



Idaho IRA Urban & Community Forestry Grant Application Guidelines

IDL UCF Program Manager Matthew Perkins

PROGRAM OVERVIEW

PROGRAM ADMINISTRATOR	This program is administered through the Idaho Department of Lands, in cooperation with the USDA Forest Service (USFS). <i>The USDA is an equal opportunity funder and prohibits discrimination in all its programs and activities on the basis of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and marital or family status.</i>
AVAILABLE FUNDS	\$590,000 is available through the Idaho IRA Urban and Community Forestry Grant Program for projects in Idaho communities. Eligible applicants may request a minimum of \$10,000 and maximum of \$100,000. Grant funds will be distributed on a reimbursement basis.
PROJECT TYPES	Projects must promote Urban Forestry Goals, including but not limited to: <ul style="list-style-type: none">• Developing or Improving a Sustainable Community Forestry Program• Inventory Updates, Completion, or Conversion• Risk Management• Workforce Development, Education, & Training• Tree Pruning & Removal• Tree Planting & Replacement
ELIGIBLE APPLICANTS	<ul style="list-style-type: none">• Municipality• County and local agencies• Non-profit (501c3) organizations• Tribes <p>Successful applicants must have or agree to form a tree committee and develop a program work plan during the grant project period.</p> <p>Applicants are restricted to one application per funding year.</p>
MATCH REQUIREMENTS	No match is required for communities identified as disadvantaged using the Climate and Economic Justice Screening Tool (CEJST) provided by congress. These projects will be given priority during the application ranking process. These projects will automatically be issued a Grant Match Waiver.
APPLICATION DEADLINE	Application Deadline: 04/26/2024 Notification Date: On or before 05/06/2024 Project Start: Spring 2024, after funding notification Project Completion: On or before 09/28/2026
FOR ADDITIONAL INFORMATION CONTACT	Matthew Perkins, Urban & Community Forestry Program Manager Idaho Department of Lands 300 N 6 th St Ste 103 Boise, Idaho 83702 Telephone: (208) 626-1779 Fax: (208) 334-3698 / Email: mperkins@idl.idaho.gov

IRA UCF GRANT PROGRAM INFORMATION

PURPOSE

Inflation Reduction Act (IRA) Urban & Community Forestry (UCF) grants are available to Idaho municipalities, county agencies, 501c3 non-profits, and tribal governments on a competitive basis. The grant program is funded by the Inflation Reduction Act (IRA) for the purpose of meeting the National and State Strategies for Urban & Community Forestry (UCF). Funding provided through this program will encourage the planting and maintaining of trees within municipalities and unincorporated communities. The program also intends to educate, stimulate stewardship, and assist with developing sustainable community forestry programs in communities throughout Idaho.

AVAILABLE FUNDING DETAILS

Grant Request Amount— Grant monies awarded under this program are reimbursement grants and will be paid only upon **completion of granted projects** and **submission of a final report** (although partial reimbursements may be allowed at agreed-upon intervals). Remittance may take up to 90 days. This grant intends to provide financial support for large-scale projects ranging between \$10,000 to \$100,000 (which may extend into more than one year if approved). Grant dollars may not be used for projects that have already been accomplished.

Grant funds are provided by the USDA Forest Service through the Idaho Department of Lands. All funded projects must provide funding acknowledgment and signage, highlighting the U.S. Forest Service and Inflation Reduction Act as a funding source for each project. The funding for this signage can be included in the grant request.

General purchasing guidelines for purchases made using these grant funds must be adhered to. For purchases over \$1,000, at least two competitive quotes (by phone, fax, e-mail, etc.) are required. The purchase must be awarded to the lowest bid. Funding recipients must maintain competitive quote documents with the payment document to support validity. Bids for all contract work are required. No company shall be considered a “partner” in a grant project.

The grant period will begin as soon as IDL notifies successful applicants on or before **05/06/2024** and expires **09/05/2026** (unless a multi-year exception is granted). Grant reimbursements will be made upon review of financial documentation at project completion or agreed upon intervals. These payment intervals can be negotiated upon award notification for after milestones or when significant progress has occurred in the project. Successful applicants must maintain project records, including paid invoices, time & attendance sheets, and canceled checks. Final project reports must be submitted no later than 45 days from project completion **to IDL UCF Program Manager, Matthew Perkins**.

Priority will be given to projects that by design, strategically utilize trees as functional landscapes in addition to beautification. For example, using large growing trees to provide energy conservation or roadway protection, planting appropriate species, and designing to help mitigate stormwater or developing landscapes that increase pedestrian and vehicular safety. Additionally, priority will be given to projects that include a public education component regarding the social, economic, or environmental benefits of trees and the importance of maintenance plans.

PROJECT ELIGIBILITY

All project work **MUST** occur in disadvantaged areas identified using the Climate and Economic Justice Screening Tool “CEJST” to be eligible for funding and match waiver. A community that has some area outside of the CEJST tracts may still apply for funding and be eligible if the project/work occurs in the highlighted overburdened and underserved areas identified as being disadvantaged.

Use the climate and Economic Justice Screening Tool [here](#) to determine project eligibility.

PROJECT CATEGORIES

The Idaho IRA Urban & Community Forestry Grant program is intended to support specific types of projects or initiatives classified as **Community Forestry Development** or **Tree Planting**. Proposed activities outlined in the grant application should align with the goals of the Idaho Forest Action Plan and the National 10-Year Urban Forestry Action Plan. Project goals should elevate the management of community forests through enhanced tree care efforts and the development of strategic methods.

Examples of community forestry development projects that will be considered top priority include, but are not limited to:

Community Forestry Development

Tree Inventory/Evaluation - The Idaho Department of Lands offers communities access to use a statewide tree inventory program; funding could be used to hire a consultant, train an in-house crew, or develop a volunteer program to conduct or update an inventory of street, park, or other public trees. An inventory is a critical tool in city tree management and the first step in outlining an overall Tree Management Plan. Full or partial inventories can include Tree location, Species, Size, Condition, Maintenance Needs, and Risk Potential. *(For a free tree inventory protocol, visit the Forest Service website at <http://www.itreetools.org>)*

Hazard Tree Removal and Pruning (with a replanting component) - Many of the trees along the streets and in city parks in Idaho communities have reached their biological maturity or have developed large rot cavities, been damaged by lightning, are a high-risk species for invasive pests such as emerald ash borer, Asian long horned beetle, or spongy moth, etc., or are otherwise a liability in the community. The Community Forestry Grant can be used to offset the cost of removing/stump grinding or pruning these dangerous trees and to help reduce the risk to citizens and property. Replacement plantings must accompany tree removals. Additionally, pruning and removals **must** correlate with a Tree Management Plan. If a community does not currently have a Tree Management Plan, creating one can be part of the grant project.

ALL TREE PRUNING AND REMOVAL CONTRACTS FUNDED BY THE IRA URBAN & COMMUNITY FORESTRY GRANT REQUIRE AN ISA-CERTIFIED ARBORIST ON STAFF AND OVERSEEING PROJECT.

(Invasive tree removal projects may seek exemption.)

Invasive Species Control - Invasive trees such as Russian olive and tamarisk can jeopardize urban streams and native species. Such invasives could require physical removal, hauling downed material, chemically treating stumps, and replanting.

Green Infrastructure - Many cities and counties are adopting green infrastructure plans that outline how “green infrastructure” works in relation to the “gray infrastructure” to meet communities' environmental, social, and economic goals. Potential projects might involve planting trees as part of bike/walking path development, historic landscapes, business district planting, conversion of impervious surfaces, erosion control, etc.

Public Education - Develop or purchase educational materials as part of a public awareness campaign to increase the understanding of urban tree values and the benefits of good tree care. Grants may be used to develop or purchase newsletters, brochures, videos, slide programs, and web pages that advocate urban trees and sustained management of community forests.

Workforce Development and Training - Provide urban forestry related training and educational opportunities for Tree Board members, local officials, city personnel, and tree workers. Grants may be used to purchase training videos, publications, and reference materials. Funds may also provide for staff training and testing to become Certified Arborists through the International Society of Arboriculture (ISA), or attendance at other workshops may also be funded. *Upcoming urban forestry workshops and training sessions hosted by the Idaho Department of Lands Urban and Community Forestry in collaboration with the Pacific Northwest Chapter of ISA or other recognized professional Arboriculture or Horticulture organizations will be posted and advertised via respective websites and social media accounts, including the IDL UCF website and newsletters.

Public Tree Ordinance – Hire a consultant to update an outdated municipal tree ordinance to reflect the community's current needs better. Address matters such as establishing municipal authority over public trees, setting standards for tree planting, maintenance, and management, and outlining enforcement. Review by the City Council, lawyer, or citizen panel may be required before a tree ordinance can be adopted.

New Tree Planting Projects

Tree Planting – Idaho communities can use program funding for tree planting in public areas and to encourage lasting urban forestry programs across the state. Possible projects include tree planting in parks, school gardens, food forests/community gardens, playgrounds, and along public roads. Applications require a detailed planting plan, including the tree species that will be used, sizes to be planted, and a site map showing the location of plantings. Priority projects will incorporate the use of the Idaho Statewide Inventory Program Treeplotter into the plan for planting, targeting areas with low canopy percentages and adhering to the “30 – 20 – 10” rule for species diversity. Reimbursements will not be awarded for Fraxinus spp. (ash) trees. All tree planting proposals must include a detailed three-year maintenance plan with names of responsible parties for the maintenance. A list of acceptable species for Idaho can be found in the Appendix. for more details.

***NOTE:** Applicants may submit projects in both the Community Forestry Program Development category and the Tree Planting category.

SELECTION PROCESS:

Applications will be reviewed and ranked by a committee composed of the Idaho UCF Program Manager, Community Forestry Coordinator(s), ILRCC members or other designated representative(s.) The funding recommendations of this committee will be presented to UCF Program Manager for approval. Applicants will be notified of their award status on or before 05/06/2024.

EVALUATION CRITERIA INCLUDES

Project proposals will be prioritized for how well they meet the following state UCF goals and objectives:

1. Projects in disadvantaged communities. (eligibility)
2. Provide urban forestry resources to disadvantaged communities/neighborhoods. (high priority)
3. Promote urban forestry planning, tree management plans, and /or tree ordinances.
4. Connect urban forestry benefits to diverse environmental issues and benefit the public by using trees to help address issues such as air and water quality, water conservation, stormwater mitigation, extreme heat mitigation, or energy reduction and public safety in public spaces.
5. Develop and encourage the profession of urban forestry through technology transfer, education, and training and development of professional Forestry/Arboriculture staff and/or Tree Advisory or Tree Advocacy groups.
6. Encourage engagement from all levels of government and citizens for Urban and Community Forestry Programs.
7. Assist in development or improving a sustainable community forestry program.
8. Reasonable project budget for proposed activities.
9. Realistic and appropriate project design plan, work plan and 3-year maintenance plan.
10. Appropriate plant materials and species for the project site.

Additionally, priority will go to projects that move a city from the “developing” stage of their urban forestry program to the “managing” stage. The USDA Forest Service defines a “managing” forestry community as having all four of the following benchmarks (“developing” communities will have at least one component):

1. Tree Ordinance
2. Professional Forestry/Arboriculture Staff
3. Tree Advisory or Advocacy Groups
4. Tree Management Plan based on inventory data

Consideration may also be given to applicants that have not received a community forestry grant in the past. Tree City USA status, which will be used as a tiebreaker.

LOW PRIORITY APPLICATIONS

The Idaho IRA UCF Grant is intended to provide seed money for communities to accomplish a substantial improvement to the community forest. The grant is not designed to offset a community’s annual forestry budget.

1. Applicants who received a previous IRA award will be ranked lower than an applicant who has not.
2. Applicants who received an IRA award in 2023 fiscal year may not request additional funding for the same project. Example: If your community received a grant to plant trees in City Park, you would not be eligible for another grant to plant more trees in City Park this year.
3. Communities or organizations that have received grants in the past will have a lower priority than first time grant recipients.

INELIGIBLE EXPENSES FOR GRANT REIMBURSEMENT

Ineligible Expenses

- Permanent, below-ground irrigation lines are considered construction
- Food, drinks and refreshments for meetings, volunteers, etc.
- Costs associated with preparing the grant application
- Expenses not supported by proper documentation
- Nursery structures such as greenhouses
- Temporary shade structures and hoop houses
- Play structures or playground equipment
- Tools, *e.g. chainsaws, shovels, gloves*
- Computers, **including irrigation computers**, handheld devices, printers, and office equipment
- In-kind and overhead
- Items not directly pertaining to the approved forestry project.

Eligible Expenses

- Above-ground drip irrigation, slow-release watering supplies (like watering bags), rainwater collection supplies, watering buggies as long as the per unit cost is less than \$5,000.
- Hiring a contractor to perform activities related to project goals (planting trees, organizing files, developing management plans, etc.)
- Building staff capacity, staff compensation
- Supplies (Trees, soil amendments, mulch, etc.)
- Equipment leasing/rental

REVIEW OF PROJECTS

The Idaho Department of Lands reserves the right to inspect projects at any time. All educational materials (written or video developed) as part of a grant project should be reviewed by an Idaho Department of Lands forester prior to final printing to ensure that standards for tree planting and maintenance are met.

PROJECT PROGRESS AND COMPLETION REPORTING

Project Reports, (quarterly, annual, and final) are required of the grantee and MUST be submitted to the Urban Forestry Program Manager. The schedule and content of periodic and final reports will be set in advance of initiating the project. Final Reports must be submitted within 45 days of project completion detailing how the project goals and objectives were achieved including the following:

1. Official Final Report Form posted on: <https://www.idl.idaho.gov/about-forestry/urban-and-community-forestry/>
2. Summary detailing how the project goals and objectives were achieved; for example, a tree planting project detailing the number and species of trees planted, photos of the completed project and maintenance plan.
3. A cost summary showing eligible costs and donated items.
4. Supporting documentation of invoices and cancelled checks, for in-kind labor volunteer log sheets, newspaper articles, newsletter stories, photographs and letters verifying fair market value of donated items or services.

PAYMENTS TO GRANT RECIPIENTS

Payments will be made as reimbursement for approved project expenditures. The grants administrator will review all reports.

EXTENSIONS & DEFAULTS:

If an applicant cannot complete the proposed project within the given timeframe, the applicant must notify the grant administrator and forfeit funding or request an extension at least 90 days before the final report deadline. **Written request to extend or forfeit grant dollars must be received by the grant administrator no later than 08/05/2026.** If proper notification is in place, projects will not suffer the penalty of an unexcused default.

If a final report, grant forfeit, or extension request is not submitted by the 08/05/2026 deadline, the application will be considered an **unexcused default**. Applicants who default on the 20XX Idaho IRA UCF Grant will NOT:

1. Receive any grant reimbursement
2. Be eligible for the next Idaho IRA UCF Grant cycle.

Unexcused default applicants regain eligibility for the Community Forestry Partnership Grant in the XX/XX/20XX cycle.

It is critical that all applicants follow strict timelines to avoid penalties.

APPLICATION DEADLINE

Completed application must be received no later than 04/26/2024. Electronic copies are required.

E-mail electronic entries to: mperkins@idl.idaho.gov

APPENDIX I: CONTACT INFORMATION

IDAHO DEPARTMENT OF LANDS URBAN AND COMMUNITY FORESTRY

A Community Forestry Assistant (CFA) from the Idaho Department of Lands must sign off on your proposal. Applicants are encouraged to consult the CFA in your area for assistance. Below is a list of Urban and Community Forestry personnel.

MATTHEW PERKINS <i>Urban and Community Forestry Program Manager</i>	Telephone: (208) 626-1779 Email: mperkins@idl.idaho.gov Location: Central Idaho, and Statewide County Coverage: Clearwater, Idaho, Latah, Lewis, and Nez Perce
GERRY BATES <i>South Idaho Community Forestry Assistant (CFA)</i>	Telephone: (208) 681-5964 Email: gbates@plantingidaho.org Location: Southwest & Southeast Idaho County Coverage: Ada, Adams, Boise, Blaine, Camas, Canyon, Elmore, Gem, Gooding, Lincoln, Owyhee, Payette, Valley, Washington, Bannock, Bear Lake, Bingham, Bonneville, Butte, Caribou, Cassia, Clark, Custer, Franklin, Fremont, Jefferson, Jerome, Lemhi, Madison, Minidoka, Oneida, Power, Teton, and Twin Falls
GARTH DAVIS <i>North Idaho Community Forestry Assistant (CFA)</i>	Telephone: (509) 535-7274 Email: Garth-davis@spokanecd.org Location: North Idaho County Coverage: Benewah, Bonner, Boundary, Kootenai, and Shoshone
AMBER RAMIREZ <i>North Idaho Community Forestry Assistant (CFA)</i>	Telephone: 509 795-5133 Email: amber@spokanecd.org Location: North Idaho County Coverage: Benewah, Bonner, Boundary, Kootenai, and Shoshone

APPENDIX II: EXAMPLE TREE PLANTING AND MAINTENANCE SPECIFICATIONS

AT PLANTING TIME: Once tree is set in the hole, cut, and remove all twine, wiring and fabric around trunk and around the root ball. Also cut any girdling roots.

Refer to <https://www.isa-arbor.com/education/onlineresources/cadplanningspecifications>

IMMEDIATELY AFTER PLANTING:

1. *priority* – Water each plant immediately and continue watering until bubbles stop rising in the watering basin. Add additional soil, if needed to eliminate air cavities or to cover exposed roots. Position the root collar of trees at or slightly above soil line, to prevent trees from being planted too deeply.
2. *Mulching* – Shredded wood chips or other coarse organic material up to four inches thick in at-least a three-to-four-foot diameter around the tree. Keep mulch a minimum of four inches away from the tree trunk.
3. *Prepping* - Remove the ties, labels, and trunk protectors immediately after planting.
4. *Staking* – Stake only if necessary; remove after first year.
5. *Pruning* – Do not remove lower branches, the leader (main shoot), or permanent lateral branches. Limit pruning of newly planted trees to the removal of rubbing, dead or broken branches or of a competing leader. For large deciduous shade trees, begin removal of lower branches in the 3rd or 4th year to promote good form. Limit branch removal to no more than 25% of total branches each year thereafter.

EXTENDED MAINTENANCE

1. For the three years following planting the grantee or designated authority will inspect and maintain tree by regular or routine watering, checking for insect and disease, weeding, and structural pruning.
2. Maintain mulch ring and expand laterally as crown diameter increases.
3. Each year, watering berms must be increased in diameter to include the entire area under the tree's canopy to encourage roots to grow laterally. In areas of winter freezing, it is important to break down berms at the beginning of winter, so ice dams do not form around the base of the tree. These berms can be rebuilt each watering season and should be made larger in diameter every year.

For planting and maintenance information refer to:

www.treesaregood.com

www.treecaretips.org

<https://www.youtube.com/watch?v=2h-N28PDuR4>

<https://www.isa-arbor.com/education/onlineresources/cadplanningspecifications>

For species selections refer to:

www.treebrowser.org

Or contact your area forester or local USU extension agent.

Use this link or enter the address into your browser to review the Idaho Forest Action Plan (FAP) in its entirety.

<https://www.idl.idaho.gov/noboundariesforestry/forest-action-plan/>

PLAN OVERVIEW

The FAP is a long-term, coordinated strategy for reducing threats to Idaho’s forests while increasing the social, economic and environmental benefits they provide. IDL and a broad group of stakeholders and partners completed the plan, which includes urban and rural forests across all ownerships. The purpose of the FAP is to help landowners and managers in Idaho identify projects and activities that reduce threats to and increase the benefits of Idaho’s forests.

2020 FAP – OVERARCHING GOALS

The FAP identifies the following goals and strategies to effectively reduce threats and enhance the benefits of Idaho’s forests.

1. Idaho’s forests are diverse and resilient to climatic changes and other threats (fire, insects, disease, noxious weeds, etc.)
2. Forestlands that provide the highest ecosystem benefits are identified, maintained, and enhanced.
3. Forest ecosystems are more resilient to human activities (development, harvest operations, etc.)
4. Forest-based wood products markets are economically vibrant and sustainable.
5. Idaho has a framework for implementing the Forest Action Plan, to guide project prioritization across boundaries.

Use this link <https://urbanforestplan.org/engage/> to view entire plan

Ten-Year Urban Forestry Action Plan (2016-2026)

The National Ten-Year Urban and Community Forestry Action Plan is developed by and for the urban forestry community. The plan's purpose is to expand awareness of the benefits that our urban forests, including green infrastructure, provide to communities throughout the nation, and increase investments in these urban forest resources for the benefit of current and future generations. The plan provides specific goals, actions, and recommendations for improving the status of urban and community forestry for the United States and its territories. The plan also identifies research needs, messaging and communications needs, and innovative funding and collaborative opportunities for urban forestry initiatives. Notably, this plan also serves as a framework for funding and recommendation priorities developed by the National Urban and Community Forestry Advisory Council (NUCFAC) for the U.S. Forest Service's National Urban and Community Forestry program and National Challenge Cost Share Grants. The urban forestry community, including the Forest Service and other applicable Federal agencies, are to use the Action Plan as a guide to implement and expand urban and community forestry for the next ten years.

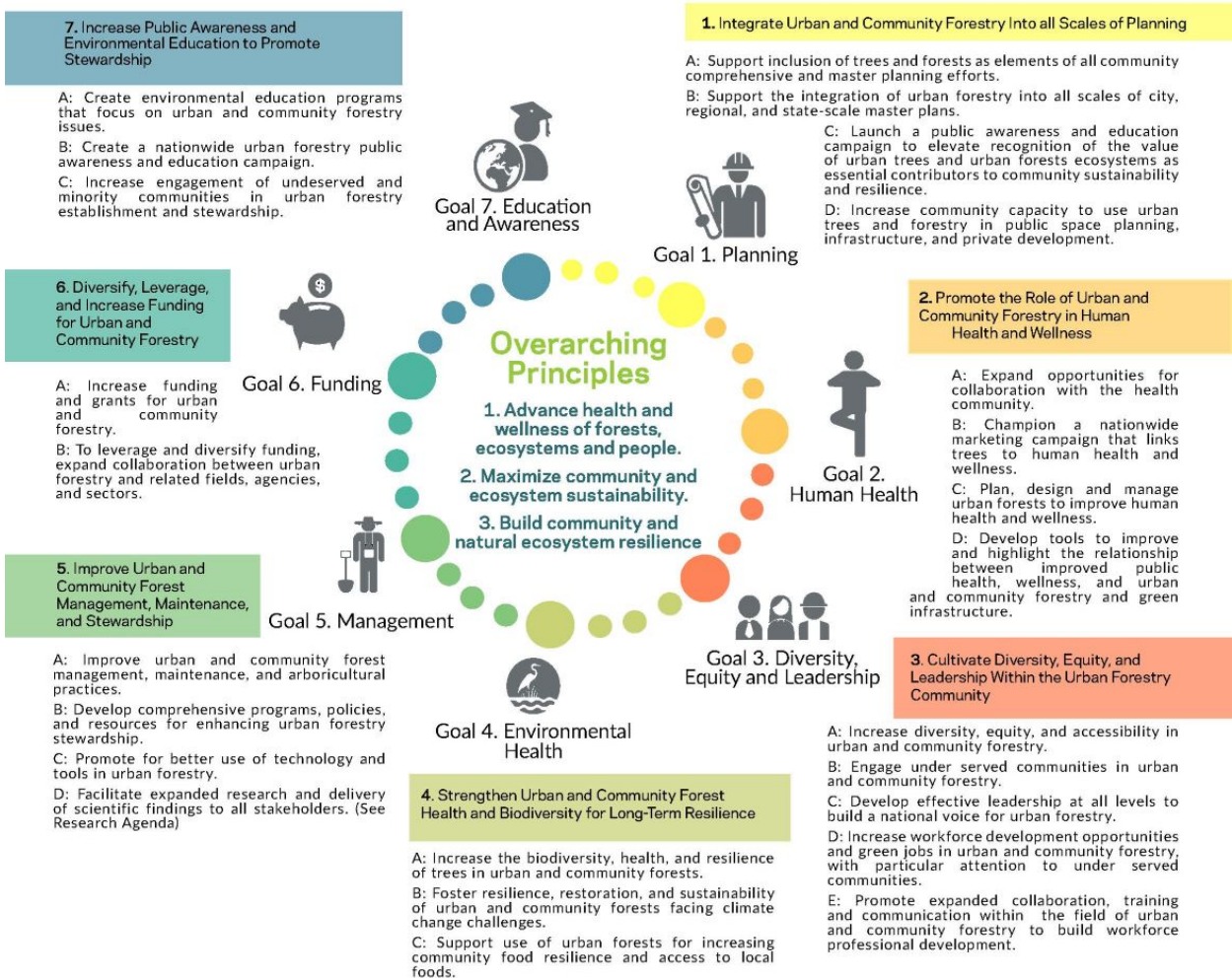
Plan Vision

Urban And Community Forests Increase Sustainability, Wellness, and Resilience in All Communities.

Plan Mission

Help All Communities Create Urban and Community Forests that are Diverse, Healthy, and Accessible for All Citizens.

Goals and Strategies



Visit the [National Urban and Community Forestry Advisory Council Website](https://urbanforestplan.org/) for more information. The USDA Forest Service has funded the development of the Ten-Year Action Plan for the National Urban and Community Forestry Council. This infographic was produced by the University of Virginia Institute for Environmental Negotiation, 2015. These organizations are equal opportunity providers.

