



# DELAWARE FOREST SERVICE URBAN AND COMMUNITY FORESTRY PROGRAM



## 2017 TREE PLANTING & TREE MANAGEMENT GRANT REQUIREMENTS

### GRANT PROGRAM OBJECTIVES

- Increase urban tree canopy throughout 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 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 (tree risk assessments conducted by an ISA Certified Arborist). 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.

### GRANT RULES

- 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.**
- **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.
- 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.
- Municipal governments will be required to pass a resolution for an urban tree canopy goal before reimbursement(s) will made.
- Applicants may **submit no more than one (1) project** for the 2017 grant cycle.
- Grants without 3 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.
- Trees from the attached list (Recommended Trees for Planting) must be used if you are applying for a Tree Planting grant. Substitutions must have DFS's approval.

- Grant requests must be a minimum of \$500 and cannot exceed \$5,000.
- **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.
- 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.
- This is a reimbursement grant. Reimbursement will occur after project completion and proof of paid invoices and matching funds are provided.
- 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, 2016 to November 3, 2017
  - 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 2017 is **\$23.56** per hour.
- 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.
- **Applications must be received by 4:30 pm on March 3, 2017. 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*

**APPLICATION PACKAGE REQUIRED ELEMENTS**

1. Contact Information
2. Project Description
3. Qualified Match
4. Cost Estimate
5. Site Map
6. Signature Page

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

**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)

**RECIPIENTS OF A U&CF GRANT:**

- Will receive a letter of congratulations and procedural guidelines by April 1, 2017.
- 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 W9 Form (online) to allow your organization to receive grant funds from the State of Delaware.
- 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.
- Will complete the project by November 3, 2017 and submit a Summary Report form.
- Will pass a Tree Canopy Goal Resolution with the DFS U&CF program based on DFS's baseline number for that community. (Municipalities Only)
- Will receive grant amount upon completion of project, submission of Summary Report including match and finalized site plan.

**ANY QUESTIONS CONCERNING THE 2017 TREE PLANTING AND TREE MANAGEMENT GRANT APPLICATIONS PROCESS SHOULD BE DIRECTED TO:**

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