

**DELAWARE DEPARTMENT OF AGRICULTURE FOREST SERVICE  
URBAN AND COMMUNITY FORESTRY PROGRAM**

**2006 TREE MANAGEMENT GRANT GUIDELINES AND APPLICATION**

**PURPOSE OF GRANT PROGRAM**

- To assist communities in the maintenance and management of community forest resources.
- To improve health and vigor of urban forest resources through sound arboricultural practices.

*Grant funds can help communities develop an effective urban and community forestry program through the following types of projects:*

- Tree inventories for street trees, parks, and other public open spaces.
- Urban and community forestry interns to assist communities with tree inventories, management plans, and tree preservation on construction sites.
- Tree maintenance (pruning, tree removal, stump, and debris removal, and insect and disease treatment).
- Tree management computer software.

**PLEASE NOTE - EQUIPMENT CANNOT BE PURCHASED WITH THIS GRANT.**

**GUIDELINES**

A grant request must not exceed **\$5,000** and must have in-kind services and/or matching funds equal to the amount requested. **MATCHING FUNDS *MUST NOT* INCLUDE EITHER FEDERAL FUNDS OR IN-KIND SERVICES PROVIDED BY THE STAFF OF THE DELAWARE FOREST SERVICE.**

Tree pruning and removals must conform to the International Society of Arboriculture (ISA) guidelines, the American National Safety Institute (ANSI) 300.0 – 2001 guidelines, and the American National Safety Institute (ANSI) 133.1 Z – 2001 guidelines. To obtain a copy of these standards, please visit the ISA website at [www.isa-arbor.com](http://www.isa-arbor.com) or contact the Delaware Forest Service at (302) 349-5754.

Three (3) work bids from either a Delaware tree care professional or a Delaware certified arborist must be submitted with the application.

Proposed projects must be performed on public lands within the community. By definition, public lands are those lands that are owned by the state, county, local government, or community civic association. Public lands include parks, greenways, recreational areas, and public rights-of-way or easements.

**NO WORK** may be performed without an approved purchase order for projects over \$1,000 or written approval for projects under \$1,000 from the Delaware Forest Service. This will ensure payment of bills and invoices in a timely manner to either the community or the contractor of your choosing.

Volunteer groups must have the written consent of a local community official or parks and recreation supervisor to care for trees on public property.

Applicants may submit no more than two (2) projects, and each project must be on a separate application form.

Applications must be received no later than **Friday, June 30, 2006. NO FAXED SUBMISSIONS.**

## **APPLICATION PACKAGE REQUIREMENTS**

- *Objectives* of the tree management project.
- *Finalized Site Plan* that is a scale drawing of utilities, structures, roads, sidewalks, and a list of those trees impacted by the proposed project. This plan should reflect the project objectives. The plan must also include a *site map* showing the location of the site within the community.
- *Description* of volunteers and other public agencies involved in the completion of project.
- *Proposed Budget* for the project. This section describes the cost of tree care activities, matching funds, and in-kind services.
- A *letter from a community official or parks and recreation supervisor* supporting the project and identifying a responsible group for the maintenance of the proposed tree care project.

*In order to be considered for funding, applications must clearly and concisely address these requirements.*

Submit Application Package to:

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

*OR*

*TO: Bryan Hall, Program Coordinator, at: [bryan.hall@state.de.us](mailto:bryan.hall@state.de.us)*

## **EVALUATION CRITERIA**

The Grant Review Committee of the Delaware Community Forestry Council will review all applications that meet the necessary requirements. The applications will be rated on the following criteria:

### **Objectives for the project:**

- Project supports a community forestry management program that maintains the health and condition of the tree resources within the community.

### **Description of work to be done, scope, and duration of project:**

- For tree pruning and/or removal, three (3) bids from either a Delaware tree care professional or a Delaware certified arborist demonstrating work to be done in accordance to ISA guidelines.
- Proper planning, timing, and organization have been done to accomplish the project.

### **Budget:**

- Matching funds and in-kind services are at least 50 percent of the cost of the project.
- No federal funds are used as match.
- Identification of the person(s) or agency(s) responsible for care or monitoring of proposed project.
- Fair market value for itemized costs and services.

## **EVALUATION CRITERIA (continued)**

### **Budget (Continued):**

For 2006 – Fair Market Prices for In-Kind Services:

For all paid staff, their hourly wage, plus fringe values may be used.

For volunteers - \$18.25 / hour

For all consultant or specialized persons – a varied hourly rate between \$50 to \$100 per hour

For pick-up trucks, small tractors, and other small equipment - \$19.00 / hour

For medium-sized trucks and equipment - \$27.50 / hour

For large trucks and equipment - \$41.50 / hour

For specialized equipment, such as bucket trucks - \$51.50 / hour

For any other large specialized equipment, such as cranes - \$115.00 / hour

### **Identical scores between projects will further be evaluated by the following:**

- Is this an on-going project that was initially funded with Urban and Community Forestry funds?
- Does the project promote community partnerships/education?
- Is the community a certified Tree City USA or Delaware Tree-Friendly Community?

## **RECIPIENTS OF A 2006 TREE MANAGEMENT GRANT**

- Will receive a letter of congratulations and a procedural guide by August 01, 2006.
- Will send a representative to the Urban and Community Forestry Workshop in September 2006.
- Will notify the Delaware Forest Service at least two (2) days (48 hrs.) prior to starting the project. This will allow a forester from the Delaware Forest Service to be present at the proposed project site.
- Will complete the project by April 1, 2007. A summary report and finalized site plan showing any changes in the tree care activity are required within two (2) weeks of completing the project.
- Will receive grant amount upon completion of project and submission of summary report and finalized site plan. Payment will be made to the tree care professional upon completion of the project.

**ANY QUESTIONS CONCERNING THE 2006 TREE MANAGEMENT GRANT APPLICATION PROCESS SHOULD BE DIRECTED TO BRYAN HALL, URBAN & COMMUNITY FORESTRY PROGRAM COORDINATOR AT (302) 349-5754.**

**State of Delaware Urban & Community Forestry Advisory Council  
2006 Tree Management Grant Program**

Please select a Tree Management Grant Category. **PLEASE NOTE: If the section is not completed, this grant application will be considered void and will not be reviewed by the U&CF Program.**

	<b>Category One</b>	<i>Tree Maintenance – Pruning and Removal of Trees</i>
	<b>Category Two</b>	<i>Resource Management – Tree Inventory, Purchase of Computer Software</i>



<b>Amount Requested:</b>	
<b>Community Match:</b>	
<b>Total Project:</b>	

<b>Project Title:</b>	
<b>Organization Name:</b>	
<b>Mailing Address:</b>	
<b>Contact Person:</b>	
<b>Phone:</b>	
<b>Fax:</b>	
<b>Email:</b>	

**Description of Proposed Site: (Include Site Location Map)**

<b>City / Town:</b>		<b>County:</b>	
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**Summary of work to be completed:**

<b>Project Completion Date:</b>	
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**Project Budget Summary:**

Category	Federal Funds Requested	Match Funds		Total Budget
		Cash	In-kind Match	
Salaries and related costs	XXXXXXXX	XXXXXXXX		
Volunteer contribution	XXXXXXXX	XXXXXXXX		
Contractual services (equipment rental, contractor and consultant fees)				
Equipment (chippers, mowers, tractors, etc. – only available for use as match)	XXXXXXXX	XXXXXXXX		
Supplies (tools, paper for brochures, herbicides, gasoline, etc.)				
Other (explain)				
<b>GRAND TOTAL</b>				

Time sheets must be submitted for work completed by staff(s)/volunteer(s) and equipment used.

**Contractor Contact Summary:**

Name	Telephone Number

*This proposal will be voided if the applicant fails to provide a minimum of three (3) contractor bids or documentation of an attempt to contact three (3) contractors (unless your community or organization provides proof of a single contractor already on contract).*

**Legislative District Information:**

Legislative Body	District Number	Name
Senate		
House of Representatives		
Mayor / Association President	*****	

As the representative of the community or civic association, I understand that if approved for the Urban and Community Forestry Grant funds, the community shall be responsible for the following:

- Matching all grant monies with either non-federal dollars or with “In-Kind” non-federally funded service of like or equal value.
- Enter into a contract with the Delaware Forest Service to complete the approved project as defined within the application.
- To attend the Urban and Community Forestry Grant Workshop in September 2006 or a similar workshop highlighting the proper care and management for urban forest resources.

\_\_\_\_\_ Signature

\_\_\_\_\_ Date