

April 1, 2003

Dear Citizens:

The Delaware Forest Service and the Delaware Community Forestry Council are pleased to announce the availability of the annual Urban & Community Forestry Grant Program. This year we will offer the following grants: **Tree Planting and Tree Management**.

In the past twelve years over 85 Delaware communities and organizations have received grants and thereby improved the environment throughout the state. Such past grant activities have included the removal of hazardous trees within the community of Smyrna, planting of trees with the planned community of Gosling Creek, Lewes, and the removal of hazardous trees within the planned community of Edgemoor Gardens, Wilmington.

Enclosed are the grant guidelines, applications, and a grant program update for the 2003 grant process. The Delaware Forest Service and Delaware Urban & Community Forestry Council invite you to submit a grant proposal. We look forward to receiving your proposal by **July 02, 2003**. **PLEASE NO FAX OR ELECTRONIC SUBMISSIONS**.

Please read carefully the enclosed grant package information. *Tree planting grant applications must include a soil test from Delaware Cooperative Extension*. Grant recipients will be required to sign a contract with the Delaware Forest Service Urban & Community Forestry Program and attend the annual Urban and Community Forestry Workshop in September 2003. Please contact me at (302) 349-5754 if you have any questions about the grant opportunities or the application process.

Sincerely,

Bryan Hall
U&CF Program Coordinator
Delaware Forest Service

PROGRAM UPDATE FOR 2003

TO: Community Managers
FROM: Bryan Hall, Urban & Community Forestry Program Coordinator
DATE: April 1, 2003
SUBJECT: Program updates for 2003 Grant Application Process

To address the changing needs of Delaware's communities, the Delaware Forest Service and the Delaware Urban & Community Forestry Council have made the following improvements to the Urban & Community Forestry Grant Process.

On Site Field Visits

The Delaware Forest Service will conduct on site field visits to assist with the development of your community's grant application. These visits should help to clarify and simplify the process by allowing our staff to visit with you and answer your questions directly.

To schedule a visit, please call either:

For Kent & Sussex Counties:
Bryan Hall, U&CF Program Coordinator
Taber State Forest
(302) 349-5754

For New Castle & Kent Counties:
Mindy Hidenfelter, Urban Forester
Blackbird State Forest
(302) 659-6704

If you have administrative questions regarding the applications process or continue to have concerns after an on site field visit, please contact:

***Bryan Hall, U&CF Program Coordinator
Taber State Forest
(302) 349-5754***

Electronic Application Requests

The Delaware Forest Service is pleased to offer electronic applications at your request. To request an electronic application packet, which will include a cover memo, summary of changes, grant guidelines, and grant applications, please send your e-mail request to:

bryan.hall@state.de.us

PLEASE NOTE: THE DELAWARE FOREST SERVICE WILL NOT ACCEPT COMPLETED ELECTRONIC APPLICATIONS OR FAXED APPLICATIONS.

Please send completed applications to:

***Bryan Hall
Delaware Forest Service
2320 South Dupont Highway
Dover, DE 19901***

In-Kind Service Match Guidelines

Once again, the guidelines for In-Kind Services have been expanded to allow for easier matching opportunities. All In-kind service for any Delaware Forest Service U&CF Grant Projects are based on the time period of March 2003 through April 2004. The Delaware Forest Service has identified the following match opportunities and these should be used when developing your community's grant packet.

Volunteer Services

If volunteer services are utilized for a grant project then an hourly wage of \$12.50 per hour will be used for each person who participates on the project.

Hourly, Contractual, or Salaried Employees

If hourly, contractual, or salaried services employed by the community are utilized for a grant project then the person's hourly wage will be used to calculate the match. In addition, all personnel fringes such as insurance, state & federal taxes, etc. may also be used as match and will not exceed 34% of the individual's salary. For example:

An hourly employee receives \$15.00 per hour, their fringe at 34% is \$5.10 per hour, therefore the hourly employee's hourly wage is equal to \$20.10.

PLEASE NOTE: FUNDS FOR SALARIED EMPLOYEES MUST NOT BE FEDERALLY FUNDED POSITIONS NOR MAY SALARY FROM DELAWARE FOREST SERVICE PERSONNEL BE USED AS MATCH FOR A PROJECT.

Specialized Equipment

If a community rents any special equipment to complete a grant project, then the full amount of the rental cost can be applied as match for the project.

If a community owns a piece of specialized equipment then the following hourly rate schedule will be used to generate in-kind match for your community's grant project.

Type of Equipment	Cost Per Hour
Waste Wood Chippers, Stump Grinders, and other Small Specialized Construction Equipment	\$12.00
Single Axle Dump Trucks, and other Medium Specialized Construction Equipment	\$18.00
Multi-Axle Dump Trucks, Backhoes, and other Large Specialized Construction Equipment	\$22.00
Lift Trucks, and Cranes	\$27.50

The following costs were developed from discussions with various equipment rental companies and large commercial tree care contractors. If a community utilizes this schedule or any other of the match opportunities, the community or organization will be required to submit a completed budget summary sheet outlining all of these costs.

PLEASE NOTE: FUNDS FOR RENTAL FEES & SERVICES MUST NOT BE FEDERAL FUNDS.

It is our hope that this change will help to simplify the grant process. If you have questions regarding these changes please contact the Delaware Forest Service at (302) 349-5754.

**DELAWARE FOREST SERVICE
URBAN AND COMMUNITY FORESTRY PROGRAM**

2003 TREE PLANTING GRANT

GUIDELINES & APPLICATION

PURPOSE OF GRANT PROGRAM

- To promote the proper planting and care of trees.
- To develop partnerships between small businesses and the local community to plant trees.
- To diversify and enhance Delaware's urban forest resources.

GUIDELINES

Any volunteer group must have the written consent of a local community official or parks and recreation supervisor to plant and care for trees on public property.

Grant request must not exceed **\$4,000** and have matching funds and/or in-kind services equal to the amount requested. **MATCHING FUNDS MUST NOT INCLUDE EITHER FEDERAL FUNDS OR IN-KIND SERVICE PROVIDED BY THE STAFF OF THE DELAWARE FOREST SERVICE.**

All 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 which would include parks, green-ways, recreational areas, other open space, buildings, monuments, and – or public rights-of-ways or easements.

No more than two (2) projects per applicant and they must be on separate applications.

All plant materials must conform to the American National Safety Institute, ANSI - 260.01 – 2000. To obtain a copy of these standards please visit the ISA website at www.isa-arbor.com or contact the Delaware Forest Service at (302) 349-5754.

Applicants must monitor new plantings for a three (3) year period.

Applications must be received no later than **July 02, 2003. NO FAX OR ELECTRONIC SUBMISSIONS.**

APPLICATION PACKAGE REQUIREMENTS

- **Objectives** of the tree-planting project.
- **Finalized Site Plan** that is a scaled drawing of utilities, accurate locations for existing and proposed trees, structures, roads, sidewalks, and a list of requested trees. This plan should reflect the project objectives. In addition, a **vicinity map** shows the location of the site within the community.
- **Maintenance Schedule** that describes proper pruning practices, watering, mulching, removing any stakes, monitoring for insect/disease problems and person responsible for a minimum of three (3) years from the date of the tree planting. ***A soil test from the Delaware Cooperative Extension Service is required for the project. To obtain a soil sample kit, please contact the U of D Cooperative Extension Service, in New Castle County (302) 831-2667, in Kent County (302) 730-4000 and in Sussex County (302) 856-7303.***

APPLICATION PACKAGE REQUIREMENTS (continued)

- **Description** of volunteers and other public agencies involved in the site preparation, maintenance, and completion of project.
- **Proposed Budget** for the project. This section describes the cost of the requested trees, 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 planting.

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***

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:

- Clearly stated environmental benefits of trees and benefits are reflected in the site plan.
- Maintains tree resources in the community.

Finalized site plan for the project:

- Natural and built features represented in a scaled drawing.
- Proper spacing of requested trees within the site.
- Proper species selection, which include height and diameter at time of installation of trees.

Maintenance Schedule:

- Routine pruning practices are identified.
- Responsible person identified to do work.
- Provisions for removing any stakes, mulching, watering, fertilizing, and monitoring for insect/diseases.
- Soil test from University of Delaware Cooperative Extension is completed.

Budget:

- Matching funds and in-kind services are at least 50% of the cost of the project.
- No federal funds are used as match.
- Fair market value for itemized costs and services.

EVALUATION CRITERIA (continued)

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 member or Delaware Tree-Friendly Community?

RECIPIENTS OF A 2003 TREE PLANTING GRANT

- Will receive a letter of congratulations and a procedural guide by *August 01, 2003*.
- Will sign a contract with the Delaware Forest Service, stipulating that the trees will be planted as specified in the grant application and will be maintained and monitored for a minimum of three (3) years.
- Will send a representative to the Urban and Community Forestry Workshop in September 2003.
- Will notify the Delaware Forest Service at least two (2) days (48 hrs.) prior to planting the trees. This will allow a forester from the Delaware Forest Service to be present at the tree planting.
- Will complete the project by *April 1, 2004*. A summary report and finalized site plan showing any changes in the trees planted and their exact location, are required within two (2) weeks from completion of tree planting.
- Will receive grant amount upon completion of project and submission of summary report and finalized site plan. Payment will be made to the landscape company providing trees and installation.
- Will submit yearly updated tree condition report for the next three (3) consecutive years.

ANY QUESTIONS CONCERNING THE 2003 TREE PLANTING GRANT APPLICATION PROCESS SHOULD BE DIRECTED TO BRYAN HALL, URBAN & COMMUNITY FORESTRY PROGRAM COORDINATOR, (302) 349-5754.

**2003 TREE PLANTING GRANT APPLICATION
PROPOSED BUDGET SHEET**

Grant Amount Requested: \$ _____ (cost of trees and installation)
 Cash Matching Funds: \$ _____ (section 1)
 Value of In-kind Matching Services: \$ _____ (section 2)
 Total Project Costs: \$ _____
Cash Matching Funds: (section 1)

Description of Costs	Source of Service	Hourly Wage	Amount
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Subtotal: \$ _____

Value of In-Kind Matching Services (section 2)

Description of Service	Source of Services	Amount
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Subtotal: \$ _____

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

2003 Urban & Community Forestry Grant Program

CHECKLIST FOR SUCCESS

Now that you and your community has developed a 2003 grant application for either the Tree Planting or Tree Management Grant, take the time to review your community's application packet to ensure that your grant proposal will receive rave reviews by the staff of the Delaware Forest Service and the Delaware Community Forestry Council.

Check off the following as you complete the 2003 U&CF Grant Packet:

- _____ **CHECK** the correct category which best defines either your community's Tree Planting or Tree Management Grant Application. **REMEMBER: If the section is not completed then the grant application will be considered void and will not be reviewed by the U&CF Program Staff.**
- _____ **COMPLETE** all necessary information such as a name, address, phone number, fax number and e-mail address.
- _____ **INCLUDE** a complete site map, which clearly identifies the location of the proposed project and the community and county in which the project will be performed.
- _____ **INCLUDE** a completed soil test. *(FOR TREE PLANTING GRANT APPLICATIONS ONLY).*
- _____ **CLEARLY** identify the amount of grant money requested, the amount of potential match and the total cost of the proposed project.
- _____ **CLEARLY** summarize the project and identify the objective and goals of the project.
- _____ **DEVELOP** a maintenance schedule that includes community involvement.
- _____ **DEVELOP** a project budget that identifies all potential sources of project match. **REMEMBER: MATCHING FUNDS MUST NOT INCLUDE EITHER FEDERAL FUNDS OR IN-KIND SERVICE PROVIDED BY THE STAFF OF THE DELAWARE FOREST SERVICE.**
- _____ **CALL** to schedule an on site visit by Delaware Forest Service Staff.
- _____ **CALL** Delaware Forest Service Staff to answer any follow-up questions that may develop from the completion of your community's grant project.

We hope that this CHECK LIST FOR SUCCESS will allow you and your community to develop a project that will improve and enhance your community's forest resources. If you have additional questions regarding the application process, please call Bryan Hall U&CF Program Coordinator at (302) 349-5754.

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

2003 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.
 - To promote 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, master plans, and tree preservation on construction sites.
- Tree maintenance (pruning, tree removal, stumps & debris removal, and insect & disease treatment).
- Tree management computer software.

PLEASE NOTE - EQUIPMENT CANNOT BE PURCHASED WITH THIS GRANT.

GUIDELINES

Grant request must not exceed **\$4,000** and have in-kind services and/or matching funds equal to the amount requested. **MATCHING FUNDS *MUST NOT* INCLUDE EITHER FEDERAL FUNDS OR IN-KIND SERVICE PROVIDED BY THE STAFF OF THE DELAWARE FOREST SERVICE.**

All tree pruning and removals must conform to the International Society of Arboriculture (ISA) guidelines, the American National Safety Institute (ANSI) 300.0 – 2000 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 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.

All 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 which would include parks, greenways, recreational areas, other open space, buildings, monuments, and – or public rights-of-ways or easements.

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

No more than two (2) projects per applicant and each project must be on a separate application form.

Applications must be received no later than **July 02, 2003**. **NO FAX OR ELECTRONIC SUBMISSIONS.**

APPLICATION PACKAGE REQUIREMENTS

- **Objectives** of the tree management project.
- **Finalized Site Plan** that is a scaled drawing of utilities, structures, roads, sidewalks, and a list of those trees impacted by the proposed project. This plan should reflect the project objectives. In addition, 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***

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.
- 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 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.
- Fair market value for itemized costs and services.
- Identification of the person(s) or agency(s) responsible for care or monitoring of proposed project.

EVALUATION CRITERIA (continued)

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 member or Delaware Tree-Friendly Community?

Recipients of a 2003 Tree Management Grant

- Will receive a letter of congratulations and a procedural guide by August 01, 2003.
- Will send a representative to the Urban and Community Forestry Workshop in September 2003.
- 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, 2004. A summary report and finalized site plan showing any changes in the tree care activity are required within two (2) weeks from completion of 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 providing completion of the project

ANY QUESTIONS CONCERNING THE 2003 TREE MANAGEMENT GRANT APPLICATION PROCESS SHOULD BE DIRECTED TO BRYAN HALL, URBAN & COMMUNITY FORESTRY PROGRAM COORDINATOR, (302) 349-5754.

2003 TREE MANAGEMENT GRANT BUDGET SHEET

Tree Management Grant Activities

Tree Inventory / Resource Assessment

Number of Trees in Survey: _____ Start Date: _____ Finish Date: _____

Work Description:

Total Time for Project: _____ Total In-Kind Service Amount: _____ Total Cost: _____

Tree Management Computer Software

Application Uses:

Total Time for Project: _____ Total In-Kind Service Amount: _____ Total Cost: _____

Urban & Community Forestry Student Interns

Number of Trees in Survey: _____ Start Date: _____ Finish Date: _____

Work Description:

Total Time for Project: _____ Total In-Kind Service Amount: _____ Total Cost: _____

Tree Care Activities

Pruning (Check those practice(s) which will performed within the community)

of Trees Cost

_____ _____ **Crown Cleaning** (This practice will remove all deadwood, poorly attached branches, and structurally unsound wood within the tree's crown.)

_____ _____ **Crown Reduction / Elevation** (This practice will remove no more than 1/3 of the tree's crown away from aspects of the community such as buildings, parking lots, streets, etc.)

_____ _____ **Removal of Dead Wood >2"** (This practice will remove all dead wood and branches within the tree's crown of two (2) inches in diameter and larger.)

_____ _____ **Other:** _____

Number of Trees to be Pruned: _____ Total Cost: _____

Total Time for Project: _____ Start Date: _____ Finish Date: _____

Tree and Stump Removal

Number of Trees to be Removed: _____ Total Cost: _____

Removal of Wood & Debris (Circle) Yes No Total Cost: _____

Total Time for Project: _____ Start Date: _____ Finish Date: _____

Number of Stumps to be Removed: _____ Total Cost: _____

Removal of Stump Grindings (Circle) Yes No Total Cost: _____

Total Time for Project: _____ Start Date: _____ Finish Date: _____

Other Recommended Tree Care Activities

Work Description:

Total Time for Project: _____ Total Cost: _____

Total Time for all aspects of Grant Application: _____

Grant Amount Requested

Total Dollar Amount for all contractual aspects of Grant Application: _____

Matching – In-Kind Service

Total Dollar Amount of In-Kind Service of Grant Application: + _____

Total of all Aspects (Contractual & In-Kind Services Amount): = _____

2003 Urban & Community Forestry Grant Program

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Check off the following as you complete the 2003 U&CF Grant Packet:

_____ **CHECK** the correct category which best defines either your community's Tree Planting or Tree Management Grant Application. **REMEMBER: If the section is not completed then the grant application will be considered void and will not be reviewed by the U&CF Program Staff.**

_____ **COMPLETE** all necessary information such as a name, address, phone number, fax number and e-mail address.

_____ **INCLUDE** a complete site map, which clearly identifies the location of the proposed project and the community and county in which the project will be performed.

_____ **INCLUDE** a completed soil test. (*FOR TREE PLANTING GRANT APPLICATIONS ONLY*).

_____ **CLEARLY** identify the amount of grant money requested, the amount of potential match and the total cost of the proposed project.

_____ **CLEARLY** summarize the project and identify the objective and goals of the project.

_____ **DEVELOP** a maintenance schedule that includes community involvement.

_____ **DEVELOP** a project budget that identifies all potential sources of project match. **REMEMBER: MATCHING FUNDS MUST NOT INCLUDE EITHER FEDERAL FUNDS OR IN-KIND SERVICE PROVIDED BY THE STAFF OF THE DELAWARE FOREST SERVICE.**

_____ **CALL** to schedule an on site visit by Delaware Forest Service Staff.

_____ **CALL** Delaware Forest Service Staff to answer any follow-up questions that may develop from the completion of your community's grant project.

We hope that this CHECK LIST FOR SUCCESS will allow you and your community to develop a project that will improve and enhance your community's forest resources. If you have additional questions regarding the application process, please call Bryan Hall U&CF Program Coordinator at (302) 349-5754.