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East Multnomah Soil and Water Conservation District  
Grants Program  
**2020 Partners in Conservation (PIC)**  
Deadline: 12/18/2019

**Friends of Trees**  
**Adult Urban Forestry and Restoration Training and Internship Program**

Jump to: [Application Questions](#) [Budget](#) [Project Work Plan](#) [Documents](#) [Funding Agreement](#)

**\$ 73,188.00** Requested  
\$ 218,224 Total Project Cost

Submitted: 12/16/2019 3:31:46 PM (Pacific)

**Project Contact**

**Additional Contacts**  
*none entered*

**Friends of Trees**

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EIN

**Application Questions** [top](#)

Some answers will not be presented because they are not part of the selected group of questions based on the answer to #22.

**Organization Background**

**1. Has your organization applied for a PIC grant previously?**

- Yes  
 No

**2. Briefly describe your organization.**

*Include your mission, year organization founded, primary programs and constituents.*

Friends of Trees brings people together to plant, care for, and learn about trees and green spaces in Pacific Northwest communities. The Neighborhood Trees Program focuses on planting trees along streets in neighborhoods. The Green Space Program plants native trees and shrubs at natural areas and urban green spaces. The team hosts over 90 plantings, 16 pruning and maintenance events, and 10 training events involving over 6,000 volunteers each year. Trained volunteer Crew Leaders guide all volunteers in this work. Since 1989 Friends of Trees has planted over 700,000 trees and native plants in partnership with a diverse array of public and private partners in Oregon and SW Washington.

**3. Please indicate the type of organization?**

- Non-profit (501)(c)(3)  
 Education (school, school district, college)  
 Public agency (city, county, other govt.)

- Native American tribe
- Other

**4. How many board members does your organization have?**

9

**5. How many paid staff members does your organization have?**

23 full time staff and 6 part time outreach staff

**6. Does your organization have an equity and/or non-discrimination policy or statement?**

*If yes, please include in a separate PDF document uploaded in the Documents tab.*

- Yes
- No

**7. If you have a fiscal agent to receive funds on your behalf, please provide the name of the organization, the Executive Director and contact information.**

*A fiscal agent is different from the lead applicant. When using a fiscal agent, you must provide a letter of support indicating their willingness to serve in that function. If no fiscal agent, please write N/A*

N/A

## Your Project

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**8. Project Location**

*Provide the physical address of all locations where the project will take place (or nearest intersection). If no locations, please write N/A.*

Throughout the program, trainees will be engaged in work at multiple locations depending on their internship. Evening training sessions will be held at the Dharma Rain Zen Center (8500 NE Siskiyou St.). This site is a partner with FOT and we have conducted many plantings in the past there. This site will also serve as a project site for the cohort of participants and they will engage in tree planting during their training sessions at this site. The Friends of Trees office (3117 NE MLK Jr. Blvd) is also be available to participants in need of staff support or access to resources such as use of computers and printers. In addition, all five of our primary partners are based in Multnomah County.

**9. Identify the watershed(s) where project activities will occur (check all that apply):**

- Columbia Slough
- Columbia River
- Johnson Creek
- Sandy River
- Willamette River

**10. Identify the primary natural resource issue addressed by the project (select only one based on how the majority of the funds will be used).**

*Please see the PIC Guidelines in the library tab or on the EMSWCD website for more detailed information about each of these categories.*

- Habitat Restoration / Monitoring
- Naturescaping / Stormwater Management / Urban Forestry
- Sustainable Agriculture / Urban Food Gardening
- Environmental Education for Youth / Adults

**11. Provide a short description of the project.**

Friends of Trees organizes and hosts a paid ten week adult training program focusing on urban forestry and restoration related topics. Participants will be selected by 5 Community Benefit Organizations (APANO, POIC, VERDE, BPI, and Wisdom). In total, 15-25 participants will attend weekly training and at completion, will be connected with a 100 hour paid internship with a local leader doing urban forestry or restoration related work in the Portland Metro area. This is a continuation of our pilot.

## Project Details

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**12. Provide a statement of the conservation problem your project is addressing, what has been accomplished to date by your organization, and how the project furthers one or more of the EMSWCD grant program goals.**

*The grant program goals are described in the PIC Guidelines.*

We will be addressing multiple conservation problems in our community with this program. Our experience is that in general

our community is disconnected from their watersheds and the ongoing activities that improve our natural areas, public green spaces, trees, and water quality. We are creating an opportunity for incredible Community Benefit Organizations to engage in this work. We are creating the opportunity for communities of color to engage in both urban forestry and restoration work through paid job training and internship experiences. This program directly addresses East Multnomah Soil and Water Conservation District's Goal 4. We are helping to build conservation capacity in partner organizations for local communities of color through workforce development opportunities in the conservation sector. We are growing stronger ties with organizations that advocate for communities of color and low income communities, which will naturally allow for more opportunities to partner on projects that will address critical issues our watersheds are facing today.

Programs exist for building job skills for low income individuals and communities of color in the region, but this program is filling a gap that we have recognized, a need for a program focused on Urban Forestry and Restoration related skills. With a strong following and established name in the Portland Metro area, we at Friends of Trees are committed to connecting individuals through this program with local leaders and offering a multitude of networking events and additional support a program participants explore their interest in this field.

In addition to building capacity for communities of color to engage in the environmental field, we are conducting environmental education, restoring critical natural area, planting street trees in Portland neighborhoods, and building connections between individuals and local leaders in the field.

FOT recognizes that not everyone has equal access to the benefits of urban trees and healthy green spaces. During the past five years, FOT has made concerted efforts to support staff attending trainings and conferences focused on equity, diversity, and inclusion; to complete an internal organizational equity audit; to found an internal EDI committee; and make progress on diversifying our staff, volunteers, project partners, and community members served.

To date, we have sought out creative partnerships that begin to build this capacity in other organizations. We have formalized relationships with Community Benefit Organizations through other grants and contracts such as our five year contract with City of Portland Bureau of Environmental Services. Having implemented this program for the past 1.5 years in the pilot phase, we have learned lessons that will inform decisions for continuing this program. We have seen a real desire from participants to keep this program going.

**13. Provide the details of your project, including objectives and specific activities you plan to carry out with grant funds, estimated timeline and anticipated outcomes, including the project benefits to the community and/or watershed.**

*Your answer should provide a narrative description of your project work plan (a separate application section in table format). For on-the-ground projects, please provide a detailed site description including size, habitat, and condition.*

This program has the following objectives:

- Engage partner CBOs in recruitment of individuals to participate in the training program
- Gain a better understanding of priorities from these organizations and how we can help build capacity for them to engage in this critical work
- Engage key leaders and organizations as speakers for the training sessions and as hosts for the internships
- Offer opportunities for individuals from communities of color and low income communities to participate in a paid training series and paid internship that will offer invaluable job skills, support and networking, lasting connections, and future job opportunities
- Host a well organized and effective training series
- Restore critical natural area at Gateway Green with program participants and local community members
- Build a program that is sustainable and can be replicated within new culturally specific communities and/or partner organizations
- This is a continuation of our two year pilot program and we have found these objectives are in line with the program participants' objectives and desires and we wish to continue to implement these objectives. .

Engagement with partner Community Benefit Organizations occurs in the summer to refine program recruitment and timeline. The training sessions are held in the fall and occur weekly for 10 weeks. Over the course of ten weeks in the paid training program we cover topics such as stormwater management concepts, urban forestry, restoration, and the public sector, water quality improvement techniques, ecological site design, trees and their benefits, environmental justice, tree maintenance and pruning technique, tree

species identification, proper tree planting technique, and working with the public. We also focus on job training skills including resume review, mock interview skills, and learning how professionals in the field got to their positions today. Some sessions will involve field work at the Dharma Rain Zen Center planting trees and attendance to both Green Space and Neighborhood Trees Crew Leader Training events will be encouraged. Sessions will be lead by local leaders working in the Urban Forestry and/or Restoration field as well as Friends of Trees staff.

Post training, participants are partnered with a host for the paid 100 hour internship to be completed by the spring time. Friends of Trees staff works to connect participants based on their schedule and interest in a specific area of work in the field. Friends of Trees staff also works with host sites to prepare them to on-board these interns. We conduct cultural competency conversations and provide them with tools and support to help with translation services, transportation stipends for the participants, and providing culturally competent mentorship. Mid-internship, check ins will address questions, while also setting additional goals and offering networking opportunities for the remainder of the internship.

Surveys will be conducted at each stage of the program for participants, speakers, and intern hosts to ensure that we are meeting project objectives and making necessary changes to create the maximum amount of benefit to participants. Through implementing this program for the past 1.5 years, we have received survey results that show that the goals and objectives of

participants are met through the internship. We have also seen participants be offered job opportunities through the internship site they are placed at to continue their work with them.

Timeline:

Summer, 2020: Finalize application and work with CBOs to nominate 3-4 individuals to participate, finalize speakers and schedule for the remainder of the program

Fall, 2020: Host training sessions

Winter, 2020-21: Place participants in internships

Spring 2021: project evaluation

Repeat (with funding from PCEF/Metro)

We are asking for funding from EMSWCD to continue this program after the pilot program is over. We start the next year of the program in the summer of 2020 right after the pilot program will end in the spring of 2020 and we need support to continue this timeline. We are actively pursuing other funding sources such as PCEF and Metro for long-term funding for this program. However, we do not want to take a gap year before that funding is required since we have built strong relationships with our community partners and the community members they serve. We have seen how desired and necessary this program is and taking a gap year would decrease the amount of people we can serve.

**14. Indicate your estimated project start date.**

MM/DD/YYYY

09/01/2020

**15. Indicate your estimated project completion date.**

MM/DD/YYYY

08/31/2021

**16. Describe your project's key partners. What role do they have in implementing the project and why were they selected as partners?**

*Include specific information related to funding, time and expertise the partners will contribute to the project. Letters of support should be included in the application from those identified.*

-Friends of Trees orchestrates this exciting program as the lead partner.

-Verde recruits and nominates 3-4 individuals to participate in the job training program. Verde also supports by speaking during the training series and hosts 1-2 interns.

-APANO: Asian Pacific American Network of Oregon recruits and nominates 3-4 individuals to participate in the program.

-Wisdom of the Elders recruits and nominates 2-3 individuals to participate in the program.

-POIC: Portland Opportunities Industrialization Center recruits and nominates 2-3 individuals to participate in the program.

-BPI: Black Parent Initiative recruits and nominates 2-3 participants for the program. This is a new partnership created in year 2 of the pilot phase of the program.

-Portland Parks and Recreation City Nature East will support by coordinating on the Parks owned property and restoration site identified as a project for the trainees and will tentatively host an intern.

-Portland Parks and Recreation Urban Forestry will support by speaking during the training series and will host 3-4 interns.

-Honl Tree Care will support by speaking during the training series and will also host 2-3 interns.

Other potential speakers and intern hosts include: Mosaic Ecology, Hedgehog Tree Care, Ash Creek Forestry, Kris Hikari with experience from the Wetlands Conservancy and Bureau of Environmental Services, and City of Gresham.

**17. What is the total number of people (non-staff) that will be served by, will participate in, or otherwise will directly benefit from your project?**

People benefitting from project

**TOTAL**

**18. What percentage of the total number of people served/participants/beneficiaries will be from within EMSWCD's service area?**

*Where this is not known, please provide your best estimate.*

Percentage from within EMSWCD service area

**TOTAL**

**19. Does your project benefit low income and/or communities of color? If so, describe the benefit and the level of their involvement in the project. Also describe your organization's experience working with these communities.**

*For example, does your organization represent culturally specific groups? Does the project management team include culturally specific staff? Are project participants or volunteers low income/culturally specific?*

This collaborative program directly benefits low income and communities of color through the way we recruit participants and the purpose of this program. In helping build capacity for organizations and individuals to engage in urban forestry and restoration work, we will be strengthening the field overall. Increased diversity and engagement in critical environmental issues

our community faces today will bring new perspectives and ideas to the table. It also allows the ability for people most impacted by environmental degradation to be involved in the problem-solving aspects of climate change. The ideas of people most impacted are invaluable to strengthen our neighborhoods and network of healthy urban green spaces and natural areas. By providing paid job training, skill-building, and connections for positions in the Urban Forestry and Restoration fields, we are opening a door that has been historically closed to many in the past and reducing a barrier for participation. We have seen the desire of communities of color for this program continue throughout the pilot phase.

We continue to involve adult participants from the Cully neighborhood through Verde, the Asian Pacific American community through APANO, the network of adults through POIC, and the network of Native American adults through Wisdom of the Elders. We have added a new partnership with the Black Parent Initiative who support Black families in the area in the second year of our pilot phase. Friends of Trees has worked closely with all of these organizations on multiple projects and have incorporated their goals and long-term visions into this program as well.

Through the hiring of the EDI Specialist, FOT has continued to learn about and implement equity, diversity and inclusion at our work place and in our programming. In 2019, FOT completed the Intertwine Alliance Equity Cohort to continue learning and implementing our EDI work.

**20. Have the required permits been obtained for the project?**

- Yes
- No
- Not Required

## Project Evaluation and Sustainability

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**21. How will the success of your project and its impact be determined? Describe how you approach project evaluation, who is responsible for conducting evaluation, and how past evaluation has influenced your programs/projects?**

Success will be determined by:

- Number of program participants and partner Community Benefit Organizations engaged.
- Percentage of program participants who fully complete their internship and number of training modules attended. Retention rate for participants.
- Quality of experience of participants through the training and intern program as measured by surveys and personal check-ins.
- Engagement of local leaders, agencies and business in training future leaders in the environmental fields as measured by surveys and check-ins.
- Future job prospects for program participants, specifically the number who find placement within a natural resource field within one year of the program.
- Acres of natural area restored in the Gateway Green program
- Number of native trees and shrubs planted in the Gateway Green area and their first-year survival rate as measured by fall monitoring.
- Individual community members engaged at public planting events as measured by sign-ins from volunteer waiver form.
- Projects completed and skills gained during internships as assessed by post internship surveys.

**22. Is this project site-based?**

*Site-based projects take place at a specific location and involve on-the-ground activities. Non-site-based projects are primarily for educational and/or capacity building purposes. If both, please indicate. Answer will direct you to next question(s).*

- Yes (site-based)
- No (not site-based)
- Both site based and non-site based

**23. For on-the-ground project, please indicate how the site and project elements will be protected and managed over the long term to ensure that outcomes are sustained?**

*For example, what legal mechanism protects the site, who is responsible for monitoring/maintaining the site, and is there a plan for long-term funding? Include a description of optimal project maintenance (activity, frequency, duration).*

GATEWAY GREEN:

Beginning native re-vegetation work at Gateway Green through our Green Space Program.

This 25 acre site is located just east of Rocky Butte at the confluence of two major freeways, I-205 and I-84 and the intersection of the I-205 regional trail and the future Sullivan's Gulch Trail and is surrounded by the historically marginalized neighborhoods of Maywood Park, Madison South, and Parkrose Heights. In an effort to increase accessibility to green spaces in E Portland, while mitigating air pollution along the I-205 corridor, Friends of Trees is planting native trees, shrubs and pollinator attracting plants at the Portland Parks & Recreation owned Gateway Green. Currently dominated by grasses and invasive weeds, there is an opportunity to organize both community invasive species removal tree care as well as tree planting events. The ecological improvements will be a component of the larger, multi-phase Gateway Green project that aims to increase the diversity, quality and accessibility of recreational opportunities in East Portland.

**24. For education, capacity building, and other non-site-based activities, describe how your efforts will be sustained or expanded upon after the grant period is over?**

*For example, what can partners and beneficiaries do to adopt and continue educational programs, what measures have or will be taken to secure long-term funding?*

In the pilot phase of this program, we have seen this program grow from year 1 to year 2. We have increased the number of Community Benefit Organization partners we have and the number of participants in the training and internship program. We are currently in the middle of completing year 2 of the pilot phase of this program. We are learning and continue to learn many lessons as we implement the pilot phase. The timing of this program happens as such that as year 2 of the pilot phase will be wrapping up, we will need to start implementing the third year of this program. With continued funding from EMSWCD for the third year, we will have the capacity to move out of the pilot phase and establish the growth this program has seen sustainably. During this time, we are pursuing additional funding from PCEF and Metro but will not hear back in time for the third year of this program to be implemented. We do not wish to take a gap year between the pilot phase of this program and the implementation of this program since that will disrupt the relationships with current participants and the partners we have built.

One of the lessons we have learned through the pilot phase is how to keep in touch with participants who have gone through the program. As the program continues to grow and occur, we have gained the capacity to keep in touch with participants who were part of the first year to give them networking opportunities, job placement opportunities, and learn about how to keep growing in the urban forestry field. Continued funding for a third year from EMSWCD would help see this communication with past participants through and help build capacity to support participants from year 2 of the pilot phase. We are not asking for a multi-year project for cycle of funding because we are pursuing funding from the Portland Clean Energy Fund for this job training program and from Metro as well. However, we do recognize that we need support for this transitional time to secure long-term funding and support the community we have built through this program.

**25. Does your project directly attempt to build resilience to climate change impacts, mitigate climate change through carbon sequestration or reducing emissions, and/or educate the public about climate change. If so, briefly explain.**

*Your response to this question will not impact your opportunity for funding. We are seeking to learn more about our applicants' involvement in climate change issues.*

Our program does not focus on climate change, though our training program does address ways to build resilience to climate change impacts. As we discuss tree selection for street and yard trees as well as looking at restoration planning, climate change and the impacts to our urban forests are all covered topics. A basic understanding of climate change and how it impacts our local environment, the concept of assisted migration within plant communities, and the importance of biological are all part of the training discussions.

Our training modules are based on science and the application of science within the natural resources professional world. We also build connections and capacity between low income, communities of color to address the very same impacts that affect them disproportionately. By providing education, training, and connections to professional in the natural resource management world, we are building the capacity for communities most impacted by adverse climate change impacts to be part of the solution themselves.

**Budget** [top](#)

<b>Project Revenues</b>	Cash Match Secured	Cash Match Pending	In-kind Match Source	EMSWCD	Total
Grants		\$ 28,589.00		\$ 73,188.00	\$ 101,777.00
Memberships/other cash contributions					\$ 0.00
Volunteer labor/donated services (in-kind)	\$ 26,447.00				\$ 26,447.00
Donated supplies and equipment (in-kind)	\$ 90,000.00				\$ 90,000.00
<b>Total</b>	<b>\$ 116,447.00</b>	<b>\$ 28,589.00</b>	<b>\$ 0.00</b>	<b>\$ 73,188.00</b>	<b>\$ 218,224.00</b>

<b>Project Expenses</b>	Cash Match Expenses	In-kind Match Expenses	EMSWCD Request	Total
Project Management/Staff (payroll)	\$ 23,669.00	\$ 0.00	\$ 15,483.00	\$ 39,152.00
Contracted Services		\$ 5,215.00	\$ 56,466.00	\$ 61,681.00
Travel (\$.58/mile) or other transportation	\$ 1,500.00			\$ 1,500.00

Materials, Supplies and Equipment	\$ 3,420.00	\$ 90,000.00		\$ 93,420.00
Volunteer labor (@ \$25.43/hr)		\$ 26,447.00		\$ 26,447.00
Pre-implementation				\$ 0.00
Other expenses				\$ 0.00
Administrative/Indirect Costs		\$ 1,239.00		\$ 1,239.00
<b>Total</b>	<b>\$ 28,589.00</b>	<b>\$ 121,662.00</b>	<b>\$ 73,188.00</b>	<b>\$ 223,439.00</b>

### Percentage of Total Project Expenses requested from EMSWCD 33.54 %

### Budget Narrative

Payroll-- Includes multiple positions at FOT including our EDI Specialist and Green Space and Neighborhood Trees program staff. The Equity Specialist is the point person on coordinating project logistics including module preparation, speaker scheduling, overseeing internship placements, and project evaluation. Majority of time for the EDI Specialist is matched by the Meyer Memorial Trust Grant. Green Space and Neighborhood Trees staff time will be used for assisting on finalizing modules, module delivery, and internship placement support. Deputy Director and Executive Director will be used for support and supervision of staff directly involved in project. All time matched by FOT donors.

Contracted Services-- Includes payments for 20 participants for 2 hours of training for 10 modules, 6 hours for planting event, and 100 hours of internship time. Pay rate at \$15.50/hour plus applicable PR taxes and Workers Comp. This pay rate of \$15.50/hour is an increase from year 1 of \$15/hour. We are planning on increasing the pay rate to \$16/hour in 2021.

Also \$2500 per benefit organizations to cover their costs in participant recruitment and support within project (\$12,500 per year). We have increased our partnerships with benefit organizations from 4 to 5, which has also resulted in an increase in participants for the program.

\$1000 per year for stipends for external speakers presenting the modules.

In-kind match of \$5215 represents PP&R CNE staff time used in meeting and preparation of volunteer planting with cohort.

Travel--We are requesting additional funding from PCEF to cover bus passes for participants for 10 training sessions and internship work days. (20 participants + 10 training days + 20 internship days x \$5-day passes = \$1500).

Admin and Overhead at 8% of Payroll Costs.

\$73,188 of EMSWCD Funds respectfully requested for the continuation of this project.

We are seeking additional funding support from Metro and PCEF to support the multi-year continuation of this project. If EMSWCD is unable to support with the full amount requested, we would accept partial funding since we are exploring additional funding. This program is an organizational priority for Friends of Trees and we are going to implement it with our full potential an with additional funding as well. We appreciate any support EMSWCD is able to provide this program.

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### Project Work Plan

Project Work Plan	Activities	Timeline	Outcomes/Deliverables
1	Communication with partners to start the recruitment process. Partners identify potential participants, nominate them through an application process and they are accepted into the program.	August to September 2020	Application process for nomination; clear description for partners to recruit for participants; 15-25 potential participants identified
2	We host an orientation session called Week 0 for the training program where all the nominated potential participants learn more about the details of the program and the partners hand them off to FOT staff for point of contact.	End of September 2020	Orientation agenda created and partners invite potential participants to orientation session
3	Host 10 evening training sessions on a wide range of urban forestry and restoration topics	October through end of	Participation of 20 individuals in the training program, engagement of communities of color

		November 2020	
4	Conduct native plant restoration activities at Gateway Green site with participants and public volunteers	October-November 2020	Participants understand scope of work well and engage with the local community in this field.
5	Survey participants, speakers, and partners after training sessions are complete.	December 2020	Gain feedback from program participants to understand the quality of experience as soon as it is completed for most accurate information. Learn lessons for programmatic change.
6	Communication with host sites for internship descriptions, cultural competency conversations, and scope of work conversations	December 2020	Clear, well-laid out internship descriptions for participants; understanding for host sites on how to mentor for cultural humility and working with communities of color
7	Connect participants with internship hosts for the paid 100 hour internship depending on schedule and interest	January 2021	To gain experience with a local leader doing Urban Forestry and Restoration work in the region
8	Conduct mid-internship check-ins with participants and hosts	January-April 2021	To assess the internship and set additional goals for remaining time. Also to offer networking opportunities and job opportunities as they arise.
9	Survey all participants and host sites.	April-May 2021	To learn how the program can be altered and to understand quality of experience of internship and skills gained.
10	Reporting	Ongoing	To share achievements, next steps, etc.
11	Applying for continued funding from PCEF and Metro	Ongoing	To continue this program meaningfully
12	Keeping in touch with past participants	Ongoing	To provide job opportunities and educational opportunities as they arise.
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**Documents** [top](#)

**Documents Requested \***

Organizational budget, including prior and current fiscal years. For large institutions such as universities or cities, please provide a program budget.

Biographies of key staff and/or contractors (one paragraph each)

List of Board members and their affiliations. Please indicate how long each member has served. If your organization does not have a board, please provide a list of Steering Committee members or other oversight committee members.

Letters of support from key partners. A letter from your fiscal agent is required if applicable. Limit: 4 letters. These should be contained in one PDF document.

Photographs of the site if it is site-based or site

Required? **Attached Documents \***

✓ [FOT Organizational Budget](#)

✓ [Staff and Partner Biographies](#)

✓ [Board List](#)

✓ [Letter of Support from partners](#)