



City of Hamilton
Parks and Urban Forestry Department
223 S 2nd St.
Hamilton, Montana 59840

MEMORANDUM

To: City Council
From: Amy Fox
Date: May 20, 2025
Subject: Approve Mayor to sign contract with MT DNRC to accept grant funding for tree inventory

This memorandum respectfully requests the City Council's approval to authorize the Mayor to sign a contract with the Montana Department of Natural Resources and Conservation (MT DNRC) to accept grant funding.

This grant funding is specifically designated to support the update of the City of Hamilton's tree inventory. A current and comprehensive tree inventory is essential for effective urban forest management. By undertaking this update, the City will gain valuable data on the current state of our urban forest, including information on tree species, health, location, and other relevant factors.

This detailed information is crucial for developing informed strategies for tree planting, maintenance, and removal, ultimately contributing to a healthier, more sustainable, and more valuable urban forest for the benefit of all residents.

Acceptance of this grant funding will significantly help offset the costs associated with conducting this necessary inventory update.

I respectfully request the City Council's approval to authorize the Mayor to sign the contract with MT DNRC to accept the grant funding for the tree inventory update project.

Thank you for your time and consideration of this request.

Sincerely,

Amy Fox
Director of Parks and Urban Forestry

Attachments: Subaward Agreement between the City of Hamilton and the Montana Department of Natural Resources and Conservation





SUBAWARD AGREEMENT
 between
 CITY OF HAMILTON
 and the
 MONTANA DEPARTMENT OF
 NATURAL RESOURCES AND CONSERVATION

Subaward Agreement Number:	UCF-25-102
Maximum Award Amount Available:	\$ 20,000.00
Source of Funds:	Federal Award
	FY25 CONSOLIDATED
Federal Assistance Listing Number:	10.664, Cooperative Forestry Program
Federal Award Identification:	USDA USFS Grant # 24-DG-11010013-037
	Consolidated Forestry Programs Grant Urban & Community Forestry, Forest Stewardship, Forest Health, State and Volunteer Fire Capacity and Landscape Scale Restoration; executed on 8/6/2024, from the United States Department of Agriculture (USDA) – Forest Service (USFS)
Federal Authority:	Cooperative Forestry Assistance Act, P.L. 95-313 as amended

DNRC Funding Pass-Through				
Org:		5114625		
Fund:		03237		
Subclass:		555Y8		
Expiration:		See Section 2.1, Period of Performance		
Approvals				
Drafter	Program	Fiscal	Legal	
JF	AA	LP	MP	

SUBRECIPIENT

Name:	City of Hamilton
Federal Tax ID #:	81-6001270
UEI:	LXESXBF8K524
Address:	223 S 2 nd ST
City, State, Zip+4:	Hamilton, Montana 59840-2557

This Subaward Agreement, hereinafter referred to as “Subaward”, is accepted by City of Hamilton, hereinafter referred to as the “Subrecipient”, according to the following terms and

conditions. The purpose of this Subaward is to establish mutually agreeable terms and conditions, specifications, and requirements to grant funds to the Subrecipient.

SECTION 1. PROGRAM PROVISIONS

This Subaward is offered by the Urban and Community Forestry Program of the Montana Department of Natural Resources and Conservation, Forestry and Trust Lands Division, hereinafter referred to as "DNRC".

This Subaward, awarded and administered by the DNRC using grant funds awarded by the USFS, is consistent with the policies, procedures, objectives, and intent of the listed Federal Authority and of the Urban and Community Forestry (UCF) Program Development grant program.

SECTION 2. PROJECT TERMS

Project Name: Hamilton's Happy Trees Inventory Update

2.1 PERIOD OF PERFORMANCE. This Subaward is effective on the Start Date. Subrecipient shall have until the Termination Date to complete the project and work described in the Project Scope.

Start Date:	Date of Last Signature
Termination Date:	October 31, 2026

2.2 AGREEMENT EXTENSION. This Subaward may, upon mutual written agreement between the parties, be extended.

The DNRC may allow an extension for completion upon request and showing of good cause by the Subrecipient. Good cause is defined as external factors preventing the Subrecipient from completing the work, including, but not limited to, pandemic, inadequate staff, construction, hazard trees or other barriers on project site(s), and extensive and prolonged inoperable weather conditions.

A request for extension should be submitted in writing no less than thirty (30) days prior to the Termination Date if an extension is to be considered by the DNRC. Any extension will require mutual written agreement between the Subrecipient and the DNRC in the form of an Amendment as provided for below in Section 4.7, Assignment and Amendment.

2.3 PROJECT SCOPE. (a.) Supporting Documents/attachments. The Approved Project Proposal for this Subaward to the Subrecipient is attached hereto as Appendix B which is incorporated herein by reference, describes the projects and activities to be performed upon municipal lands by Subrecipient in or near, the City of Hamilton, Montana, and the required dates of completion. In the event content in Appendix B, the approved project proposal differs from or is in conflict with terms presented elsewhere in the Subaward, the Subaward text takes precedence.

(b.) The Subrecipient must use the proceeds provided pursuant to this Subaward to perform allowable activities identified in the Approved Project Proposal.

The key outcomes of the project are: Updating the City of Hamilton's tree inventory to give the city a comprehensive understanding of the current state of the urban forest.

2.4 PROJECT BUDGET. The Subaward budget period runs concurrently with the Period of Performance. Subaward funds are allocated to the following budget categories:

Project Funding Summary:	
Direct Costs	
Subrecipient salary/wages/benefits	\$0
Operating Expenses	\$0
Payments to Landowners (Beneficiaries)	\$0
Contracted Services	\$20,000
Subtotal – Direct Costs	\$20,000
Indirect Costs (waived)	\$0
Total Subaward Amount	\$20,000
Match Required (3:1)	\$6,667
Total Project Funding:	\$26,667

Total payment for all purposes under this Subaward shall not exceed Twenty Thousand and no/100 Dollars (\$20,000.00).

This Subaward requires a match of 3:1. For every \$3 of federal funds issued under this Subaward, the Subrecipient or its project partners must provide \$1 in non-federal funds. No federal funds may be used to satisfy the match requirement of this Subaward.

Match will be met in the categories of Subrecipient salary/wages/benefits and contracted services in the form of cash contribution or in-kind services related to the project. Claimed match must be sufficiently documented to show compliance with federal requirements and to demonstrate how it supports the Subaward project. The DNRC will determine whether match documentation submitted is adequate and may require additional documentation before approval.

The Subrecipient may transfer up to ten percent (10%) of the Total Subaward Amount between Direct Costs budget categories as needed to complete the project. The Subrecipient must notify the DNRC of such transfers. Transfers between budget categories in excess of ten percent (10%) of the Subaward amount must be requested by the Subrecipient, approved by the DNRC, and documented in an amendment to the Subaward.

The indirect cost rate is shown above, expressed as a percentage of indirect costs to direct costs. Unless the rate has been formalized in a Negotiated Indirect Cost Rate Agreement (NICRA) between the Subrecipient and its cognizant federal agency, the rate shown above is hereby approved by the DNRC for the term of this Subaward and may not be changed except via written amendment.

When procuring goods or services with Subaward funds, the Subrecipient must follow applicable procurement procedures, found in 2 CFR 200 §§ 200.317 – 200.327 of the Uniform Administrative Requirements, Cost Principles, And Audit Requirements For Federal Awards.