



## Iowa Tree Planting Grant (ITPG)



### Instructions and Requirements

**INTENTION OF THE GRANT** – Funding for this project provided by the Inflation Reduction Act and the U.S. Department of Agriculture, Forest Service, Urban and Community Forestry Program in partnership with Iowa DNR Forestry for tree planting grants for Iowa communities. Iowa Tree Planting Grant is a two (2) year grant to increase equitable access to tree cover, is available to community governmental entities, volunteer organizations, and service organizations involved with local urban and community forest services, for planting trees on publicly owned properties within the community to diversify the tree canopy, increase tree benefits, and help disadvantaged populations with energy costs and health disparities, and increase access to parks and nature. USDA and Iowa DNR are equal opportunity providers and employers. Federal and State law prohibit discrimination on the basis of age, color, creed, mental and/or physical disability, gender identity, national origin, pregnancy, race, religion, sex, or sexual orientation. If you believe you have been discriminated against in any program, activity or facility as described above, or if you desire further information, please contact the Iowa Civil Rights Commission at 1-800-457-4416 or DNR's Civil Rights Coordinators at [civilrights@dnr.iowa.gov](mailto:civilrights@dnr.iowa.gov).

**IOWA TREE PLANTING GRANTS** – Are federally funded through CFDA #10.727 from the US Department of Agriculture Forest Service as part of the Inflation Reduction Act. If your community is required to have a single audit in accordance with OMB circular A-133, a copy of the audit report will be provided to the DNR if any findings noted are related to the award provided by the DNR. If no findings related to the DNR award, a notification letter will be provided to the DNR stating findings noted did not relate to the DNR award.

**ELIGIBILITY AND PROGRAM RESTRICTIONS** – Communities eligible through the [Forest Cover and Socioeconomic Assessment Tool](#) may apply for Iowa Tree Planting funding. Funding is competitive, and grants are awarded in amounts starting at \$10,000 up to \$30,000 per grant. An application may be for multiple projects or locations within the community. No matching funds are required. Award money may be used to purchase trees, mulch, staking/protection materials, and supplemental watering or employee watering. Supplemental watering costs may also include water bags or tree watering mat/diapers to aid in adequate watering. Trees are to be 50% or more of the project cost. Supplies such as shovels, buckets, gloves, saws are NOT covered by grant funding. Plantings on properties other than community public grounds are not eligible for grant funding.

**PLANTING SCHEDULE, TREE REQUIREMENTS AND SPECIES DIVERSITY\*** – The Iowa Tree Planting Grant is a two-year grant which will cover four planting seasons, two springs (March 15 – June 1) and two falls (September 15 – November 1). Communities may choose to plant in any combination or all four of these seasons. Trees may be provided by Iowa nurseries or nurseries from bordering states. Trees **MUST** be landscape size and meet the specifications set forth by the American Nursery Stock Standards (**ANZI Z60.1**), please ensure that your nursery is aware of this. Landscape-size trees start at #5 container and can be in hard pot, air-pruned container, growbag, or balled and burlap trees. In order to ensure species diversity and to protect against large-scale losses from future forest health threats, no more than 10% of any species and no more than 10% maples will be allowed. Trees species to be used **MUST** be from the Approved Species List, any deviation from this list must be approved by the DNR Program Coordinator.

**\*Note:** Due to the multi-year grant, setting future planting dates is not required. The applicant will be responsible to contact the DNR Program Coordinator a minimum 2 weeks prior to a planting event to try and schedule a DNR forester to be at a planting event; the further from the scheduled event the request is made the more likelihood is of having a forester present. If a DNR forester could not be present at the event or one was not requested, the applicant must contact the DNR Program Coordinator within a month after the planting to have it inspected by a DNR forester.

**MULCHING** – Mulching is required for every tree planted. The source and cost of mulch for your planting must be included in the application. If possible, you are strongly encouraged to take advantage of any mulch offered by your local community, as such mulch is typically free and comes from locally-removed trees. If purchasing mulch from a nursery, please refrain from using cypress mulch or chemical weed control mulch.

**WATERING AND ONGOING CARE** – Iowa Tree Planting projects are required to include initial watering of 5 to 10 gallons per tree, depending on planting size. Ongoing watering is required during the growing season for at least the first two years after the trees are planted. Applications **MUST** include a detailed description of who will be responsible for ongoing watering (community employees, volunteers or contracted supplemental watering) and the frequency of the watering. Grant funding can be used for supplemental watering during the length of the contract and/or watering devices such as watering bags or tree watering mats/diapers.

**AWARDED APPLICANT** – Applicants awarded the Iowa Tree Planting Grant will be sent a Grant Award Letter and Grant Project Cooperative Agreement with the Iowa Department of Natural Resources, both of which must be signed. Applicants must also provide a current IRS Form W-9, Federal ID, Federal AD-1048 and proof of current SAM ID number.

**REIMBURSEMENT PROCESS** – Grant work must be completed between January 15, 2025 and October 30, 2026 and final expenditures must be made by November 30, 2026 to qualify. Applicants may use funds to purchase plant materials, mulch, watering supplies and/or services, employee hours, staking material, and deer/rabbit protection. The grants are reimbursable and each grant will be paid pursuant to the provisions of a Grant Project Cooperative Agreement entered into between the grant recipient and DNR. Reimbursement will be paid on the basis of the approved percentage of all eligible expenditures up to the amount of the approved grant. To receive reimbursement, grantees must complete the project by the project completion date stated in the grant announcement, undergo project inspection by a DNR Forester, and submit all required documentation including proof of payment. A partial reimbursement for trees planted may be made after completion of the planting and inspection. All final request for reimbursement must be submitted by November 30, 2026.

The DNR Program Coordinator will review the invoices and final project report and upon approval, submit final reimbursement to DNR Accounting for the applicant's reimbursement to the applicant. It may take up to 60 days from the time the DNR from the time the DNR Program Coordinator submits the reimbursement materials for the applicant to receive payment. NO partial reimbursement will be made at any time without Federal ID, W-9, SAM ID number and no final reimbursement without a project report, all sent to the DNR Program Coordinator.

**SUBMISSION OF APPLICATION** – To be eligible for the grant, all material and application must be completed in the Iowa DNR SlideRoom portal <https://iowadnr.slideroom.com/#/Login> by 4:00 pm December 30, 2024. The DNR Program Coordinator reserves the right to disregard any application that is incomplete. Awarded grants will be announced on January 15, 2025.

The DNR Program Coordinator for the Iowa Tree Planting Grant is Chip Murrow. For any questions or assistance, please contact Chip at (515) 822-1031 or email [chip.murrow@dnr.iowa.gov](mailto:chip.murrow@dnr.iowa.gov).