DELAWARE FOREST SERVICE URBAN AND COMMUNITY FORESTRY PROGRAM

2019 TREE PLANTING & TREE MANAGEMENT GRANT REQUIREMENTS

****_This year the grant application process will be online and require the use of a Google Account_****
Creating a Google account is free and is stated below how to go through the process

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 help with storm water management

5. To reduce poor 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

  In 2019 Tree Management may cover only creating or updating a tree inventory

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, 2019
   3. Appointments will be made on first come first serve basis

4. Final Day to make an appoint will be February 15th, 2019
5. Deadline for the application is March 1st, 2019 by 4:30 pm

Funding and contract

4. Applicants may **submit no more than one (1) project** for the 2019 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 estimate 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 required element topics 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 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
   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 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)
- For the close-out report volunteer hours must be tallied on the Delaware Forest Service In-Kind Volunteer Tracker sheet.
- 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
      ➢ In-kind Examples 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 <u>during</u> grant cycle: October 1, 2018 to November 16, 2019
- Match and required close-out documentation must be received, to the Delaware Forest Service, by project completion date in order for grant funds to be released.
- 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. **NO other in-kind match sheets will be accepted.**
- The volunteer labor rate for 2019 is $**23.56** per hour.
- Inventory grants can only match using cash

Important Notes:

- No materials or work may be purchased or performed (excepted for planning) 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 16, 2019 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 and 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

- *__You will be required to have a google account in order to complete the online grant application__*
  - ➢ Google accounts are free to make, you make use existing email to create a google account, and **DO NOT** need a Gmail account.

9. Application due date
   Applications must be __RECEIVED__ by 4:30 pm on March 1, 2019.

III. APPLICATION PACKAGE REQUIRED ELEMENTS

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

1. CREATING A GOOGLE ACCOUNT:

   1) Using the link below, click and go to the sign up page to create an account
      a. https://accounts.google.com/signup/v2/webcreateaccount?hl=en&flowName=Gl ifWebSignIn&flowEntry=SignUp

   2) Fill out your name

   3) Select if you would like to make a Gmail account OR select use my current email address instead

   4) Create a password you will remember

   5) Click Next

   6) Fill out the required information on this page

   7) Click Next

   8) Agree to Terms and Conditions

9) Once account is made, select the link again for the grant application and begin the process

Provisions for long term care (5-Year Plan)

2. 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) 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

Tree Planting Criteria
3. 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

4. Site Conditions for project area
    - What conditions will the trees have to deal with: wet, periodic flood, compaction etc.

5. 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.

Tree Management Inventory Criteria

Please note: A professional shall conduct the inventory for a community

6. Purpose of inventory: Why are you conducting an inventory?

7. How will you use the inventory data in the future?
    Examples of use:
    - Planning for Pruning/Removals
    - Finding plant sites for the future

8. What criteria will you be collecting for the inventory?

    Required:
    - DBH
      (Breast diameter height) (Diameter of tree at 4.5ft)

    - Condition
      (Overall how the tree is in health

    - Location of tree via GPS

    - Species

Other fields to consider:
- Height

- Canopy Rating
  (A percentage of the canopy is left and healthy)

- Sidewalk conflict
  (Does the tree now or will conflict with sidewalks)

- Utility line conflicts
  (Is the tree growing in the utility wires or will grow into them)

- Planting dates
  (Newly planted trees after inventory is done to track age and last planting areas)

- Past work on tree
  (Track tree maintenance of each tree such as pruning)

9. Who will be doing the inventory?

10. How will you record and save the data
(Microsoft Excel, I-tree, Open tree map, paper copy etc.)

11. Types of Inventory to be taken:
- Full Inventory:
  This type of inventory would include all trees on public land in the community/municipality including parks, greenspaces, along roadways and any other publicly owned areas.

- Street Trees Only
  This type of inventory would include would include trees on public land in the community/municipality along the roadways.

- Public Parks and Green Spaces
  This type of inventory would include trees on public land in the community/municipality that are in public parks and greenspaces.

IV. **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.

V. <u>RECIPIENTS OF U&CF GRANT:</u>

1. Will receive a letter of congratulations and procedural guidelines by April 2, 2019.

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. (Excepted for planning)**

3. Will be required to submit an updated W9 Form (online) to allow your organization to receive grant funds from the State of Delaware.
https://esupplier.erp.delaware.gov.

4. Will notify the Delaware Forest Service at least two days (48 hrs.) prior to tree work. This will allow a forester from the Delaware Forest Service to be present if needed.

5. 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.

6. Will complete the project **AND** submit a Summary Report form by November 16, 2019. 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.

7. After close out documents are provided an audit will be conducted by the Delaware Forest Service to ensure the project was completed to the ANSI standard mentioned above and matches the scope of work that was on the application.
   - The grantees are required to pass the audit by meeting the scope of work defines in project and/ or complying with the ANSI standards.
   - Audits that require adjustments need to be fixed by grantee in order to receive grant funding before December 1, 2019.

8. 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)

9. Will receive grant amount upon completion of project, submission of Summary Report including match, finalized site plan and passing of the audit.

ANY QUESTIONS CONCERNING THE 2019 TREE PLANTING AND TREE MANAGEMENT GRANT APPLICATIONS PROCESS SHOULD BE DIRECTED TO:

Kesha Braunskill		**Michael Martini**
Urban Forestry Coordinator		**Outreach and Partnership Coordinator**
Delaware Forest Service	**OR**	**Delaware Forest Service**
Office (302) 698-4578		**Office: (302) 659-6704**
Kesha.Braunskill@state.de.us		**Michael.Martini@state.de.us**

2019 Tree Planting and Management Grant Overview:

Please note that the application itself will have in-depth explanation of what is required in certain sections, this is an overview to help prepare application

*indicated required field in the application, if that field is not applicable to your project put N/a

Section 1:
Basic Information about the community and project

You will need:
1. Email Address associated with the project *
2. Community Name *
3. Location of Community *
4. Project Leader *
5. Project leader phone number for contact purposes *
6. Project leader email *
7. Other contact to be reached din the event project leader is unable to fulfill duty
8. Other contact phone number
9. Other contact email
10. Federal EI# *
11. Project name *
12. Project Start date *
13. Estimated Project end date *
14. Grant request amount *
15. Number of Trees Planted or N/a for inventory grant *
16. Select the grant you are applying for *

After filling out the information above click the next button at the bottom of the right hand side of the screen, it will automatically take you to the correct section for the grant

Tree Planting:
Section 2:
Project Information

Please note that each project may not incorporate every topic below, if this is the case put N/a on those fields

17. General Project Description *
18. Stormwater Management how it relates to project *
19. Development of Self-sustaining urban and community forestry program *
20. Stewardship of Trees *
21. Sustaining Current Urban Tree Canopy *
22. Tree Management Planning or Proper Tree Care *
23. Provision for Long term tree care (5 years) *
24. Who will provide care for the trees? *
25. Afforesting Community Space, explaining if your community is adding canopy cover in an area that is lacking *
26. Species Selected for this grant *

27. Why you selected those species *
28. Site consideration, explain why you've chose that area(s) to plant in *

Tree Management:
Section 2:
Project Information

Please note that each project may not incorporate every topic below, if this is the case put N/a on those fields

17. General project description *
18. Development of Self-sustaining urban and community forestry program *
19. Stewardship of Trees *
20. Sustaining Current Urban Tree Canopy *
21. Tree Management Planning or Proper Tree Care *

Section 3:
Inventory Questions
22. Do you have an inventory? *
23. If yes, when was it done, if no put N/a *
24. What type of inventory was done (multiple choice here) *
25. Who did the inventory? *
26. Purpose of Inventory *
27. Indicating what type of inventory you will be doing (multiple choice) *
28. How will you record the data, (multiple choice) *
29. Will you maintain your inventory as new trees are planted? *
30. How will you go about doing the inventory? *
31. Who will be responsible for updating and/or housing the inventory? *

After filling out the information above click the next button at the bottom of the right hand side of the screen.

Section 4:
Site Visit

Your community is REQUIRED to contact the Urban and Community Forestry program to have a Delaware Forest Service employee visit your potential project site. THIS APPOINTMENT NEEDS TO BE 1 MONTH PRIOR TO GRANT APPLICATION DEADLINE!
1. Site visit **MUST** be scheduled a minimum of a week in advance
2. No site visits will be done after February 22, 2019
3. Appointments will be made on first come first serve basis

After filling out the information above click the next button at the bottom of the right hand side of the screen.

Section 5:
Bonus Criteria *

This section is for your community to indicate whether you have participated in one of the following ways as an addition merit to improve your urban forest. Please note we verity this information prior to awarding grants.
- Urban tree Canopy Goal Resolution
- Tree Friendly Community through UCF Program
- Tree City USA through Arbor Day Foundation program
- First Time applicants
- None

After filling out the information above click the next button at the bottom of the right hand side of the screen.

Section 6
Project Match Summary *

This section is where you will indicate how your community will match the value you've 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)
  150 x 23.56= $ 3534
- Cash

Total project must be double the request amount: 5000 request must have 10,000 dollars in total for project, meaning that's 5000 in match and 5000 the grant will reimburse you if awarded.

After filling out the information above click the next button at the bottom of the right hand side of the screen.

Section 7:
Cost Estimates *

Provide three 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.
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.

These must be uploaded onto the google forum after completion of this document. MAKE SURE TO INDICATE WHICH COMMUNITY THEY ARE FOR! 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.

Please remember that inventory grants can only match with cash.

After filling out the information above click the next button at the bottom of the right hand side of the screen.

Section 8:
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. OR Mark tree species on map with indicated spots for planting or management.

This must be uploaded to the google forum when this application is complete. MAKE SURE TO INDICATE WHICH COMMUNITY THEY ARE FOR! 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.

After filling out the information above click the next button at the bottom of the right hand side of the screen.

Section 9:
Signature Page *

Provide a signature, date and contact number for the positions indicated on the signature form on this google forum.
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. This must be uploaded to the google forum when this application is complete. MAKE SURE TO INDICATE WHICH COMMUNITY THEY ARE FOR! 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.
Signature Page can be found on our website for the grant application at www.delawaretrees.com

CLICK SUBMIT after uploading the signature page to send the documents and application for submission