



**TO:** Board of Estimates, Office of Comptroller  
**FROM:** AGC6300 - Recreation and Parks  
**DATE:** 07/16/2025  
**Submission #:** SB-25-12089  
**SUBJECT:** Grant Agreement - State of Maryland Department of Natural Resources

#### **ACTION REQUESTED OF BOARD OF ESTIMATES:**

The Board is requested to approve a Grant Agreement with the State of Maryland Department of Natural Resources.

**PERIOD OF CONTRACT/AGREEMENT:** 01/01/2025 to 12/31/2027

#### **AMOUNT AND SOURCE OF FUNDS:**

Transaction Amount: \$ 415,146.00

Project Fund	Amount
-GRT002960-CCA000994	\$ 415,146.00

#### **BACKGROUND/EXPLANATION:**

This is a Community Forestry Catalyst Grant Agreement Between Maryland Forestry Services and the Department of Recreation and Parks.

Camp Small creates and distributes wood products from Baltimore City trees. They work alongside City and community partners, e.g.-City Schools, Recreation and Parks, DPW, Tree Trust, The 6th Branch to identify sites in disadvantaged communities that are in need of improvements. In this next phase, they would bolster production, distribution, and awareness through increased staffing and the implementation of a job training program. Doing so, will allow Camp Small to further support the City, resulting in an increase in revenue which will sustain these programs long term.

#### Budget

Target	Item	Year 1	Year 2	Total
Community Engagement position				
	\$22 per hr x 1906 hrs	\$42,000	\$42,000	\$84,000

	OPC of 30%	\$13,000	\$13,000	\$26,000
Yard Operations position				
Increase by 100%	\$24 per hr x 1906 hrs	\$46,000	\$46,000	\$92,000
	OPC of 30%	\$14,000	\$14,000	\$28,000
Jobs Training program				
Increase by 50%	\$16 per hr x 640 hrs x 4 trainees	\$61,500	\$61,500	\$123,000
	Liability + Workers Comp x 4 trainees	\$8,445	\$8,445	\$16,890
	Training and Support x 4 trainees	\$6,628	\$6,628	\$13,256
Green Building Class				
Increase 100%	Labor - Instructors (1)	\$6,000	\$6,000	\$12,000
	Supplies/tools - 8 sets	\$10,000	\$10,000	\$20,000
Totals		\$207,573	\$207,573	\$415,146

The City, by and through the Department, engaged the Provider to provide, and the Provider began performance of, certain services more particularly described in the agreement. Acknowledging and affirming the term set forth in the agreement has started, but not ended prior to the date of this submission, the Department requests that the Board approve the agreement in order to memorialize the relationship between the Parties and to enter into a written agreement governing the services provided by the Provider and the payment for such services by the City.

SMBA&D Participation not required / Pass-through of state and/or federal funds

**COUNCIL DISTRICT:** 6th District

<b>EMPLOY BALTIMORE:</b>	<b>LIVING WAGE:</b>	<b>LOCAL HIRING:</b>	<b>PREVAILING WAGE:</b>
N/A	N/A	N/A	N/A

1% FOR PUBLIC ART: N/A.

**ENDORSEMENTS:**

Law has reviewed and approved for form and legal sufficiency

SMBA&D has reviewed and approved.

CCR has reviewed and has no objection to BOE approval



07-16-2025

**Clerk, Board of Estimates**

**State of Maryland**  
**Department of Natural Resources**

**Community Forest Catalyst Fund -**  
**Maryland Inflation Reduction Act Urban and Community Forestry Program**

**Grant Agreement**

This Grant Agreement, entered into this 1st day of January 2025 by and between the State of Maryland, acting through the Department of Natural Resources, Tawes State Office Building, 580 Taylor Avenue, Annapolis, MD 21401 (hereinafter "Department") and

**MAYOR AND CITY COUNCIL OF BALTIMORE**  
by and **through its Department of Recreation and Parks**  
3001 EAST DRIVE, BALTIMORE, MD 21217  
FEDERAL TAX IDENTIFICATION #:52-6000769

(hereinafter "Grantee"), (hereinafter, individually, a "Party" and, collectively, the "Parties").

WHEREAS, the Maryland Forest Service administers the Community Forestry Catalyst Fund in accordance with Maryland law and the Maryland Inflation Reduction Act Urban and Community Forestry Program administered by the United States Department of Agriculture and United States Forest Service, expenditure plans, including distribution of funds through grants to counties, bicounty agencies, municipalities, forest conservancy district boards, soil conservation districts, academic institutions, and nonprofit organizations that have a demonstrated ability to implement nonpoint source pollution control projects; and

WHEREAS, funding has been appropriated for the Community Forestry Catalyst Fund by the United States Forest Service for Fiscal Year 2025-2027, to be disbursed in grants to certain entities, for the purposes set forth in Public Law No: 117-169. Subtitle D, Sec. 23003 (a). State and Private Forestry Conservation Programs, (2) Urban and Community Forestry(2022-2031); and

WHEREAS, the Grantee has been selected by the Maryland Forest Service to receive such grant assistance from the Community Forestry Catalyst Fund, and the Grantee has agreed to the provisions contained herein;

NOW, THEREFORE, for and in consideration of the mutual covenants contained herein and the receipt of a Grant in the amount of Four Hundred and Fifteen Thousand, One Hundred and Forty Six Dollars (\$415,146.00) the Parties agree to the following provisions:

1. **Term.** This Grant Agreement (hereafter “Agreement”) shall be effective as of January 1, 2025 (“Effective Date”) and shall expire without notice on December 31, 2027. The Parties agree that this Agreement is valid, binding, and enforceable upon the Parties from and including the Effective Date.
2. **Scope of Work.** The Grantee shall conduct the work contained in the Scope of Work in Appendix A: Scope of Work, Budget, and Other Requirements, which is incorporated into and made an integral part of this Agreement.
3. **Notice to Proceed.** No work may be initiated under this Agreement until the Grantee has been instructed in writing to proceed by the Department.
4. **Standard of Performance.** The Grantee is responsible for supervision and inspection of, and the technical accuracy and coordination of all work pursuant to this Agreement as set forth in Appendix A's Scope of Work.
5. **Prosecution of the Work.** The Grantee shall prosecute all work continuously and diligently until the termination of this Agreement.
6. **Independent Entity.** Grantee acknowledges that it is neither an agent nor an employee of the Department, but is an independent entity, and cannot commit the Department to any expenditures of funds or enter into any contractual obligation on behalf of the Department or the State of Maryland.
7. **Supplies and Materials.** The Grantee shall be responsible for identifying and acquiring all supplies and materials necessary for performance of all work,
8. **Taxes.** The Grantee shall be responsible for withholding any taxes and social security payments due in relation to this Agreement.
9. **No Subletting or Assignment.** The Grantee shall not sublet, assign, or transfer this Agreement or any portion thereof without prior written consent of the Department.
10. **Project Results.** Project Results are defined as reports, drawings, studies, estimates, maps, and computations. Unless otherwise specified in writing, the Grantee agrees that all Project Results prepared by or for it under the terms of the Agreement shall be delivered upon request to the Department upon termination or completion of the work. The Grantee will own all rights to Project Results created solely by the Grantee. Grantee and Department will jointly own Project Results co-created by Grantee and Department. The Department will own Project Results created solely by the Department. Each Party agrees to grant and hereby does grant to the other Party a non-exclusive, non-transferable, non-assignable, royalty-free right and license in the Project Results for its use solely in support of internal, non-commercial research, educational purposes, or any other obligation compelled by statute or regulation.

11. **Billings; Payments.** Funds paid to the Grantee under this Agreement shall be used only for the purposes set forth in this Agreement and the Appendix A: Scope of Work.

A. The Grantee shall submit billings for the expenses authorized for the work under this Agreement quarterly. Each billing shall identify the progress made in relation to the schedule, and the amount of payment requested. The Grantee shall submit a final invoice no later than 30 days after the date of expiration of this Agreement set forth in Paragraph 1, above. The Department will issue payment on a submitted billing once it determines that the progress described therein satisfies the requirements set forth in the Scope of Work. The payment cadence and value is detailed in the table below.

B. Payment Distribution Table:

<u>Payment Type</u>	<u>Description</u>	<u>Amount</u>
Initial Distribution	Payment is initiated following the execution of the grant agreement	\$186,815.70
Secondary Payment	Upon receipt of the first progress report (January 15, 2026 or before)	<u>\$186,815.70</u>
Final Distribution	10% is withheld until all deliverables are met and expenses are verified	\$41,514.60

C. The Grantee shall follow cost accounting practices acceptable to the Department. Payments will be made only for the costs authorized in Appendix A: Budget. Billings shall be due and payable within 30 days of receipt by the Department and the Department's determination of compliance with the Agreement. The Grantee agrees that no claims or charges for damages shall be made by it for any delays or hindrances from any cause during the term of this Agreement. Under no circumstances is the Department responsible for payment of any charges due to late payment of invoices.

D. Grantee agrees to include on the face of all invoices billed to the State, its Taxpayer Identification Number, which is the Social Security Number for individuals and sole proprietors and the Federal Employer Identification Number for all other types of organizations.

12. **Status of Progress Reports.** The Grantee shall submit two progress reports to the Department. The first progress report is due January 15, 2026. This status report shall contain the information required by Annotated Code of Maryland, Natural Resources Article § 8-2A-04(e) for work performed during the first half of the grant term. Payment of the costs identified in the billing submissions is contingent on

the Department's satisfaction with the Grantee's progress in the work. At the end of the term of the Agreement, the Grantee shall submit a final report, as described by DNR - Maryland Forest Service (guidance on this is pending). The final report is due January 15, 2027.

13. **Subcontract or Subgrant.** In the case of any subcontract or subgrant, the Grantee agrees to bind the subcontractor or subgrantee and every subcontractor or subgrantee agrees to be bound by all terms of this Agreement, unless the Grantee requests, and the Department agrees in writing, to amend this Agreement to modify or waive one or more provisions.
14. **Inspections.** The Department shall have the right, during normal business hours, to enter upon and inspect the lands, equipment, records, and property owned or used by the Grantee in connection with this Grant, to determine the Grantee's compliance with the terms and conditions of this Agreement.
15. **Audit.** The Department retains the right to audit and inspect the records of the Grantee pertaining to this Grant for a period of three years after the conclusion of the Grant, or any applicable statute of limitations, whichever is longer. Should the Department determine that Grant funds have been expended for activities outside the scope of this Agreement, the Grantee, on demand by the Department, shall reimburse the Department for all such funds.
16. **Title to Property.** Subject to the obligations and conditions set forth in this Agreement, title to equipment or personal property acquired with funds under this Agreement by the Grantee or a subgrantee will vest upon acquisition in the Grantee or subgrantee respectively. Title to real property will vest in the State.
17. **Equipment.** The Grantee and subgrantees shall maintain the equipment, and real and personal property acquired with funds under this Agreement or utilized to perform the work outlined in the Scope of Work, in good order, and shall employ adequate safeguards to prevent loss, damage, or theft of the property.
  - A. For any item of real or personal property, including equipment, acquired with Grant funds which has an original per-unit fair market value of Five Thousand Dollars (\$5,000) or more, the Grantee shall, at its own expense, and for the duration of this Agreement or for 5 years, whichever is less, obtain and maintain insurance. The insurance shall provide full protection for the Grantee and the State against loss, damage, or destruction of the property. The Grantee shall, on request, provide the Department with satisfactory evidence of its compliance with this requirement. In case of loss, theft, or damage of the insured property, proceeds of insurance required by this paragraph shall be applied towards replacement of the property or towards the partial or total repayment to the State of the Grant, in the sole discretion of the Department.

- B. Equipment shall be used by the Grantee or subgrantee for the project or work for which it was acquired as long as needed, whether or not the project or work continues to be supported by Trust Fund Grant funds.
- C. The Grantee or subgrantee may not use equipment acquired with Trust Fund Grant funds to provide services for a fee to compete with private companies that provide equivalent services, unless specifically allowed by federal or state law.
- D. When no longer needed for the project or work under this Agreement, the equipment maybe used in other work or projects currently or previously supported by a State agency. The Grantee or subgrantee may acquire replacement equipment and may use the original equipment to be replaced as a trade-in to offset the cost of the replacement equipment, subject to the approval of the Department.
- E. When no longer needed for the project or work under this Agreement or any other project currently or previously supported by a State agency, personal property and equipment, including replacement equipment, acquired under this Grant with a current per-unit fair market value of less than five thousand dollars (\$5,000.00) maybe retained, sold, or otherwise disposed of by the Grantee.
- F. When no longer needed for the project or work under this Agreement or any other project currently or previously supported by a State agency, equipment, including replacement equipment, acquired under this Grant with a current per-unit fair market value of five thousand dollars (\$5,000.00) or more maybe retained or sold, and any proceeds from a disposition shall be applied to repay to the State a percentage of the portion of the Grant allocable to the property disposed of, unless the Grantee and the Department agree to other terms and conditions. The percentage shall be equal to the percentage of the unadjusted basis of the property that would remain if the property had been recovered property placed in service after 1986 and if all allowable deductions had been taken up to the time of disposition under the Accelerated Cost Recovery System (ACRS) specified in the 26 U.S.C. §168.

18. **Laws of Maryland.** This Agreement shall be governed by the laws of the State of Maryland, and the Parties hereby expressly agree that the courts of the State of Maryland shall have exclusive jurisdiction to decide any questions arising hereunder.

19. **Non-Discrimination in Employment.** The Contractor agrees not to discriminate in any manner against an employee or applicant for employment because of race, color, religion, creed, age, sex, marital status, national origin, ancestry, or physical or mental disability of a qualified individual with a disability and to post and to cause subcontractors to post in conspicuous places available to employee and applicants for employment, notices setting forth the substance of this clause.”

**20. Compliance with Laws.**

The Contractor hereby represents and warrants that:

- A. It, and any subcontractor it hires, is qualified to do business in the State of Maryland and that it will take such action as, from time to time hereafter, may be necessary to remain so qualified;
- B. It is not in arrears with respect to the payment of any monies due and owing the State of Maryland, or any department or unit thereof, including but not limited to the payment of taxes and employee benefitg and that it shall not become so in arrears during the term of this Contract;
- C. It shall comply with all federal, State, and local laws, regulations, and ordinances applicable to its activities and obligations under this Contract; and
- D. It shall obtain, at its expense, all licenses, permits, insurance, and governmentalapprovals, if any, necessary to the performance of its obligations under this Contract.
- E. It acknowledges and understands that it is subject to the federal Office of Management and Budget (OMB) guidance in subparts A through F of 2 CFR Part 200 as adopted and supplemented by the United States Department of Agriculture(USDA) in 2 CFR Part 400.

**21. Commercial Nondiscrimination Clause.** As a condition of entering into this Agreement, Grantee represents and warrants that it will comply with the State's Commercial Nondiscrimination Policy, as described under State Finance and Procurement Article, Title 19, Annotated Code of Maryland.

- A. As part of this compliance, Grantee may not discriminate on the basis of race, color, religion, ancestry or national origin, sex, age, marital status, sexual orientation, or disability or other unlawful forms of discrimination in the solicitation, selection, hiring, or commercial treatment of subcontractors, vendors suppliers or commercial customers, nor shall Grantee retaliate against any person for reporting instances of such discrimination.
- B. Grantee shall provide equal opportunity for subcontractors, vendors, and suppliers to participate in all ofitspublic sector and private sector subcontractingand supply opportunities, provided that this clause does not prohibit or limit lawful efforts to remedy the effects of marketplace discrimination that have occurred or are occurring in the marketplace.
- C. Grantee understands that amaterialviolation ofthis clause shall be considered a material breach of this Agreement and may result in termination of this Agreement, disqualification of Grantee from participating in State contracts, or other sanctions. This clause is not enforceable by or for the benefit of, and creates no obligation to, any third party.

D. The Contractor shall include the provision in §A of this regulation in all subcontracts to the State contract.

22. **Disputes.** Any disputes between the Department and the Grantee related to this Agreement shall be presented in writing by the Party asserting the dispute, to the other Party. The written statement shall set forth the nature and, if applicable, the monetary value of the dispute, and the facts on which the dispute is based. The Parties agree that they will work diligently and in good faith to resolve any dispute, and that, pending the resolution of the dispute, the Grantee will proceed with the work under this Agreement.

23. **Termination.** Upon written notice to the Grantee, the Department may terminate this Agreement whenever the Department shall determine that such termination is in the best interest of the State.

- A. Upon written notice to the Grantee, the Department may terminate this Agreement whenever the Department shall determine that such termination is in the best interest of the State. The Department will pay all reasonable costs associated with the Grantee's work under this Agreement, which the Grantee has incurred and has documented, up to the date of termination.
- B. If the Grantee fails to fulfill its obligations under this Agreement, or otherwise violates any provision of the Agreement, payment may be withheld at the discretion of the Department.
- C. The Department may terminate the Agreement for default by issuing written notice to the Grantee. The notice shall specify the acts or omissions relied upon as cause for termination. All finished or unfinished work accomplished by the Grantee shall, at the Department's option, become the Department's property.
- D. The Department shall pay the Grantee fair and equitable compensation for any satisfactory work prior to the issuance of the notice of termination, less the amount of any set-off or damage caused by the Grantee's breach of its obligations.
- E. The Grantee is liable after termination, and the Department retains the right to collect any and all monies owed to the Department under this Grant.

24. **Whole Agreement.** This agreement embodies that whole agreement of the Parties. There are no promises, conditions, or obligations referring to the subject matter, other than those contained herein or incorporated by reference.

25. **Key Personnel.** The Parties agree that the following named individuals are considered to be essential to the work being performed under this Agreement, and that they are designated as Key Personnel who shall be made available to the fullest extent required to carry out the work under this Agreement:

1. Shaun Preston  
Yardmaster  
Camp Small- City of Baltimore Recreation and Parks, Urban Forestry Division  
(443) 934-4128  
SPreston [a1timorecity.gov](mailto:a1timorecity.gov)

Should any of these individuals become unavailable during the term of this Agreement, the Grantee shall assign personnel of equivalent capability to the work. Prior written approval of the Department is required for any substitution of key personnel, which approval may be denied at the Department's sole discretion. If the Grantee is unable to provide substitute personnel acceptable to the Department, the Department may, at its option, terminate this Agreement, or require an equitable adjustment in the Grant to account for the loss of key personnel.

**26. Agreement Representatives.** The Parties designate the following named individuals as Agreement Representatives for the purpose of any notices required under this Agreement. The Parties agree that each will promptly notify the other, in case of substitution of an Agreement Representative, or change in the Representative's contact information.

DEPARTMENT CONTACT  
JT Bowers, Deputy Director  
DNR - Maryland Forest Service  
443-812-9694; [Justin.bowers@maryland.gov](mailto:Justin.bowers@maryland.gov)

GRANTEE CONTACT  
Shaun Preston, Yardmaster & Recycling Coordinator  
Camp Small - City of Baltimore Recreation and Parks, Urban Forestry Division  
(443) 934-4128; [SPreston@baltimorecity.gov](mailto:SPreston@baltimorecity.gov)

**25. Severability.** If any of these provisions shall contravene, or be invalid under, the laws of a particular state, county or jurisdiction where used, such contravention or invalidity shall not invalidate the whole Agreement, but the Agreement shall be construed as if not containing the particular provision or provision held to be invalid in the particular state, county, or jurisdiction, and the rights and obligations of the Parties shall be construed and enforced accordingly.

**26. Electronic Signatures.** Signatures provided by electronic means including, by way of example and not of limitation, facsimile, Adobe, PDF, and sent by electronic mail or by an electronic signature program, shall be deemed to be original signatures.

IN WITNESS THEREOF, the Parties have executed this Agreement by causing the same to be signed on the day and year first above written.

GRANTEE: MAYOR AND CITYCOUNCIL OF  
BALTIMORE



Witness

06/05/2025

Date

*Reginald R. Moore*

06/05/2025

Reginald Moore, Director Date  
Department of Recreation and Parks

APPROVED AS TO FORM AND LEGAL  
SUFFICIENCY



5/12/2025

APPROVED BY THE BOARD OF ESTIMATES



07-16-2025

STATE OF MARYLAND  
DEPARTMENT OF NATURAL  
RESOURCES



04/15/2025

Ashley Triplett

15, 2025 10:48

Witness

Date

*Justin Bowers*

04/15/2025

Justin Bowers (Apr 15 2025 10:50 EDT)  
J.T. Bowers Unit Deputy Director Date  
Maryland Forest Service

THIS COMMUNITY FORESTRY CATALYST FUND GRANT AGREEMENT FORM HAS BEEN APPROVED FOR FORM AND LEGAL SUFFICIENCY BY THE OFFICE OF THE ATTORNEY GENERAL FOR THE DEPARTMENT OF NATURAL RESOURCES. ANY ADDITION OR MODIFICATIONS TO, OR DELETIONS FROM, THIS FORM MUST BE APPROVED BY THE ATTORNEY GENERAL'S OFFICE BEFORE SIGNATURES OR PERFORMANCE OF ANY WORK.

Talley H-S. Kovacs  
Assistant Attorney General  
Office of the Attorney General  
Department of Natural Resources  
July 1, 2024

**APPENDIX A**  
**SCOPE OF WORK, BUDGET, AND OTHER REQUIREMENTS**

Title

# Catalyzing Baltimore City's Camp Small to Promote Urban & Community Forestry and Agriculture

09/13/2024

md. 47497836

by **shaun preston** in **Community Forestry Catalyst Fund**

[spreston@baltimorecity.gov](mailto:spreston@baltimorecity.gov)

Score

Score

Score

## CF2 - Terms and **Conditions** Acknowledgement

11/04/2024

Score

Proposal Title      Catalyzing Baltimore City's Camp Small to Promote Urban & Community Forestry and Agriculture

Is the Project Manager different from the Applicant?      No

Terms of Awards      Please read all of the following terms of award and Accept or Decline. If you decline any conditions, the award will not be issued. This award acceptance verifies your intent to accept the award and is the first step in the award process. Your assigned project manager will contact you to schedule a meeting to jointly create a draft of the scope of work and grant agreement or contract, based on your organization's award amount. Once a grant agreement/contract is in place, the awardee will be able to officially begin work.

Provide a uniquely descriptive title for this project:

Catalyzing Baltimore City's Camp Small to Promote Urban & Community Forestry and Agriculture

Provide the name of the organization applying for funding:

Baltimore City Forestry Camp Small

If the applicant organization is a 501(c)(3) nonprofit, please enter its Employer Identification # (EIN):

0  
false  
false

Employer Identification # (EIN):

Contact Name: Shaun Preston

Contact Title: Recycling Coordinator

Organization Address: 2101 West Old Cold Spring Lane  
Balirnore  
MD  
21209  
US  
39.34326  
-76.64091

Contact Phone #: +14439344128

Contact Email Address: spreston@baltirnorecity.gov

How do you prefer to be contacted? Email

Which Track are you applying for? Track C: Capacity Building

Provide a summary of the project that includes the scope, location, key partners, and expected accomplishments:

Camp Small creates and distributes wood products from Baltimore City trees. They work alongside City and community partners, e.g.-City Schools, Recreation and Parks, DPW, Tree Trust, The 6th Branch to identify sites in disadvantaged communities that are in need of improvements. In this next phase, they would bolster production, distribution, and awareness through increased staffing and the implementation of a job training program. Doing so, will allow Camp Small to further support the City, resulting in an increase in revenue which will sustain these programs long term.

#### Project Details

1. Select the jurisdiction where the project or program will occur:

Baltimore City

<p>2. Provide a detailed explanation of the proposed approach and project schedule/timeline. Include any milestones, expected accomplishments, or measurable outcomes:</p>	<p><b>1. Approach</b></p> <p><b>A. Personnel (2-year trainees)</b></p> <p>Community Engagement Hire during first quarter of Year 1. Ongoing (Years 1-2). Work with local NGOs to target community projects, facilitate implementation of three projects each year. Create marketing and outreach for new program: furniture to understand a tree: green wood and stick furniture. Work closely with NGO partner to establish and implement the Workforce development program Track and analyze data associated with products, e.g. revenue, utilization, savings, impacts.</p>
	<p><b>Yard Operations</b> Hire during third quarter of Year 1. Ongoing Years 1-2. Learn and become adept at sawmill operation, kiln operations, and heavy equipment operation by end of fourth quarter year-one Lead trainees through sawmill operations starting first quarter Year 2. Contribute to 50% increase in lumber production by second quarter Year 2.</p>
	<p><b>Workforce training</b> Yard Operations (24 weeks) x 12 participants (6 per yr) Tree Trust supplies staff, payroll and insurance, soft skills, job placement post-program (partner supplies staff) Participants receive training in forestry, sawmilling, wood working, and heavy equipment Forestry- 87 hours - safety, chainsaw operation and maintenance, tree identification, invasive management, tree planting and care, tree limbing and removal practices Sawmilling/Drying- 377 hrs - sawmill and kiln operations, safety, wood characteristics, firewood production, best uses, best practices, maintenance Woodworking- 116 hrs - safety, machine operations, power tools, hand tools, surfacing, finishes Heavy Equipment- 116 hrs - safety, maintenance, skid steer operation, front-end loader operation, excavator operation</p>
	<p>Furniture making in green wood (1-week training, 1 / year (2 total) Furniture designed and made to understand a tree. Greenwood furniture-- chairs, benches, and tables--is a type of making that depends upon understanding the characteristics of diffuse porous tree species (e.g. ash, oak, and hickory) and ring porous trees (e.g. poplar, elm, sycamore) to make furniture using traditional hand tools (drawknife, scorp, spokeshave) with a combination of mechanical and glue joints. These types of wood are readily available at Camp Small and these types of traditional methods are well-suited to urban situations due to their simple requirements in terms of space and tools and no special needs for electricity or ventilation.</p> <p><b>2. Accomplishments</b></p>

Material reuse  
Forestry, Agricultural, Recreation materials  
Furniture program  
Training  
Community Engagement (1)  
Yard Operations (13 trained)  
Furniture designed and made to understand a tree program (16 trained)  
Increased awareness and education by general public of wood reuse and circular economies in Baltimore

#### Evaluation

Tracking address, individual/organization, use, quantity of wood materials from Camp Small (Community Engagement staff)  
Increased awareness and knowledge about trees and the full lifecycle of trees and forests and their benefits (Community Engagement Staff: # of people engaged and types of engagement: customer service, field trips, training, events)  
Increased production  
Reduced wait-time for materials  
Increased diversity of goods, services, and benefits  
Increased income to Camp Small

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3. Describe how each contributing organization is suited to deliver the project. Provide the names, titles, and organization affiliation, specific roles, and qualifications of key personnel.

Capability and Capacity:

Camp Small

Camp Small accepts 9,000 tons of material annually from City operations. As a two-person staff, they currently process and distribute approximately 1,500 tons per year. With these funds, Camp Small will increase staffing, marketing, and programming, which will increase production and distribution to 2,500 tons per year (net increase of +1,000 tons / year). The increase in capacity will strengthen our partnerships with local community groups and organizations, furthering our impact in underserved neighborhoods through the production and delivery of wood products, e.g.- mulch, garden beds, outdoor seating and natural play areas, and through the implementation of a paid skill-training and workforce development program.

The focus of Camp Small's program is to add value to our communities through the process of identifying and capturing the value of our City's downed and fallen trees. For example, this can be seen through its partnership with Sandtown Furniture, a Baltimore City furniture company that has tripled in growth since their public commitment to build their furniture from Baltimore City trees. It can also be seen at Edgecomb Park, where 4,000 board feet of Camp Small lumber was used to revitalize a unique amphitheater for the community. Other examples include the dozens of City schools where Camp Small has helped to design and implement outdoor classrooms and playspaces.

Shaun Preston - Recycling Coordinator - has been in the lead position at Camp Small for 8+ years. He is responsible for overseeing and managing Camp Small operations - aggregation, sorting, processing, and distribution. Shaun is also the spokesperson for Camp Small and the City's representative for urban wood reuse. He is a woodworker, metalsmith, heavy equipment operator, artist, sawmill operator, marketer, salesman, speaker, and an urban wood specialist.

Nick Oster- Operations Specialist - has been in the head of production at Camp Small for 4 years. He is responsible for the production of lumber and wood products at Camp Small, and is the lead instructor for Camp Small's rotational training staff. Nick brings 20+ years of woodworking and 6+ years teaching high school woodshop. He is a woodworker, heavy equipment operator, boatbuilder, teacher, sawmill operator, kiln operator, and an urban wood specialist.

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4. Provide the names of partner organizations, describe their involvement and contributions to the project, and qualifications of the organization and personnel as they relate to their roles in project implementation.

#### B. Project Partners:

Baltimore Tree Trust: Bryant Smith (position) and David Coyle (position): Overall role in urban forestry in the city and has recently provided staff to Camp Small for training. Role: trainee recruitment and training program development and evaluation.

Baltimore Field Station, USDA Forest Service: Morgan Grove, Ph.D, Team Leader: Morgan has extensive experience and expertise in urban wood utilization, Recently, he has conducted “embedded” research at Camp Small on the community goods, benefits, and services of urban wood utilization. Role: monitoring, evaluation, and assessment, and report project outcomes with Community Engagement specialist.

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#### Outreach and Engagement

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5. Share your plans for communication on the project, including plans for (1) signage acknowledging the source of funding at project locations, and (2) inclusion of funding information in press and promotional materials.

#### 5. Communications Plan:

Community Engagement specialist will work with Camp Small and Recreation and Parks staff to communicate this project through

1. Signage at Camp Small facility, acknowledging funding; and
2. Inclusion of funding information in press and promotional materials, as well as news and updates, and other activities including:  
Recreation & Parks Newsletter and the Marketing and Communications team (MARCO)  
Social Media: Instagram and Facebook  
Camp Small webpage  
USDA Forest Service Baltimore Field Station webpage  
Tree Baltimore webpage newsletter  
Office of Sustainability webpage and newsletter  
Baltimore Tree Trust webpage and newsletter  
Baltimore City DPW GROW Center events  
Field Visits

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6. Using the Climate & Economic Justice Screening Tool (CEJST), identify the census tract ID(s) that will be impacted by the project and describe the scope of work to be performed. If your project/program area encompasses 10+ census tracts, please skip to the next question.	Evidence of Disadvantaged Community Status: Camp Small engages disadvantaged communities through two primary ways.  1. Disadvantaged Communities   Camp Small: Urban wood products for community forestry, agriculture, recreation, and outdoor recreation. Products include Community forestry, agriculture, and recreation Tree stakes, mulch, and compost Benches and picnic tables Raised garden beds Fencing Playground structures Outdoor Classrooms  This occurs directly through Camp Small staff and in partnership with City partners* that include the following, who also prioritize work in disadvantaged communities (*note, NGO's and public projects receive substantial discounted pricing and delivery options): Baltimore Forestry Division Tree Baltimore Baltimore City Recreation and Parks Baltimore City Schools DPW Grow Centers Baltimore Tree Trust Blue Water Baltimore The 6th Branch and Johnson Square Community Associations
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Our program will continue servicing all of Baltimore City, with a focus on the disadvantaged communities highlighted on the IRA Map.(See Figure 2 for map of underserved communities).

2. Disadvantaged Communities   Camp Small. For operations at Camp Small, hiring (Community Engagement and Yard Operations) and Training (Yard Operations and Furniture to understand a tree) will prioritize individuals from disadvantaged communities.

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7. Does your project/program area encompass 10 or more census tracts?

Yes

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Please upload a document or spreadsheet with all of the applicable census tract #s:

[census\\_track\\_map.pdf](#)

[Baltimore\\_City\\_Census\\_Tract\\_IDs.pdf](#)

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Budget Narrative

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8. What is your total ~~249800~~ funding request?

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9. Proposed Budget

## Catalyzing Baltimore City's Camp Small to Promote Urban & Community Forestry and Agriculture

### Budget

Community Engagement Staff (1) x 2 years Yard Operations Staff (1) x **2** years  
 Yard Operations Trainees (12) x 20 weeks Green Building Instructor (2) x 1 week x 1 training Green Building  
 Tool Sets x16

Target	Item	Year 1	Year 2	Total
Community Engagement position				
	\$22 per hr x 1906 hrs	42,000.00	42,000.00	84,000.00
	OPC of 30%	13,000.00	13,000.00	26,000.00
Yard Operations position				
	\$24 per hr x 1906 hrs	46,000.00	46,000.00	92,000.00
	OPC of 30%	14,000.00	14,000.00	28,000.00
Job Training program				
	\$16 per hr x 640 hrs x 4 trainees	61,500.00	61,500.00	123,000.00
	Liability + Workers Comp x 4 trainees	8,445.00	8,445.00	16,890.00
	Training and Support x 4 trainees	6,628.00	6,628.00	13,256.00
Green Building Class				
	Labor - instructors (1)	6,000.00	6,000.00	12,000.00
	Supplies/tools - 8 sets	10,000.00	10,000.00	10,000.00
<b>Revised Totals</b>		<b>\$207,573.00</b>	<b>\$207,573.00</b>	<b>\$415,146.00</b>