

# Kaulunani Application Guidelines



## About your proposal

Read this information sheet for important details about:

- Background Information
- Eligibility
- Writing your proposal.
- Timing your proposal.
- Proposal review process.
- Your responsibilities should your application be approved.

### About this grant:

This is a cost-share grant program - all funds requested must be matched by non-Federal cash or in-kind contributions.

The Kaulunani Urban and Community Forestry Advisory Council review and approve projects and make recommendations to the Division of Forestry and Wildlife Administrator.

## Overview

The Division of Forestry and Wildlife's Kaulunani Urban and Community Forestry Program, in cooperation with the United States Department of Agriculture (USDA) Forest Service and the Kaulunani Urban Forest Council announces the Urban and Community Forestry (U&CF) Grant Program. The program is designed to encourage citizen involvement in creating and supporting long-term and sustained urban and community forestry programs in Hawai'i.

## Background

The expanded forestry title of the 1990 Farm Bill included authorization of the Community Forestry Assistance Program. This program was re-authorized in the most recent Farm Bill (March 1996) and funding has since been provided to the USDA Forest Service to implement the program. The USDA Forest Service has allocated these funds to the Hawai'i Division of Forestry & Wildlife since 1991 for statewide distribution, in partnership with the Kaulunani Urban Forest Council.

## Federal Program Objectives

To improve the understanding of the benefits of trees in communities, to provide educational programs and technical assistance to communities, state and local organizations, promote volunteerism and the involvement of non-profit organizations, agencies and the private sector, develop sustainable urban forestry programs, improve strategic community forestry planning efforts of city administrators, county tree departments and tree boards, and enhance the technical skills of individuals involved in the planning, development and maintenance of urban and community forests.

## Timing Your Proposal

The Kaulunani Advisory Council reviews proposals at its January, April, July and October meeting. The postmark date of your proposal determines the likely date of its review by the Council.

<i>Proposal Postmarked By</i>	<i>Reviewed By</i>
November 15	January meeting
February 15	April meeting
May 15	July meeting
August 15	October meeting
If these dates fall on a weekend or holiday the next business date will be accepted.	

## Writing Your Proposal

Kaulunani welcomes well-planned and concise proposals. Please review the *Application Checklist* and the *Proposal Narrative*, and use the *Grant Application* form.

*Suggestions to help you write a successful proposal:*

- Use the *Proposal Narrative* to prepare your project proposal.
- Involve your staff or committee when developing the proposal.
- Clearly state your budget information, matching funds and source(s) of matching funds.
- Tree planting projects should have a demonstration component. Read guidelines

## About your proposal (cont.)

The Department of Land and Natural Resources will notify newspapers of all approved grants.

Items such as websites, news releases and other materials prepared by Kaulunani may include information about grant recipients.

We welcome your questions about eligibility by email or telephone.

### Contact Information

Teresa Trueman-Madriaga  
Program Coordinator  
808-672-3383  
[ttm@hawaii.rr.com](mailto:ttm@hawaii.rr.com)

Jackie Ralya  
Technical/Volunteer  
Coordinator  
808-672-5167  
[jralya@hawaii.rr.com](mailto:jralya@hawaii.rr.com)

carefully.

- Describe how this grant will strengthen Hawaii's urban forest.

### Project Evaluation Criteria

Only projects that meet follow the instructions listed above will be reviewed.

*Consideration will be given to qualifying organizations that:*

- Meet a demonstrated urban forestry need.
- Meet *Federal and State Program Objectives*.
- Helps strengthen and develop local urban and community forestry capacity.
- Is cost effective.
- Provides clear and concise information.
- Responds to a community need.
- Has documented cash and in-kind matching commitment
- Has culturally diverse involvement.
- Involves partnerships.
- Utilizes personnel that have qualifications to complete activities.
- Has adequate volunteer involvement.
- Generates local visibility, incorporates public relations and awareness.

*For Tree planting projects:*

- Has a well thought out planting and maintenance plan.
- The applicant is qualified to undertake the project.
- Utilizes personnel that have qualifications to complete activities.
- Has adequate volunteer support.
- The applicant is committed to the long-term maintenance of the project.

### Your Responsibilities

If your grant proposal is selected you will be notified in writing.

- You will be asked to return a grant agreement and other assurances.
- You will submit narrative and financial progress reports quarterly. (A copy of the quarterly and final report requirements are attached.)
- You will receive one check "up front" and the remaining checks are considered reimbursements.
- You will agree to use funding only for the designated purposes of the grant.

**Mail and Delivery Address:**  
Kaulunani Urban and Community  
Forestry Grant Program  
DLNR, Division of Forestry and  
Wildlife  
1151 Punchbowl St., Rm. 325  
Honolulu, HI 96813  
Attn: Teresa Trueman-Madriaga

## ***About your proposal*** (cont.)

Read the grant categories carefully as they have changed.

Proposals must be postmarked by the due date to be considered.

Grant deadlines:

*February 15*

*May 15*

*August 15*

*November 15*

### **Eligible Recipients**

Non-Federal organizations operating within Hawaii may apply for a Kaulunani Urban Forestry Grant.

### **Available Funds**

Urban and Community Forestry Grant Program funds will be awarded on a competitive basis. *Requests for assistance should range between \$500 and \$10,000.* Ordinarily grants of more than \$10,000 are not awarded. Under extraordinary circumstances, the Kaulunani Council may consider larger amounts. Grants are awarded pending availability of federal funds. Funding is for programs, projects, or activities not otherwise currently funded, and cannot be used to substitute for existing funds. Kaulunani reserves the right to reject any and all proposals or to approve partial funding for any and all proposals.

### **Match Requirements**

Urban and Community Forestry Grant Program funds must be matched equally (dollar for dollar) with non-federal funds. These non-federal funds cannot be used as a match for any other Federal cost-share project. The match may include in-kind contributions, volunteer assistance, and private and public (non-Federal) monetary contributions. All matching funds must be specifically related to the proposed project. The source of the match, cash and in-kind, must be identified and quantified in the application by enclosing letters of intended support. Funds expended prior to the date of the grant agreement cannot be used as match.

### **Awarding the Grant**

A project is first reviewed by a subcommittee of the Kaulunani Council. The Kaulunani Council then approves and determines funding. The Division of Forestry and Wildlife awards the Kaulunani Urban Forestry Grant, which is subject to the appropriate state and federal rules, regulations and reporting requirements. Costs incurred in excess of the grant amount requested will not be covered, nor will the costs of work started or materials purchased prior to the effective date of the grant contract.

### **Grant Timeframe**

The *postmarked* due dates for the grant deadlines are: February 15<sup>th</sup>, May 15<sup>th</sup>, August 15<sup>th</sup> and November 15<sup>th</sup>. Approval generally takes two months. Approved projects can begin only after Federal Assurances are signed by the grantee, and a grant agreement is signed by the grantee and the Hawai'i Division of Forestry and Wildlife. Recipients will be given up to one year to complete the project. If there is no attempt to complete the project after one year, no extensions or payments will be made. Grantees are required to maintain tree planting projects for a minimum of three years.

### **How often**

Generally, applicants may submit one grant request per year.

### **Program Standards**

Projects must have the support and involvement of community groups (such as local government, local volunteer organizations, business industry, etc.).

### **Interim and Final Reports**

A *final* and *three* periodic progress reports are required of the grantee. The schedule and content of final and periodic reports will be set in advance of the due date

An *application checklist* is enclosed to assist you with preparing the documents.

Read the information carefully about *allowable matching funds*.

*Kaulunani thanks you for applying. Your support of Hawaii's urban forest is appreciated!*

### **Payment Process**

Periodic payments will be made upon receipt of quarterly reports and review of the Final Report, or according to a payment schedule agreed to in advance. The Hawai'i Division of Forestry and Wildlife reserves the right to make partial payments subject to completion of scheduled milestones.

### **Eligible Projects**

Eligible Projects must meet Federal and State Program Objectives. Projects may fall under one of six categories. The Kaulunani Urban and Community Forestry Grant Program is intended to support new initiatives, programs, projects or activities not currently being funded through other sources.

### **Ineligible Projects**

Ineligible projects include, but are not limited to, greenspace property acquisition and related costs, tree removal and maintenance, and projects that will take place on private property.

### **Ineligible Requests**

Ineligible Requests include, but are not limited to: computers, printers, typewriters, phones, FAX machines, structures, or other equipment, salaries and wages, (no administrative funds, overhead, salaries or wages), excessive marketing and/or planning costs, food and refreshments.

### **Ineligible Matching Funds**

Ineligible matching funds include: conference/meeting attendee registration fees, food and refreshments, and costs incurred before the start of the project.

### **Allowable In-Kind Matching Funds**

These items and rates may be used in your budget to match Kaulunani awards. *All in kind matching must be documented.*

- For volunteer planning use a rate of \$26.72 per hour.
- For volunteer tree planting and tree maintenance activities use \$20.91 per hour.

When professional services are used, (ex. landscape architect or certified arborist) you may use their professional rate and benefits as a match. Additionally, supplies, and administrative services in conjunction with the project may be used as a match.

### **Technical Assistance**

Up to 10% of the total grant proposal may be requested for planning and design, and for tree planting projects 10% may be proposed for a qualified arborist to give tree maintenance training and offer onsite support.

**Inspection of Project:** Kaulunani may conduct site inspections and shall be given access to all documents related to the grant.

### **Identifying your funding source correctly:**

The Kaulunani Program, of the DLNR Division of Forestry and Wildlife and the USDA Forest Service, shall be acknowledged as a funding source to your project.

## Grant Categories

### **Category I: Management Plans**

*A detailed document or set of documents developed from professionally-based resource assessments/inventories, which outline future management of the community's urban and community trees and forests.*

*Examples of Category I projects include, but are not limited to:*

- Tree inventories and assessments\*
- GIS mapping of community forests
- Urban forestry strategic planning workshops
- Green infrastructure planning
- Plans or policies designed for air and water quality improvement, erosion control, improved wildlife habitat, and/or pollution control
- Utility line tree management plans
- Community forestry management or master plans
- Storm damage mitigation
- Tree inventory and assessment training for volunteers

\*Tree Inventory/Assessment software developed by the USDA Forest Service will be available free of charge in June 2006 through iTree at [www.itreetools.org](http://www.itreetools.org).

### **Category II: Professional Training**

*Educational opportunities for those in the urban forestry tree care industry who are directly employed by a county, private or state entity, or retained through written agreement to advise and/or assist in the development or management of their urban or community forestry program\*\**

*Examples of Category II projects include, but are not limited to:*

- Training
- Internships
- Educational seminars and workshops for industry professionals
- The formation of student chapters of professional organizations

\*\*Scholarships may be available for certified arborist training through the International Society of Arboriculture. Go to: [www.isa-arbor.com/about/press/grantupdate.aspx](http://www.isa-arbor.com/about/press/grantupdate.aspx) for more information.

### **Category III: Ordinances/Policies**

*Statutes or regulations that direct citizens and local governments in the planting, protection and maintenance of urban and community trees and forests.*

*Examples of Category III projects include, but are not limited to:*

- Tree ordinance development or revision
- Urban Forestry Best Management Practices development or revision

### **Category IV: Organizational Development (Tree Boards, Nonprofits)**

*Organizations, such as, active tree boards, commissions, or non-profit organizations that are formalized or chartered to advise local decision makers on the planting, protection, and maintenance of urban and community trees and forests.*

*Examples of Category IV projects include, but are not limited to:*

- Operational development and strategic planning
- Volunteer training
- Public education and materials
- Leadership training
- Membership development
- Web site design
- Development or revision of a charter, strategic plan, or policy statement

### **Category V: Information and Education**

*Projects that create public awareness of the value and benefits of trees, proper tree care, and urban forestry initiatives that involve studies or development of new technology.*

*Examples of Category V projects include, but are not limited to:*

- Workshops/conferences/seminars including the cost of speakers
- Volunteer or in-house training
- Web site development, exhibits, brochures, and videos
- Youth programs
- **Arbor Day** – celebrated on the first Friday in November
- Public Service Announcements
- Quantification of urban forest values
- Public education and materials

### **Category VI: Demonstration Tree Planting Projects**

*Trees have many benefits, and a clearly defined “demonstration” project will focus on one or more of those benefits to the community.*

*Examples of Category VI projects include, but are not limited to:*

- Tree planting demonstration projects in open public spaces such as: public parks, gardens, playgrounds, entryways, stream restoration, school grounds, churches, or hospitals. These projects demonstrate the benefits of tree planting and may include but are not limited to: reduction in energy use, improvement in water quality, enhancement of quality of life issues, health benefits of trees such as healing gardens, and cultural benefits of a native or canoe garden as an educational tool.\*\*\*

\*\*\*These projects may require county or state permits, check with local or state officials before submitting your proposal. See Landowner Permission Form.

## Kaulunani Application Checklist

- Application Form (signed by Authorized Representative) - must be the first page in the application package. (See page 10)
- Proposal Narrative (See next two pages for items **I-VIII**)
- Budget Information (See page nine for item **IX**)
- Liability Waiver - only for projects that involve tree planting
- Landowner Permission Form

Please include this checklist page in your application package.

May we have your permission to use any photos that you submit: \_\_\_ Yes \_\_\_ No

### Liability Waiver

(To be completed with any projects involving tree plantings)

\_\_\_\_\_ hereby releases the  
(Organization Name)  
Hawai'i Division of Forestry and Wildlife from any liability associated with contractors,  
volunteers, local government employees or other persons working on the Urban and  
Community Forestry Grant Program.

Printed Name of  
Authorized  
Representative: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

## The Kaulunani Application

### Applications Must Be Postmarked by:

February 15<sup>th</sup>, May 15<sup>th</sup>, August 15<sup>th</sup> and November 15<sup>th</sup>.

### Instructions

All grant applications shall be typed or clearly printed. Use the preprinted forms where provided and do not enclose materials in folders or binders. *Incomplete applications will not be considered.*

Applications must be submitted on 8.5" x 11" paper. Print material on one side of each paper. All grant applicants must submit the ***original plus 5 copies*** of all required documents, which include: the grant application, proposal narrative, and an itemized budget. For tree planting projects also include: the Liability Waiver, and the Landowners Permission Form. (NO FAXED OR EMAIL COPIES WILL BE ACCEPTED.) Make a copy for your records.

*A signed letter of commitment for all cash matching funds and volunteer commitments designated for this project is required. If cash matches are coming from several sources, you must have a letter from each source.*

## Proposal Narrative

This narrative must be attached to the Application Form and should be concise (not more than 5 pages) and shall meet Federal and State Program Objectives. Include in your application narrative the numbered items and sub-items listed below.

### I. Background Information

- A. Briefly identify the mission and goals of your organization.
- B. Briefly describe the programs, activities, and accomplishments of your group.
- C. *This program is federally funded.* It is a USDA policy to ensure that no person is subject to prohibited discrimination in programs and activities funded in whole or part by the USDA based on race, color, national origin, gender, religion, age, disability, political beliefs, marital or family status, income or because of receipt of public assistance. Describe how your proposed project addresses this concern.

### II. Purpose

- A. Explain the purpose of your project in one or two sentences.

### III. Objectives

- A. Describe your project's objectives and how they meet the Federal and State Program Objectives.

### IV. Benefits

- A. Describe the need for this project and how it will benefit the community.
- B. Describe the potential for continuation of the project.
- C. Describe how this grant will strengthen Hawaii's urban forest.

### V. Project Detail

- A. Activities – Describe the activities you will undertake to accomplish the project.
- B. Partnership and Participants – identify project partners and participants. List the key volunteers, their sponsoring organization(s), and any other citizen involvement.
- C. Tell how your project is innovative in your community.

**VI. For projects that involve tree plantings:** A maximum of 20% of the Federal funds awarded is allowable for plant material and tree planting. A project that involves tree plantings should include:

- A. A site plan indicating the total area, tree information – botanical name, common name, size of tree, and the number and location of trees. Also include the location of existing trees, building, utility lines and sidewalks, and the North/South orientation.
- B. Permission of the Landowner
- C. Photographs of the site
- D. Permits if required
- E. At least three nursery bids for planting materials
- F. A letter of endorsement from the local government if planting is on county property.
- G. Irrigation Plan – (if required) to include the proposed materials list and irrigation system. (Submit 3 bids.)
  1. Costs include installation and materials for drip irrigation, sprinkler, temporary or flooding systems.
  2. The grant may reimburse up to 25% of the irrigation system's materials cost. Special cases that exceed these guidelines may be considered with a written request.
- H. Technical Assistance is allowed - Up to 10% of the total grant proposal may be requested for planning and design, and for tree planting projects 10% may be proposed for a qualified arborist to give tree maintenance training and offer onsite support.
- I. A maintenance plan providing a minimum three year maintenance plan specifying who is responsible for maintenance, frequency of maintenance, and scope of maintenance. Please note: only the first year of maintenance can be utilized as a match.

#### **VII. Timeline**

- A. Include a project start date, end date and timeline of proposed completion dates by project milestones.

**VIII. End Product/Result** – List deliverables to be accomplished with funds (i.e. brochures, packets, website, proposed newsletter articles, management plans, etc.

#### **IX. Budget Information**

- A. Please use the attached budget sheets to identify the funding you are requesting, the matching funds and the source of the matching fund.
- B. Remember to include letters of intended support for cash and in-kind match.

#### **Also remember to:**

- Place the Application Form at the front of all copies of the packet. Cover letters (optional) may be included **behind** the Application Form.
- Have the Application Form signed by an authorized representative.
- Include the "Checklist" page and sign the *Liability Waiver* (tree planting projects).
- Number the pages.
- Staple each copy of the packet in the upper left hand corner.
- Send 5 copies plus the original (6 copies total) of the application and all supporting materials
- Postmark by the application deadline (*February 15<sup>th</sup>, May 15<sup>th</sup>, August 15<sup>th</sup> or November 15<sup>th</sup>*).
- Mail or deliver to:

Kaulunani Urban and Community Forestry Grant Program  
DLNR, Division of Forestry and Wildlife  
1151 Punchbowl St., Rm. 325  
Honolulu, HI 96813  
Attn: Teresa Trueman-Madriaga

**Kaulunani Application Form**  
**Urban and Community Forestry Grant Program**  
*Please type*  
*This page must be the first page of your application packet.*

(For office use only)
Grant # _____
Date Postmarked: _____

<b>Island:</b>		<b>Project Category:</b>	
<b>Project Information</b>			
<b>Project Title:</b> (10 words or less):			
<b>Project Description:</b> (50 words or less):			
<b>Start Date:</b>		<b>Completion Date:</b>	
<b>Applicant Information</b>			
<b>Organization Name:</b>			
<b>Federal Tax ID #:</b>		<b>501(c)3 status:</b>	YES NO
<b>Contact Person - (All correspondence will be directed to this contact.)</b>			
<b>First:</b>		<b>Last:</b>	
<b>Title:</b>			
<b>Mailing Address:</b>			
<b>City:</b>		<b>State:</b>	<b>Zip:</b>
<b>Daytime Phone:</b>		<b>Fax Number:</b>	
<b>E-Mail Address:</b>			
<b>Website:</b>			
<b>If awarded a grant, check should be made out to:</b> (If address is different from above provide correct address.)			
<b>Financial Information:</b>			
Funds Requested	\$		
Total Cash Match	\$		
Total In-Kind Match	\$		
<b>Total Amount of Project</b>	\$		
<b>Signature of Agreement</b>			
I certify that the information contained herein is accurate. I further certify that I have read and understand, and agree to be bound by the grant guidelines and comply with the Title VI of the Civil Rights Act of 1964.			
_____ Signature of Authorized Representative		_____ Date	
_____ Name and Title of Authorized Representative (Please print or type)			

# Landowner Permission Form

To Landowner:

Grant applicants are responsible for obtaining permission from the landowner to plant trees on the specified property. By signing below you are authorizing approval.

\_\_\_\_\_, As Landowner, gives permission  
(Name of Landowner)

to \_\_\_\_\_ to plant trees at  
(Name of Applicant)

\_\_\_\_\_ .  
(Specific Location or Project) (TMK#)

Is this land public or private? \_\_\_\_\_

\_\_\_\_\_  
(Signature of Landowner)

\_\_\_\_\_  
(Print Name)



# Sample Budget

Grant Applicant: \_\_\_\_\_ Budget Prepared By \_\_\_\_\_ Phone: \_\_\_\_\_

This itemized budget shall include the costs to carry out the proposed project. Costs shall be as specific as possible and shall only include eligible expenses as set forth in the Cost Guidelines. The total funds requests must be matched by non-federal funds as outlined in the Program overview. (Attach additional sheets if necessary.)

Item For Plants Include Common and Botanical Name	Container Size	Unit Cost	Total Cost	Grant Request	Matching Cash	Matching In-Kind	Source of Matching Cash/ In-Kind Contributions
<b>Trees</b>							
2 Koa (Acacia Koa)	15 gal	75	150	150			
4 `Ohia lehua (Metrosideros polymorpha)	15 gal	75	300	300			
3 A`ali`I (Dodonaea viscosa)	7 gal	30	90	90			
<b>Shrubs</b>							
5 White Hibiscus, Native (Hibiscus waimeae)	1 gal	5	25	10		15	ABC Organization
Mulch 10 yards		15	150	150			
Irrigation (25% of total cost can be requested)		1000	1000	250	750		ABC Organization
Volunteer Labor - 10 volunteers, 4 hrs each @ \$20.91			836.4			836.4	ABC Organization
Volunteer Labor - Planning, 3 volunteers, 15 hrs each, @ \$26.72			1202.4			1202.4	ABC Organization
Film to document project	roll	4	20		20		ABC Organization
<b>Subtotal</b>			<b>3773.8</b>	<b>950</b>	<b>770</b>	<b>2053.8</b>	
Planning and Design (10% of Grant Request)			95	95			
Onsite Tree Maintenance Training (10%)			95	95			
<b>Total</b>			<b>3963.8</b>	<b>1140</b>	<b>770</b>	<b>2053.8</b>	



## Kaulunani Quarterly Progress Report Form

  
 Urban and Community Forestry (U&CF) Grant Program

**Due Date:** \_\_\_\_\_

**Project Information:**

Project/Grant #	
Project Title:	
Organization Name:	
Mailing Address:	
City, Zip:	
Contact Person:	
Contact Phone #	
Contact E-Mail:	

**Project Status:**

Percent of project completed to date:	
Total amount of project money spent to date: (Provide copies of receipts)	
<b>Kaulunani funds spent to date:</b>	
<b>Match to date:</b>	
<b>Cash</b>	
(provide copies of checks or letters):	
<b>In-kind:</b>	
(Attach sign up sheets. Total the number of volunteers, the number of hours and the total value)	

**Description of Work Accomplished (attach separate sheet):**

- Include a paragraph describing your accomplishments to date.
- Discuss any problems/delays or obstacles being experienced.
- Include brochures, maps, posters, videos, DVDs, Web site links and all other materials purchased and/or designed to date with U&CF funds.

**Please send by email to [ttm@hawaii.rr.com](mailto:ttm@hawaii.rr.com) or by mail to:**

Kaulunani Urban and Community Forestry Grant Program, DLNR, Division of Forestry and Wildlife, 1151 Punchbowl St., Rm. 325, Honolulu, HI 96813, Attn: Teresa Trueman-Madriaga.



## **Kaulunani Final Project Report Guidelines** **Urban and Community Forestry (U&CF) Grant Program**

**The final Project Report is due at the end of your project. You are to include:**

- Your name, contact information, address, email, grant number
- A final project narrative as outlined below.
- A final invoice.
- Appropriate financial documentation as described below.
- Examples of project deliverables (ex. Brochures, maps, DVDs, etc.)

**Your Final Project Narrative shall address the following:**

### **1. Project Description**

- A. Identify the *project deliverables* (what you did).
- B. Describe how your project met its *purpose and objectives*.
- C. List the *benefits* your project made to the community.
- D. Did you encounter any difficulties and how did you resolve them?

### **2. Financial Information**

- A. **Provide copies of the project invoices that document how the Kaulunani funds were spent.**
  1. Include receipts, purchase order or proof of purchase for all U&CF funding expenditures including supplies and materials, consultant services, travel, equipment rental and other.
- B. **List all sources of cash and in-kind match.**
  1. Did all the match and intended partnership contributions happen?
  2. **In-kind donations:** If you are claiming volunteers as a source of your in-kind donations please include: the *sign up sheets* listing the date, names and signatures of volunteers, the starting and ending times. Total the number of volunteers, the number of hours and the total value.
  3. **Cash Match:** If you have a *cash match* you are to provide a copy of the letter(s) or check(s) confirming the donation.

### **3. Marketing and Public Relations**

- A. Include any press releases and/or news articles about your project.
- B. Include photograph(s) from your project.

### **4. For Tree Planting Projects**

- A. Provide the actual number, species, and size of trees or other plant materials used in the project.

Please mail all items to:

Kaulunani Urban and Community Forestry Grant Program, DLNR, Division of Forestry and Wildlife, 1151 Punchbowl St., Rm. 325, Honolulu, HI 96813, Attn: Teresa Trueman-Madriaga

Please e-mail an electronic copy to [ttm@hawaii.rr.com](mailto:ttm@hawaii.rr.com)