



## Community Forestry Grant Program - Spring 2023 Frequently Asked Questions

### **How much of the grant is reimbursable?**

Award recipients will be reimbursed \$1,000 to \$10,000 for their community tree planting project. For this round, projects will be funded by both state infrastructure funds for derecho recovery (\$500 to \$5000 total) and federal EAB reforestation funds (\$500 to \$5000 total). When completing the budget proposal in the application, please split the total cost for each line item between both sources of funding to reflect the dollar-for-dollar match.

Example: Your project requires \$7,000 of funding. Your budget proposal would include \$3,500 of state infrastructure funds and \$3,500 of federal EAB funds for a total request of \$7,000.

### **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 must be located in 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 Janessa Hollmaier - [Janessa.Hollmaier@dnr.iowa.gov](mailto:Janessa.Hollmaier@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 both the derecho and EAB, 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 if the applicant received CFGP funding for projects the previous season.

### **When will it be announced what projects were awarded?**

Awards will be announced on March 17, 2023. 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 Current SAM registration. Communicate with the nursery you are working with that March 17 is the date that award notifications will be sent out.

### **What is a SAM UEI number?**

It is a Unique Entity ID number assigned to an entity by SAM.gov that is needed to receive federal funds. If you apply for the CFGP, please check your SAM UEI registration expiration date and make it does not expire before your project is finalized. If it will expire, please complete the registration renewal. We may ask that you send a screenshot of your SAM.gov registration page to validate the expiration date if your organization's privacy settings do not allow your entity to be displayed in search results.

### **When does our planting project need to be completed?**

Planting projects for this round need to be scheduled between April 17 and June 5, 2023. 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 July 14, 2023.

**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 April 17, 2023 and the planting project must be complete before June 5, 2023. 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 Janessa Hollmaier - [janessa.hollmaier@dnr.iowa.gov](mailto:janessa.hollmaier@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](#)