



# DELAWARE FOREST SERVICE URBAN AND COMMUNITY FORESTRY PROGRAM



## 2020 TREE PLANTING & TREE MANAGEMENT GRANT REQUIREMENTS

\*\*\*\* *This year the grant application process will be online and completed in one sitting* \*\*\*\*

### I. GRANT PROGRAM OBJECTIVES

1. Increase urban tree canopy throughout Delaware by promoting quality tree planting and management projects.
2. To diversify, enhance, and promote the proper stewardship of Delaware's urban forest resources.
3. To encourage sustainable urban and community forestry programs throughout Delaware.
4. Promote green infrastructure that will improve storm water management
5. To improve air quality through urban forest management practices

*Grant funds can help communities develop an effective urban and community forestry program through the following types of projects:*

- Tree planting (urban forest buffers, street trees and open space plantings).

OR

- Tree management (pruning, removal or professionally developed tree inventories).

### II. GRANT RULES

#### Applicant & Location

1. Eligible projects must be performed on public lands within the community. By definition, public lands are those lands that are owned by the state, county and local governments along with lands that are classified as public open space within Homeowners Associations (HOA's), Maintenance Corporations (MC's), or the like. Public lands include parks, green-ways, recreation areas, and public rights-of-way\* or easements.

\* Please refer to community development plans to note if tree planting projects fall within a right-of-way. If so, please contact the proper authority to receive approval for tree planting before submitting this application. Failure to do so may result in application not being ranked and disqualified.

2. Applicants **must** have an Employer Identification Number (EI number) – no payment will be made to individuals.
3. It is **required** for all applicants to set up a site visit with Urban and Community Forestry Program (U&CF), council or partners before submitting the application. This allows the applicant to present their project to the U&CF and convey information that may get lost in the application process.
  1. Site visit **MUST** be scheduled a minimum of a week in advance
  2. No site visits will be done after February 22, 2020
  3. Appointments will be made on a first come first serve basis
  4. Final day to make an appointment will be February 15, 2020
  5. Deadline for the application is March 6, 2020 by 4:30 pm

## Funding and contract

4. Applicants may submit **no more** than one (1) project for the 2020 grant cycle. (one planting or one management grant application may be submitted)
5. Urban and Community Forestry grants **are not** intended to provide ongoing funding. This is a competitive grant process; we encourage applicants to start to formulate ways to include a budget line in their HOA or municipality that aids in the improvement in your urban forest.
6. Cost estimate must be completed in one of two ways. **Cost estimates that do not include one of these will NOT be considered:**
  - A. Provide three original bids on contractor's company letterhead for the grant project showing the itemized costs of materials and/or services for the project being applied for;
    - I. Bids must have a correct species and count of species being planted
    - II. Inventory Bids see application overview below
  - B. Provide a copy of pre-existing annual contract with a **tree care contractor** along with the quote for the grant project cost.
    - I. Ensure contract is signed by both parties
    - II. Ensure the contract is in effect during grant period
    - III. The pre-existing contract terms must contain tree-related work
7. Trees from the Delaware Forest Service's [Recommended Trees List](#) are strongly recommended to be used if you are applying for a Tree Planting grant.
  1. Other species may be used (not invasive and "Right Tree, Right Place" guidelines)
  2. Species Diversity is encouraged by the U&CF Council (Planting all one species is not recommended)
  3. Awardee of the grant may be subject to conditional award if species are suggested to be changed by the U&CF Council
8. Grant requests must be a minimum of \$500 and cannot exceed \$5,000.

## Matching Funds

- The applicant must show how requested funding will be matched in cash or in-kind (volunteer hours)
- Each U&CF project must have 100% match in either cash or in-kind of the total project cost. (Minimum match requirement can be calculated by multiplying by 1)
- Matching funds **MUST NOT INCLUDE** either federal funds or assistance provided by the Delaware Forest Service.
  1. In-kind service is the time volunteers donate to the project
    - Examples of "in-kind" services that can be used are: planting of the trees, watering of the trees, meetings about project
- Planning and Tree Board meetings must not exceed 25% of in-kind match.
- Match must take place during the grant cycle: October 1, 2019 to November 6, 2020
- Match must be directly part of the tree planting or maintenance project – no mowing, playground equipment, etc.
- Grantees must use the Delaware Forest Service In-Kind Volunteer Tracker sheet when submitting in-kind match at the end of the project. **NO other** in-kind match sheets will be accepted.
- The volunteer labor rate for 2020 is **\$23.56** per hour. (Total volunteer hours x \$23.56= In kind match)
- Inventory grants can only match using cash

## Important Notes:

- No materials or work may be purchased or performed until the Grantee signs a contract with the Delaware Forest Service. The contract will be provided after the grant is awarded.

- If the grant is approved, the Grantee will be required to sign a contract between the Delaware Forest Service and the Grantee which indicates mutual agreement to specific tree work.
- ANY alterations or changes after the contract is signed must first be approved by the Delaware Forest Service.
- Projects and close out documents not completed by the applicant and received by the Delaware Forest Service before November 6, 2020 will result in loss of grant award and reallocation of funds. **No exceptions.** This is a firm deadline.
- This is a reimbursement grant. Reimbursement will occur after project completion, the Grantee provides proof of paid invoices, matching funds, and a successful audit by the Delaware Forest Service
- No payments can be made during the month of July due to Delaware State fiscal year close-outs. Please consider this when submitting invoices and match; payments may be delayed if submitted around the month of June.
- Please note: A professional shall conduct all inventories for the tree management grant and be cash match only
- This is an online application that needs to be completed in one sitting. There will not be the opportunity to save and come back to the application later.

9. Application due date

**Applications must be SUBMITTED by 4:30 pm on March 6, 2020.**

**III. EVALUATION CRITERIA:** All grants will be ranked by the U&CF Council based on their project criteria and how it related to each section in the application. Some of the grant scoring criteria are listed here.

|   |
|---|
| Applicant:  |
| a. Urban Tree Canopy Goal Resolution (municipalities)                       |
| b. Tree Friendly status   |
| c. Tree City Status   |
| d. First time applicant   |
| Project:  |
| e. Addresses proper storm water management practices, forested buffers      |
| f. Helps develop sustainable urban and community forestry programs          |
| g. Enhances and promotes proper stewardship (protecting, pruning, watering) |
| h. Helps sustain or maintain urban tree canopy                              |
| i. Promotes tree management planning or proper tree care                    |
| j. Creation of tree inventory   |
| k. Trees for afforesting open community spaces                              |
| l. "Right tree, right place" (site appropriate species consideration)       |

- Priority will be given to first time applicants, Tree City municipalities, Tree Friendly communities (HOA's) and applicants that have implemented an Urban Tree Canopy Goal Resolution (municipalities).
- If they do not already have one, municipal governments will be required to pass a resolution for an urban tree canopy goal by project completion and before reimbursement(s) will be made.

**IV. RECIPIENTS OF U&CF GRANT:**

1. Will receive a letter of congratulations and procedural guidelines by April 2, 2020.

2. Will sign a contract with the Delaware Forest Service, stipulating that the project will be conducted as specified in the grant application along with any amendments. **No materials or work may be purchased or performed without a signed contract with the Delaware Forest Service.**
3. Will be required to submit an updated Online W9 Form to allow your organization to receive grant funds from the State of Delaware. <https://esupplier.erp.delaware.gov>.
4. Press releases, articles, newsletters, signage, etc. must contain the following wording; ***Funding for this project, Grant # \_\_\_\_\_ was provided by the Delaware Forest Service Urban and Community Forestry Program.*** Failure to use the above statement will result in the reallocation of funding and/or repayment of issued funds.
5. Will complete the project **AND** submit a Summary Report form by November 6, 2020. No late submission of invoices, and summary reports will be accepted. Late paper work will result in loss of the grant award and reallocation of funds.
  - Close out documentation will be submitted as one packet with all the necessary components, Delaware Forest Service will NOT accept partial submissions over a period of time.
6. After close out documents are provided an audit will be conducted by the Delaware Forest Service to ensure the project was completed properly and to the scope of work that was on the application
  - The grantees are required to pass the audit by meeting the scope of work defined in project and/ or complying with the ANSI standards.
  - Audits that require adjustments must be remediated by grantee before December 1, 2020 in order to receive grant funding.
7. If the applicant has not already done so, will pass a Tree Canopy Goal Resolution with the DFS U&CF program based on DFS's baseline number for that community. (Municipalities Only)
8. Will receive grant amount upon completion of project, submission of Summary Report and documentation, finalized site plan and passing of the audit.

Any questions regarding the 2020 grant applications process should be directed to:

**Kesha Braunskill**  
**Urban Forestry Coordinator**  
**Delaware Forest Service**  
**Office (302) 698-4578**  
[Kesha.Braunskill@delaware.gov](mailto:Kesha.Braunskill@delaware.gov)

## 2020 Tree Planting and Management Grant Overview:

### Section 1: Community Information

You will need:

1. Community Name \*
2. Location of Community (county and, city or town)
3. Federal EI# \*

### Section 2: Project Contacts

4. Project Leader \*
5. Project leader phone number for contact purposes \*
6. Project leader email \*
7. Mayor or HOA President name
8. Mayor or HOA President contact email
9. Community Official name
10. Community Official contact email

### Section 3: Project Description

11. Project name \*
12. Project Start date \* (Planting projects cannot take place from June through August)
13. Estimated Project end date \*
14. Description of specific project for which you are requesting funding.\*
15. Number of Trees Planted, pruned, removed or inventoried and species\*

#### Tree Planting Criteria

1. Species selection and why
    - What species are best for your goals?
    - Will the tree grow and cause a conflict in time?
    - Species selected size appropriate
  2. Site Conditions for project area
    - What conditions will the trees have to deal with: wet, periodic flood, compaction etc.
  3. Diversity of tree selection
    - Selecting several species to be planted instead of a singular one
    - Consideration of diversifying in case of pests and diseases become present in the area.
16. Early tree maintenance

Tree planting projects must include a 5-year plan for how the tree(s) will be managed and cared for, including protection, watering, and mulching in accordance with the U.S. Forest Service's Tree Owner's Manual ([https://www.fs.usda.gov/Internet/FSE\\_DOCUMENTS/fsbdev7\\_013722.pdf](https://www.fs.usda.gov/Internet/FSE_DOCUMENTS/fsbdev7_013722.pdf)) or

International Society of Arboriculture Best Management Practice (ANSI Z60.1 and A300). Please use the following as ideas to touch upon:

- Who will be tending to the trees?
- When will mulching occur thereafter?
- How often will they be mulched?
- How will watering happen during summer?
- Monitoring of the tree's health and addressing issues
- Ensuring contractor plants trees to ANSI standards mentioned above
- Are the tree properly mulched after installation?
- Ensure trees have at least 1 year warranty and the details for replacements

#### Section 4: Project Financial Summary

This section is where you will indicate how your community will match the value you have requested for this grant.

- The applicant must state how it will match grant funds in cash or in-kind (volunteer hours)
- Each U&CF project must have 100% match in either cash or in-kind of the total project cost. (Minimum match requirement can be calculated by multiplying by 1)
- In-kind  
Volunteer hours times the current volunteer wage (23.56 an hour)  
For example 150 volunteer hours x 23.56= \$ 3534 of in kind match
- Cash  
For example a community can pay \$5,000 and request \$5,000 for a total project cost of \$10,000. Total project must be double the request amount: \$5,000 request must have 10,000 dollars in total for project, meaning that is \$5,000 in match and \$5,000 the grant will reimburse if awarded.

17. Grant funding requested (not to exceed \$5000) \*
18. Cash match amount
19. Cash match description
20. In kind volunteer hours
21. In kind volunteer match value
22. In kind match description
23. Total match

#### Section 5: Cost Estimates

24. Uploading 3 bids in PDF and DOC form.  
Provide three original bids for the specific project expenses on company letterhead. These bids need to be itemized. These bids may be from local nurseries, contractors, tree companies, etc. OR Provide a signed copy of an existing annual contract with a tree care contractor AND the company itemized bid for your specific project expenses.

#### Section 6: Site Map and Location

25. Upload site map of where the project will take place with details of location and species.
  - A. Include a map of your community showing the location(s) involved in the grant work. (Computer generated maps are most helpful. If not please clearly portray project area and details)
  - B. Mark tree locations and include the details on the work that will take place.
  - C. Make a list of the street address of each tree and tree species. OR Mark tree species on map with indicated spots for planting or management.

To upload the document click the add file at the bottom left hand area of the section. Click browse my computer and look for the file you need to upload for the attachment.