



Community Forestry Grant Program – Fall 2024 Frequently Asked Questions

How much of the grant is reimbursable?

Award recipients will be reimbursed \$500 to \$10,000 for their community tree planting project. For this round, projects will be funded by derecho recovery state infrastructure funds. Award Recipients will NOT be required to provide a local match.

Should I submit multiple applications for multiple projects/planting locations?

One applicant (a local government entity, school, service organization, etc.) can submit an application for multiple projects or locations for up to \$10,000. If your planting project will cover a large area or multiple locations, you may attach a planting map for each site location.

Does my application need multiple quotes from nurseries? What nurseries can I work with?

Applicants only need to submit a quote from the nursery (or nurseries if you need to work with more than one) they plan to order from. Nurseries may now be located outside of Iowa. The recommended list of tree species in the application can help you determine what nursery to work with based on what they will have in stock. If you need assistance finding a nursery, contact Ellie Jones - ellie.jones@dnr.iowa.gov

Can I make substitutions?

We understand that stock availability can change, so if a substitution is necessary please let DNR staff know what species and/or size is being substituted so we can approve the change. Otherwise, please avoid substitutions if possible.

How are the applications scored?

Scoring criteria includes: detailed project summary and maintenance plan, demonstrated need for tree funding due to loss from the 2020 derecho, cost-effectiveness, community involvement, species diversity (ideally $\leq 10\%$ of total trees is one species and $< 20\%$ of genus), positive environmental impact on the area, Tree City/Campus/Line USA designation and past funding.

When will it be announced what projects were awarded?

Awards will be announced on September 6, 2024. Award recipients will be emailed an award letter and cooperative agreement that will require signatures. Award recipients also need to provide a current IRS Form W-9, Federal ID, and Communicate with the nursery you are working with that September 6th as the date that award notifications will be sent out.

When should award recipients have planting dates finalized after being awarded?

All planting dates need to be finalized by September 13, 2024 and communicated to the DNR, so a DNR staff member can be scheduled to attend and/or inspect the planting. If there are issues that may change the planting date (e.g. tree delivery delays, working with volunteer groups that need to reschedule, etc.), please keep DNR staff updated.

When does our planting project need to be completed?

Planting projects for this round need to be scheduled between September 16, and November 1, 2024. Please plan for a make-up date that also falls within this date range in case of poor weather or other unforeseen circumstances. Keep DNR staff updated with any changes to the date, time, location, etc. Once the planting project is complete and has been inspected by DNR staff, you will receive an email requesting final documents that are due by Wednesday, December 18, 2024. A final proof of payment will be required in the form of a: \$0 balance invoice for a paid invoice, email receipt, or copy of check are due by Friday, January 10, 2025.

What needs to be completed before receiving final documents for the reimbursement?

Your signed Award Letter and Grant Cooperative Agreement need to be submitted by September 18, 2024, or 7 days prior to your planting. The planting project must be complete before November 1, 2024. This means that all trees funded by the CFGP need to be planted at the appropriate height at the root flare, mulched with 3 inches of wood mulch

to the dripline with it pulled back from the trunk, proper staking materials are used (if staking), all shipping materials and tags are removed from the trees including bamboo used to stabilize during transportation, and that the number of trees and species match the proposal/invoice. If volunteers will be planting the trees, a DNR staff member will attend to help support the planting and inspect for these details. If trees will be planted by staff or landscapers, a DNR staff member will schedule an inspection after the planting is complete.

Who can I contact for help with species selection, planting locations, or the grant application?

Please contact Ellie Jones - ellie.jones@dnr.iowa.gov, 319-826-0814 - if you would like to schedule a site visit or need assistance with the application.

For more resources on species selection, planting, and maintenance, check the links below the [Iowa DNR Urban Forestry website](#).

[Community Tree Planting and Care Guide](#)
[Tree Support Systems - Staking & Guying](#)
[How to Plant a Tree from a Container](#)