



DELAWARE FOREST SERVICE URBAN AND COMMUNITY FORESTRY PROGRAM



2018 TREE PLANTING & TREE MANAGEMENT GRANT REQUIREMENTS

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 proper storm water management practices for better air and water quality.

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).
- Tree management (pruning and removal). Tree management grants can be used for professionally developed tree inventories.

Note: If requesting funding to remove trees, the trees MUST be deemed hazards by an ISA Certified Arborist and DFS staff. When trees are removed, communities must replant on a 1-1 basis at their own expense, which can be used as match for either tree planting or tree management grants.

II. GRANT RULES

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), etc. Public lands include parks, green-ways, recreation areas, and public rights-of-way* or easements. **Applicants must have an Employer Identification Number (EI number) – no payment will be made to individuals.**
2. *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.
3. **Urban and Community Forestry grants are not intended to provide ongoing funding.** 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). It is highly recommended for first time applicants to set up a site visit with DFS.
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. Municipal governments will be required to pass a resolution for an urban tree canopy goal before reimbursement(s) will be made.
6. Applicants may **submit no more than one (1) project** for the 2018 grant cycle.
7. Provide three (3) original bids from companies for the same project. Each bid needs to be itemized for the project being applied for and on company letterhead. Grants without the required three bids or a current

contract (clearly stated) will NOT be considered. Cost estimate must be completed in one of two ways: 1) provide three bids on company letterhead for the grant project showing the costs of materials and/or services, OR 2) provide a copy of an existing annual contract with a tree care company along with the quote for the grant project cost.

8. Trees from the attached list (Recommended Trees for Planting) are strongly recommended to be used if you are applying for a Tree Planting grant. Substitutions must have DFS's approval.
9. Tree planting projects must include a 3-year plan for how the tree(s) will be managed and cared for, including protection and 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) or International Society of Arboriculture Best Management Practice.
10. Grant requests must be a minimum of \$500 and cannot exceed \$5,000.
11. **No materials or work** may be purchased or performed until a contract is signed with the Delaware Forest Service. The contract will be provided after the grant is awarded.
12. A signed contract indicates mutual agreement to specific tree work. ANY alterations or changes after the contract is signed must first be approved by DFS.
13. Projects not completed by November 16, 2018 will result in loss of grant award and reallocation of funds. No exceptions. **This is a firm deadline.**
14. This is a reimbursement grant. Reimbursement will occur after project completion and proof of paid invoices and matching funds are provided.
15. Matching Funds
 - Matching funds must be equal to or greater than the grant amount requested and tallied on the In-Kind Volunteer Tracker sheet.
 - Matching funds **MUST NOT INCLUDE** either federal funds or in-kind service provided by the Delaware Forest Service.
 - Planning and Tree Board meetings must not exceed 25% of in-kind match.
 - Match must take place during grant cycle: October 1, 2017 to November 16, 2018
 - Match must be received by project completion date in order for grant funds to be released.
 - Match must be directly related to the project – no mowing, playground equipment, etc.
 - Applicants must use the In-Kind Volunteer Tracker sheet when submitting match. **NO other match sheets will be accepted.**
 - The volunteer labor rate for 2018 is **\$23.56** per hour.
16. No payments can be made during the month of July due to fiscal year close-outs. Please consider this when submitting invoices and match; payments may be delayed if submitted around the month of June.
17. Applications must be **RECEIVED** by 4:30 pm on March 2, 2018. No faxed or emailed submissions will be accepted. Receipt will be made via email. Mail to:

*Delaware Forest Service Urban and Community Forestry Grant Program
2320 S. DuPont Highway
Dover, DE 19901*

III. APPLICATION PACKAGE REQUIRED ELEMENTS

1. Contact Information
2. Project Description
3. Qualified Match
4. Cost Estimates (bids/copy of existing contract with estimated project cost)
5. Site Map
6. Signature Page

In order to be considered for ranking, applications must clearly and concisely address these required elements.

IV. EVALUATION CRITERIA: All grants will be ranked. Some of the grant scoring criteria are listed here.

a. Community has Urban Tree Canopy Goal Resolution
b. Tree Friendly status
c. Tree City status
d. First time applicant
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 comprehensive tree inventory
k. Trees for afforesting open community spaces
l. "Right tree, right place" (site appropriate species consideration)

V. RECIPIENTS OF A U&CF GRANT:

1. Will receive a letter of congratulations and procedural guidelines by April 2, 2018.
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 W9 Form (online) to allow your organization to receive grant funds from the State of Delaware.
4. Will notify the Delaware Forest Service at least two (2) days (48 hrs.) prior to tree work. This will allow a forester from the Delaware Forest Service to be present if needed.
5. Will complete the project **AND** submit a Summary Report form by November 16, 2018. 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.
6. Will pass a Tree Canopy Goal Resolution with the DFS U&CF program based on DFS's baseline number for that community. (Municipalities Only)
7. Will receive grant amount upon completion of project, submission of Summary Report including match and finalized site plan.

ANY QUESTIONS CONCERNING THE 2018 TREE PLANTING AND TREE MANAGEMENT GRANT APPLICATIONS PROCESS SHOULD BE DIRECTED TO:

Kesha Braunskill
Urban Forestry Coordinator
Delaware Forest Service
Office (302) 698-4578
Kesha.Braunskill@state.de.us



2018 Urban and Community Forestry Grant Application State of Delaware Department of Agriculture Forest Service

Please check the box for the category you are requesting funding for. Do not check both categories, only one type of project per community is allowed for the 2018 cycle. (If you need assistance as you complete this application, please contact us at Urban and Community Forestry Program, email: kesha.braunskill@state.de.us).

Tree Planting Tree Management

1. General Information:

Community Name:	
City and County:	
Project Lead: <i>Must be the project contact</i>	
Email and phone number:	
Fax Number:	
Federal EI#:	
Project Name:	
Project Start Date:	
Project Completion Date: <i>Must be completed by November 16, 2018</i>	
Total Amount Requested: <i>Cannot exceed \$5,000</i>	
Number of Trees Planted or Maintained:	

2. Project Description:

Description: <i>Please describe the scope of work for the proposed project in the area below and how it aligns with our goals outlined in the requirements page. When trees are removed, communities must replant on a 1-1 basis at their own expense, which can be used as match. This section may NOT EXCEED 500 words.</i>

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3. Match Summary: Match must take place between October 1, 2017 - November 16, 2018.
(See requirements page 2 for more information)

Match Description: <i>Please describe how match will be generated towards this project</i>			
Cash Match Amount:			
In-Kind Match Estimation:	<i>Estimated Volunteer Hours</i>	X <u>\$23.56 per hour</u> =	<i>Estimated In-Kind Match</i>
	<i>Reminder: Planning and Tree Board meetings must not exceed 25% of in-kind match</i>		

4. Cost Estimates: Complete **one** of the following options:
(See requirements page 1 for more information)

A.	<i>Provide <u>three</u> original bids for your specific project expenses on company letterhead. These bids need to be itemized. These bids may be from local nurseries, contractors, tree companies, etc.</i>
OR	
B.	<i>Provide a signed copy of an existing annual contract with a tree care company AND the company itemized bid for your specific project expenses.</i>

5. Site Map and Location Summary:

- 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.*

6. Signature Page: *Provide a signature, date and contact number for the positions below.*
Please note that signing acknowledges that you have read and understand the grant requirement pages and are prepared to abide by the requirements if awarded.

Project Lead: <i>Must be the project contact</i>	<i>Signature</i>	<i>Date</i>	<i>Phone Number</i>
Community Official: <i>Other than the mayor and project lead</i>	<i>Signature</i>	<i>Date</i>	<i>Phone Number</i>
Mayor/HOA President:	<i>Signature</i>	<i>Date</i>	<i>Phone Number</i>