



# DELAWARE FOREST SERVICE URBAN AND COMMUNITY FORESTRY PROGRAM



## 2024 TREE PLANTING & TREE MANAGEMENT GRANT REQUIREMENTS Homeowners Associations, Communities, Non-Profit Organizations

\*\*\* This year's grant application will be entirely [online](#) and must be completed [at one time](#). \*\*\*

### I. GRANT PROGRAM OBJECTIVES

---

- Increase urban tree canopy in Delaware by promoting quality tree planting and management projects.
- To diversify, enhance, and promote the proper stewardship of Delaware's urban forest resources.
- To encourage sustainable urban and community forestry programs throughout Delaware.
- Promote green infrastructure that will improve storm water management.
- To improve air quality through urban forest management practices.
- Promote diversity, equity, inclusion, in tree canopy improvement efforts

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** (professionally developed tree inventories)

### II. GRANT RULES

---

#### APPLICANT AND LOCATION

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

\* Please refer to community development plans to note if a tree planting project falls within a right-of-way. If so, please contact the proper authority to receive approval 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 (EIN) – no payment will be made to individuals.
3. Applications should be received from the community representative, such as board members. Applications will NOT be accepted if submitted by property management companies or contractors on behalf of the community.
4. **All** applicants are **required** to set up a site visit with Urban and Community Forestry Program (U&CF) staff, council, or partners **before** submitting the application. This allows the applicant to present their project to U&CF program staff and get answers to any questions the applicant may have about the application process. The [Site Visit Request Form](#) can be found on our website at [de.gov/delawaretrees](http://de.gov/delawaretrees).
  - Site visits **must** be scheduled a minimum of a week in advance.
  - Appointments will be made on a first-come, first-served basis.
  - Final day to make an appointment will be May 24, 2024.
  - No site visits will be done after May 31, 2024.
5. All applications **must** be submitted **online**.
  - Applications will open March 1, 2024.
  - Deadline to submit application online is June 14, 2024, by 4:30 p.m.
  - Grant status letters will go out by July 12, 2024

6. The urban and community forestry grant is a reimbursement grant. No funding will be provided ahead of the project completion and DFS will not pay contractors directly. No project can take place ahead of application approval.

## FUNDING AND CONTRACT

1. Applicants may submit **no more** than one (1) project for the 2024 grant cycle: either one planting **or** one management grant application may be submitted.
2. Urban and Community Forestry grants **are not** intended to provide ongoing funding. Funds will not be awarded to communities who have received the grant three years consecutively. This is a competitive grant process; we encourage applicants to formulate ways to include a line in their HOA budget that aids in the improvement of your urban forest.
3. Cost estimates must be completed in one of two ways. **Estimates that do not include one of the following methods will NOT be considered:**
  - a) Provide **two 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. Bid provided to applicant electronically in the form of an email from the vendor with species and pricing will also be accepted.
    - Bids must have a correct species, count of species being planted, and price per species.
    - Inventory Bids - see application overview below.
  - b) Provide a copy of a **pre-existing annual contract** with a **tree care contractor** along with the quote for the grant project cost.
    - Ensure contract is signed by both parties.
    - Ensure the contract is in effect during grant period.
    - The pre-existing contract terms must clearly reference tree-related work.
    - The contract cannot be for landscaping alone.
    - Contract **must** show time frame the contractor's services are retained
4. Trees from the Delaware Forest Service's [Recommended Trees List](#) are strongly recommended if you are applying for a tree planting grant.
  - Other species may be used; however, they should be non-invasive and site-appropriate according to Arbor Day Foundation's ["Right Tree, Right Place"](#) guidelines.
  - Species diversity is encouraged by the U&CF Council: planting all trees of one species is not recommended.
  - Grant recipients may be subject to conditional award if the U&CF Council recommends a change in the tree species selection.
5. Grant requests must be a minimum of \$500 not to exceed \$5,000.

## MATCHING FUNDS

1. Applicants must show how requested funding will be matched in cash or in-kind (volunteer hours).
2. Match can be a combination of either "cash" or "in-kind" services that equals **50% of total project cost or 100% of total requested funds**. See examples at the end of document.
3. Matching funds **must not include** either federal funds or any assistance provided by the Delaware Forest Service.

### Qualifications for Match:

- **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, and meetings about the project.
- Planning and Tree Board meetings must not exceed 25% of in-kind match.
- Match must take place **during** the grant cycle: October 1, 2023, to November 29, 2024.

- 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** match sheets will be accepted.
- The 2024 volunteer labor rate is **\$31.80** per hour. (Total volunteer hours x \$31.80= 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 29, 2024, 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.
- **Please note:** A **professional** shall conduct all inventories for the tree management grant and match must be **cash** only.
- **Communities may be reimbursed UP TO the awarded amount. (Awarded amount will be stated on the contract. Supporting invoice documents provided at the end of the project will determine total reimbursement amount. Final project cost may differ from proposed project cost.)**

### APPLICATION DEADLINE

Applications must be [submitted](#) by **June 14, 2024, at 4:30 p.m.** This is an [online](#) application that must be completed at [one time](#). There is **no** opportunity to save the application and come back later.

## 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. Tree Friendly status
- b. First time applicant

### PROJECT:

- c. Addresses proper storm water management practices, forested buffers
  - d. Helps develop sustainable urban and community forestry programs
  - e. Enhances and promotes proper stewardship (protecting, pruning, watering)
  - f. Helps sustain or maintain urban tree canopy
  - g. Promotes tree management planning or proper tree care
  - h. Creation of tree inventory
  - i. Trees for afforesting open community spaces
  - j. “Right tree, right place” (site-appropriate species consideration)
- Priority will be given to first-time applicants, [Tree Friendly Communities](#) (HOA’s), and projects with a focus on promoting diversity, equity, and inclusion.

#### IV. RECIPIENTS OF GRANT FUNDS

---

- Will receive a letter of congratulations and procedural guidelines by July 12, 2024.
- 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.**
- 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> before signing the contract. **Verification must be received by DFS 14 days after receiving the award letter.**
- Press releases, articles, newsletters, signage, etc. must contain the following wording: **Funding for this project was provided by the Delaware Forest Service Urban and Community Forestry Program.** Failure to use the above statement will result in reallocation of funding and/or repayment of issued funds.
- Will provide a 48-hour notice prior to project start date.
- Will complete the project **and** submit an online Summary Report form by November 29, 2024. **No late submission of invoices and summary reports will be accepted. Late paperwork will result in loss of the grant award and reallocation of funds.**
- Closeout documentation must be submitted using the online form. No email submissions will be accepted.
- After closeout 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 20, 2024, in order to receive grant funding.
- Will receive approved reimbursement amount upon completion of project, submission of Summary Report and documentation, finalized site plan and passing of the audit.

**Any questions regarding the 2024 grant applications process should be directed to:**

Taryn Davidson  
Urban Coordinator  
Delaware Forest Service  
[Taryn.Davidson@delaware.gov](mailto:Taryn.Davidson@delaware.gov)

## V. 2024 TREE PLANTING AND MANAGEMENT APPLICATION OUTLINE

---

### **SECTION 1: COMMUNITY INFORMATION**

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

### **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 \*
13. Estimated project end date \*
14. Description of specific project for which you are requesting funding\*
15. Number of trees planted and species; or inventoried\*

#### Tree Planting Criteria

- Species selection and why
    - a. What species are best for your goals?
    - b. Will the tree grow and cause a conflict in time?
    - c. Species selected size appropriate
  - Site conditions for project area
    - a. What conditions will the trees have to deal with: wet, periodic flood, compaction etc.
  - Diversity of tree selection
    - a. Selecting several species to be planted instead of a singular one
    - b. Consideration of diversifying in case pests and diseases become present in the area.
16. Early tree maintenance
    - Tree planting projects must include a 3-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](#) or International Society of Arboriculture Best Management Practice (ANSI Z60.1 and A300).
    - Please use the following as ideas to touch upon:
      - a. Who will be tending to the trees?
      - b. When will mulching occur thereafter?
      - c. How often will they be mulched?
      - d. How will watering happen during summer?
      - e. Monitoring of the tree's health and addressing issues.
      - f. Ensuring the contractor plants trees to ANSI standards mentioned above.
      - g. Will the trees be properly mulched after installation?
      - h. Ensure trees have at least one-year warranty as well as 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). See example at the end of this document for more information.
- **In-kind:** Volunteer hours times the current volunteer wage (\$31.80 hour) For example 150 volunteer hours x 31.80 = \$ 4,770.00 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 at least \$10,000 in total for project, meaning that is \$5,000 in match and the grant will reimburse \$5,000 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

\* a required field on the formal application

## **SECTION 5: COST ESTIMATES**

24. Uploading two (2) bids in PDF and DOC form.

- Provide two 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.

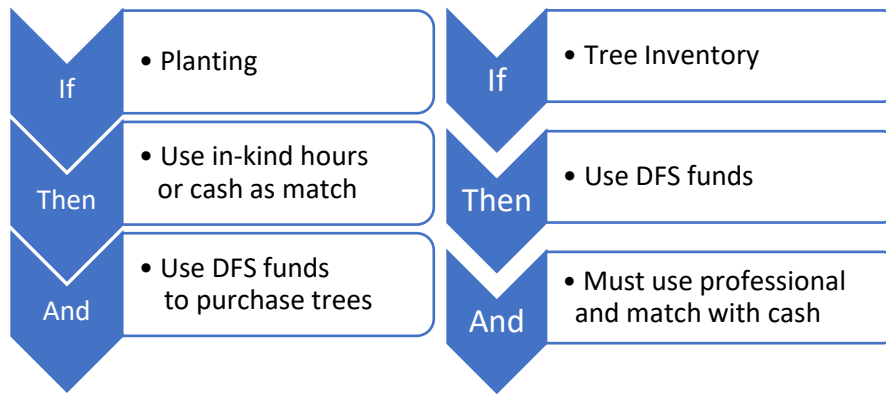
## **SECTION 6: SITE MAP AND LOCATION**

25. Upload site map of where the project will take place with details of location and species.

- Include a map of your community showing the location(s) involved in the grant work. (Computer generated maps are most helpful. No hand drawn maps will be accepted)
- Mark tree locations and include the details on the work that will take place.
- 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 upload prompt in the site map section of the online application and look for the file you need to upload for the attachment. Click “open”.

## GUIDELINES FOR ALLOCATING URBAN TREE PROJECT GRANT FUNDS



### Match Examples

- 1) **CASH MATCH:** 50% of total project cost

*Example:*

- Total cost of trees plus professional planting is \$3,000
- Grant request is \$1,500
- Organization pays total bill in cash = \$3,000
- Organization receives \$1,500 from UCF Program as a reimbursement.

- 2) **IN-KIND MATCH:** 100% of requested amount

*Example:*

- Total cost of trees is \$5,000
- Grant request is \$5,000 (maximum allowed)
- Organization contributes \$5,000 of in-kind services to the project: 45 volunteers contribute 3.75 hours each at a rate of \$31.80 = \$5,366.25 in match.
- Organization pays vendor for the cost of the trees = \$5,000
- Organization receives \$5,000 from UCF Program as a reimbursement.

- 3) **COMBINATION MATCH:** any total of cash and in-kind services that is **at least 50% of the total project cost or 100% of requested grant funds.**

*Example:*

- Total cost of trees plus professional planting is \$8,000
- Grant request is \$4,000
- Organization pays contractor = \$8,000
- Organization matches \$3,000 in cash plus 33 volunteer hours at \$31.80 per hour = \$1,049.40
- Organization receives \$4,000 in reimbursement from UCF Program.

### Definitions

#### **Cash Match**

The most common type of match, and the easiest to track, is cash match. Cash match is either the grantee organization's own funds (general revenue) or cash donations from non-federal third parties (e.g. partner organizations), or by non-federal grants. A cash match contribution is an actual cash contribution.

#### **In-Kind Match**

In-kind match is the value of personnel, goods, and services directly related to the grant project. Grantees and third parties simply need to document the contributed resource of value. For example, the 2024 volunteer labor rate is \$31.80 per hour. (Total volunteer hours x \$31.80 = In-kind match).

**Failure to meet match requirements will mean receiving less than the full amount requested.**