



DELAWARE FOREST SERVICE URBAN AND COMMUNITY FORESTRY PROGRAM



INFLATION REDUCTION ACT (IRA) GRANT REQUIREMENTS Municipalities, Homeowners Associations, Communities, Non-Profit Organizations

This grant opportunity is made possible through funding from the Inflation Reduction Act and the U.S. Department of Agriculture, Forest Service Urban and Community Forestry Program.

I. GRANT PROGRAM OBJECTIVES

- Increase urban tree canopy in Delaware by promoting quality tree related projects in Delaware eligible communities as indicated on page 4.
- To maintain and improve urban and community forest health.
- To increase the number of urban forestry professionals.
- To improve Urban and Community Forest management, maintenance, and stewardship.
- To promote diversity, equity, leadership in engaging and increasing workforce diversity.

The Urban and Community Forestry Program authorizes funding for a broad range of eligible activities such as:

Tree planting, site preparation, and management
Hazard tree removal and hazard tree pruning
Tree inventory, management plan, and implementation
Urban forestry training and workforce development
Community-based outreach, education, and greening
Urban wood utilization
Urban food forests
Tree related extreme heat mitigation strategies

II. ELIGIBLE PROJECTS

- Development of an urban forest management plan based on a professional tree inventory and implementation of at least one priority that is identified from the newly developed plan.
- Hazard tree pruning and hazardous tree removal (1:1 tree replacement is required at a nearby appropriate site). Hazard trees must be rated as “extreme” or “high” risk of failure as documented by a Tree Risk Assessment Qualified professional.
- Tree planting (e.g. urban forest buffers, street and park trees, open space plantings, private lands, food forests) Including site preparation and tree maintenance. Soil samples required.
- Partner with Title 1 Schools, Colleges/Universities, and Low Security Prisons for activities such as:
 - develop and implement a career track curriculum focused on urban forestry and the tree care industry.
 - offer introduction to Urban Forestry and Forestry Courses
 - create management plans and implementation activities for the outdoor teaching areas.
 - training and certification in tree care industry
- Tree related community engagement and education

III. GRANT RULES

APPLICANT AND LOCATION

1. Eligible projects must take place within the geographical areas located on the map on page 4. If you are uncertain if your community is eligible, please contact us.
2. Tree planting and management projects on public lands are preferred but priority private lands are also eligible.
 - 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, schools, recreation areas, and public rights-of-way or easements.
 - If the project takes place on private lands, then:
 - The community and homeowner must enter into an agreement with DFS to track survival by audit over time.
 - Landowners must give permission/access for work on their property and must commit to maintaining the tree.
 - Landowners will be provided with resources and educational outreach by DFS on proper tree care and management.
3. Applications for hazard tree removal **must** have tree(s) evaluated by a certified arborist and **deemed** hazardous to qualify for funds.
4. Tree pruning projects must be performed by a certified arborist. The arborist certification number (person performing the work) must be provided on the bid.
5. Applicants **must** have an Employer Identification Number (EIN) – no payment will be made to individuals.
6. All applications **must** be submitted **online**.
 - Applications will be accepted on a rolling basis until all funds have been expended.
7. The urban and community forestry grant is a reimbursement grant. No project can take place ahead of application approval. Reimbursement may occur throughout the project as activities are being completed. Reimbursement basis will be determined by project type and length of project.

APPLICATION PROCESS

1. Please use the application form located on our website at de.gov/delawaretrees to provide a scope of work including timeline of activities and a detailed budget sheet. Budget sheet should include cost of materials, labor, training, etc.
2. Please provide a map of the project location. If more than one location, mark the boundary.
3. If approved for the grant, recipient shall schedule a site visit at least two weeks in advance with DFS staff to assess the project location.
4. If approved for the grant and after the site visit, recipient will be asked to provide cost estimates for tree inventory, tree planting, hazardous tree pruning and hazardous tree removal projects. At that time, please 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. Bids must be received and reviewed before projects take place.
5. Grant requests must not exceed **\$50,000.00**
6. Project deadline is November 30, 2027.

Important Notes:

- No materials or work may be purchased or performed until the Grantee signs a contract with the Delaware Forest Service.
- Bids, scope of work, and detailed budget are required before the contract is provided.
- **Any** alterations or changes after the contract is signed **must first be approved** by the Delaware

Forest Service.

- This is a reimbursement grant. Reimburse may occur throughout the project as activities are being completed. Reimbursement basis will be determined by project type and length of project as outlined in fully executed contract. The Grantee provides proof of payment (paid invoices & canceled checks/receipts).
- 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.
- 100 percent of work must take place in, or benefit, Delaware eligible communities and, therefore, match is waived. This match waiver must be passed on to any sub-awardees.
- Soil samples are required for all planting projects.

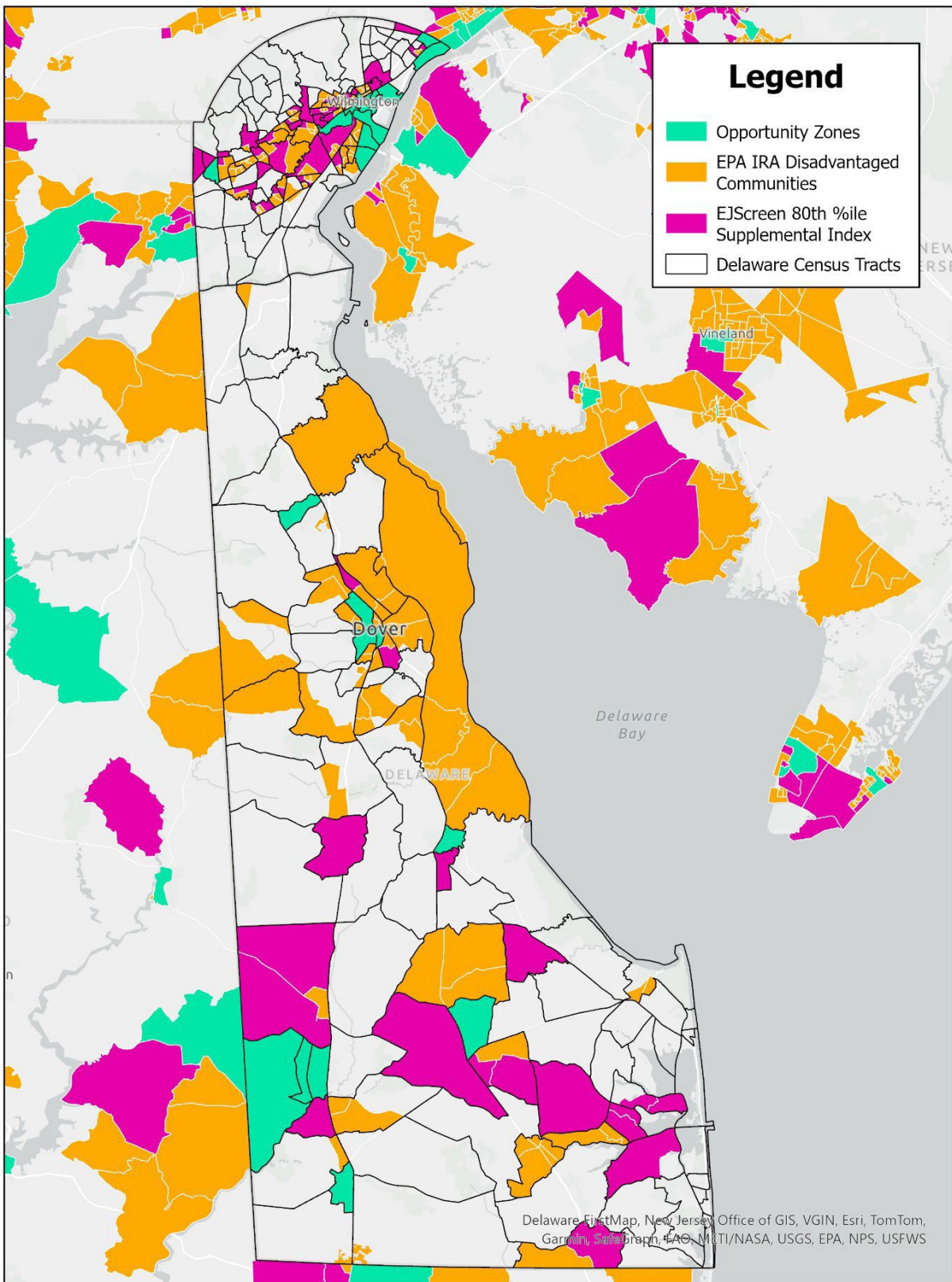
IV. RECIPIENTS OF GRANT FUNDS

- Will receive a grant status letter and procedural guidelines no later than three weeks after applications are submitted.
- Will sign a contract with the Delaware Forest Service, stipulating that the project will be conducted as specified in the approved 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 provided by the Inflation Reduction Act and U.S. Department of Agriculture, Forest Service, Urban & Community Forestry Program and Delaware Forest Service.”
- Failure to use the above statement will result in reallocation of funding and/or repayment of issued funds.
- MUST provide a 7-day notice prior to project start date. This notice ensures that a Forest Service representative can be present at the time of event. Failure to provide 7-day notice can jeopardize the level of funding awarded.
- Will provide monthly/quarterly updates depending on length of the project.
- Will complete the project **and** submit an online Summary Report form by November 30, 2027. **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.**
- Interim and closeout documentation must be submitted using the online form. No email submissions will be accepted. The link to the online form will be provided at the time of the 7-day notice.
- 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 approved application.

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

Taryn Davidson
Urban Program Coordinator
Delaware Forest Service
Taryn.Davidson@delaware.gov

Jae’lynn Combs
Urban Outreach Coordinator
Delaware Forest Service
Jaelynn.Combs@delaware.gov



“The towns of Marydel and Delmar are included as eligible because both straddle the border between Delaware and Maryland. In both cases, the towns on the Maryland side are identified as eligible through the approved tools of CEJST, for Marydel, and the EPA IRA map, for Delmar.”