel. Only members of the Grant Committee will review and score the project proposals and make funding recommendations. *Funding recommendations will be presented to the State Forester for final approval.*

Upon notification of approval for funding, recipients will be assigned a maximum dollar amount and will also be required to submit signed originals of the Memorandum of Agreement and Federal Assurance forms before project implementation can begin.

Other considerations for funding include the following, but are based on the number of proposals received and total dollar amount requested for assistance:

1. Geographic location. Funds will be distributed to municipalities in at least 25 of our 46 counties.
2. Tree City USA status. This status demonstrates the minimal level of community forestry program capacity, generally with staffing in charge of addressing public tree issues.
3. Existing public tree inventory. If a municipal street tree inventory has been completed since 2005 and been kept current this should provide ready-made documentation of hazard trees and trees needing hazard pruning.
4. Population. Funds will be distributed to municipalities representing varying populations, based on 2000 census numbers.
5. New applicants. Funds will be distributed to those entities that have not previously applied for or received any funding from the Forestry Commission.
6. Applicant's ability to demonstrate long-term maintenance and care of new trees.
7. Applicants may only receive a maximum of \$35,000 in federal funds. Exceptions will be considered for projects that demonstrate an extraordinary need and go above and beyond the program objectives.

PROPOSAL FORMAT

Project Narrative

The Project Narrative section is limited to a maximum of 3 **typewritten, double-spaced pages**. It must be attached to the Application Form, should be concise and should address the State Program Goal & Objectives listed on page 1. You are advised to contact your Regional Urban Forester (page 9) for assistance in developing a strong proposal. Please address and identify the following sections in your project narrative.

A. Background - Briefly describe your community or entity. Include items such as population and percent growth rate, if applicable. Do you currently have a public tree management program, a tree ordinance, a comprehensive plan, etc.? Most current unemployment rate of your county (http://www.eascinc.com/unemployment_rate.html)? What is your current dedicated staff level for public tree care and management, describe? Do you have a tree inventory that was completed within the past five years, describe? Do you have a tree advisory board, describe? Convey / demonstrate the need for these funds and how your proposed project strengthens your community forestry program.

B. Project Objectives - Briefly describe the intent and purpose of the project. What do you hope to accomplish? Include specific project objectives and measures of success. State the specifics regarding the trees to be removed or pruned, this includes but is not limited to how many trees to be mitigated, tree diameters, condition ratings, proximity to nearby schools, parks, high volume traffic routes, main routes to hospital, public buildings, fire/police stations, etc. Are the objectives reasonable and realistic?

C. Strategy - How will the project objective(s) be accomplished? Describe in detail the project steps, major activities, the project time frame and completion dates for various activities of the project.

D. Cooperation & Partnerships - Will you be cooperating with other groups or organizations to accomplish your project? If so, how and with whom? Identify the role or responsibilities of each. List or describe the level of local support and volunteer involvement. Include letters of community support as attachments.

E. Visibility and/or Impact - Describe the impact that the project will have on your community forestry program and/or the public within the community. What are the merits of the project or general environmental, economic and/or social improvements that will be created by the project?

F. Location Map - A location map, illustration or aerial photo must be included showing the location of the trees to be removed and/or pruned. Map/illustration/photo should be detailed enough to show existing improvements, hardscape, trees, overhead utilities, traffic flow, etc.

G. Street / park tree replacement plan - Include a street/park tree plan for tree replacement. Site plans should be detailed enough to show existing improvements, hardscape, trees, utilities (underground and overhead), elevation changes, traffic flow, etc. Tree replacement plans should include the tree species common names, locations and quantities of each species.

Project Budget

Use the Budget Form provided on page 11 to outline the overall project expenditures. Major expense categories should be estimated for the grant project and review purposes. Please round to the nearest whole dollar. The grant funds will not reimburse for any overhead or indirect costs.

While it is not required for the recipient to match the grant funds, it may be an opportunity to stretch the federal funds by leveraging them with local funds, donations and/or private foundation monies. If this is the case, the source of leverage should be identified and quantified in the application by enclosing letters of intended support.

Funds expended prior to the date of the grant award cannot be reimbursed.

On the budget form: Specifically list the project activity expenditures under the Cost Categories section, specifically list and define the expenditures for the funds requested and if leveraging funds remember to include letters of intended support.

Method of Payment

A maximum of four reimbursement payments will be allowed at any time during the grant cycle after the grantee meets the following requirements.

- All federal forms and the Memorandum of Agreement have been signed and submitted to the SC Forestry Commission Columbia office.
- All activities have been completed, expenses documented (i.e., invoices and cancelled checks or paid receipts) and submitted to the Forestry Commission Grant Assistance Administrator before payment can be processed.
- Before the final reimbursement payment is processed, the final product(s) of the project must be delivered/presented to the Forestry Commission as evidence of a completed project.

WHERE TO GO FOR HELP

We strongly encourage you to call the Regional Urban Forester nearest you to receive assistance with the financial assistance application packet.

Regional Urban Foresters

Assistance Area

Coastal Region Urban Forester
Ms. Frances Waite
1820 Savannah Hwy, Suite A-2
Charleston, SC 29407
OFFICE (843) 571-0136
MOBILE (843) 209-7536
FAX (843) 556-6801
E-Mail: fmwaite@bellsouth.net

Berkeley County
Aiken County
Charleston County
Dorchester County
Colleton County
Beaufort County
Orangeburg County

Jasper County
Hampton County
Allendale County
Barnwell County
Calhoun County
Bamberg County

Pee Dee Region Urban Forester
Ms. Lois Edwards
1949 Industrial Park Road
Conway, SC 29526
OFFICE (843) 365-8140
MOBILE (843) 907-2323
FAX (843) 365-6072
E-Mail: edwardsl@sccoast.net

Lancaster County
Kershaw County
Darlington County
Williamsburg County
Clarendon County
Lee County
Marion County

Chesterfield County
Marlboro County
Florence County
Georgetown County
Sumter County
Horry County
Dillon County

Piedmont Region Urban Forester
Mr. Jimmy Walters
1803 Dixie Drive
Hodges, SC 29653
OFFICE (864) 374-7111
MOBILE (864) 910-0139
FAX (864) 374-7011
E-Mail: jwcc4853@embarqmail.com

Edgefield County
McCormick County
Abbeville County
Fairfield County
Laurens County
Richland County
York County
Spartanburg County
Pickens County
Oconee County

Saluda County
Greenwood County
Newberry County
Chester County
Union County
Lexington County
Cherokee County
Greenville County
Anderson County

SC Forestry Commission Columbia Headquarters Staff:

Community Forestry Program Coordinator

Liz Gilland at (803) 896-8864, fax (803) 896-8880 or lgilland@forestry.state.sc.us

Community Forestry Grant Assistance Administrator

Gloria Freeman at phone (803) 896-8846, fax (803) 896-8880 or gfreeman@forestry.state.sc.us

2009 BUDGET
ARRA Financial Assistance Program

Applicant Name:				
Project Title:				
Cost Category	Federal Funds Requested \$	Leveraged funds (not required)		TOTAL \$
		Amount \$	Source	
TOTAL \$'s	\$	\$	XXXXXXXX	\$

**SAMPLE * 2009 BUDGET * SAMPLE
ARRA Financial Assistance Program**

Applicant Name:	Oakville			
Project Title:	Public tree hazard mitigation and canopy restoration			
Cost Category	Federal Funds Requested \$	Leveraged funds (not required)		TOTAL \$
		Amount \$	Source	
Hazard tree pruning 5 trees @ \$800 each	\$4,000	\$0	N/A	\$4,000
Hazard Tree removal 10 trees @ \$1,000 each	\$10,000	\$0	N/A	\$10,000
Tree replacement 20, 2" caliper trees @ \$325 each to include delivery, installation, 15 Treegators and hardwood mulch	\$3,250	\$3,250	Community Tree Foundation	\$6,500
TOTAL \$'s	\$17,250	\$3,250	XXXXXXXX	\$20,500

Request for Taxpayer Identification Number and Certification

**Give form to the
 requester. Do not
 send to the IRS.**

Print or type See Specific Instructions on page 2	Name (as shown on your income tax return)	
	Business name, if different from above	
	Check appropriate box: <input type="checkbox"/> Individual/Sole proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Other ▶	
	<input type="checkbox"/> Exempt from backup withholding	
	Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
City, state, and ZIP code		
List account number(s) here (optional)		

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Social security number									

or

Employer identification number									

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. person (including a U.S. resident alien).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. (See the instructions on page 4.)

Sign Here	Signature of U.S. person ▶	Date ▶
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Purpose of Form

A person who is required to file an information return with the IRS, must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

U.S. person. Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

For federal tax purposes you are considered a person if you are:

- An individual who is a citizen or resident of the United States,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States, or

- Any estate (other than a foreign estate) or trust. See Regulations sections 301.7701-6(a) and 7(a) for additional information.

Foreign person. If you are a foreign person, do not use Form W-9. Instead, use the appropriate Form W-8 (see Publication 515, Withholding of Tax on Nonresident Aliens and Foreign Entities).

Nonresident alien who becomes a resident alien.

Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a "saving clause." Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the recipient has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items:

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.

2009 APPLICATION FORM

ARRA

Financial Assistance Program

FOR OFFICIAL USE ONLY

Date Received: _____

Grant #: _____

PROJECT INFORMATION

Project Title:
(10 words or less)

Project Description:
(3 sentences or less)

APPLICANT INFORMATION

Organization Name:

Contact Person (All correspondence will be mailed to this address)

Name:

Title:

Complete Mailing address:

Day Phone:

Fax #:

Email:

Project Coordinator (Person responsible for project implementation if different from above)

Name:

Title:

Complete Mailing address:

Day Phone:

Fax #:

Email:

FINANCIAL INFORMATION

Federal Funds Requested

Tree City USA:

TOTAL PROJECT AMOUNT

YES

NO

SIGNATURE OF AGREEMENT

As the duly authorized representative of the applicant name above, I hereby certify that all parts of the grant application have been read and understood and that all information submitted herein is true and correct. If awarded a grant under the Financial Assistance Program of the SC Forestry Commission, said applicant agrees to comply with all Federal and State guidelines for completion of the grant.

Signature of Authorized Representative:

Date:

Name and Title of Authorized Representative (Please print or type):

2009 APPLICATION FORM

ARRA Financial Assistance Program through the SC Forestry Commission

Legislative Information

Please list the SC State Senators, SC House Representative, and US Congressmen and their corresponding District numbers that will be affected by the grant project. To find your legislators go to www.sc.gov and click on 'Government' and then 'Elected Officials'.

SC SENATORS	DISTRICT NUMBER
SC HOUSE REPRESENTATIVES	DISTRICT NUMBER
US CONGRESSMEN	DISTRICT NUMBER