



IDAHO URBAN AND COMMUNITY FORESTRY GRANT ROUND II APPLICATION GUIDELINES

Matt Perkins

IDAHO DEPARTMENT OF LANDS UCF Program Manager

Idaho Urban and Community Forestry Grant Round II Application Guidelines

Program Overview

Program Administrator

This program is administered through the Idaho Department of Lands, in cooperation with the USDA Forest Service (USFS). 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.

Available Funds

\$200,000 is available through the Idaho 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:
- Developing or Improving a Sustainable Community Forestry Program
- Inventory Updates, Completion, or Conversion
- Risk Management
- Workforce Development, Public Education, & Training
- Tree Pruning & Removal
- Tree Planting & Replacement

Eligible Applicants

- Municipality
- County and local agencies
- Non-profit (501c3) organizations
- Tribes
- Public and State-controlled institutions of higher education

Successful applicants must have or agree to form a tree committee and develop a program work plan during the grant project period.

Applicants are restricted to one application per funding year.

Match Requirements

These funds must support work in the undeserved category of poverty or deep poverty. No match is required for work in these communities. These projects will be given priority

during the application ranking process and will automatically be issued a Grant Match Waiver. *See Appendix I for a description of this category.

Application Deadline

- Application Deadline: 05/08/2026
- Notification Date: On or before 05/22/2026
- Project Start: Spring 2026, after funding notification
- Project Completion: On or before 12/31/2027

For Additional Information Contact

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Idaho Department of Lands

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Idaho UCF Grant Program Information

Purpose

Urban & Community Forestry (UCF) grants are available to Idaho municipalities, county agencies, 501c3 non-profits, Tribal Governments, and Public and State-controlled institutions of higher education 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 **05/22/2026** and expires **12/31/2027** (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 utilize trees strategically as functional elements in 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

These funds must support work in the undeserved category of poverty or deep poverty. Poverty is defined as less than the U.S. Median Income and deep poverty as less than the State of Idaho Median Household Income. See Appendix I of these guidelines for more details. Project area must fit within this description to be eligible for funding and full match waiver.

If you need clarification about your project area and fulfilling these requirements, contact IDL’s Urban and Community Forestry Program Manager.

Project Categories

The Idaho 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:

[i-Tree Tools - Calculate the benefits of trees!](https://www.itreetools.org/) <https://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. Any/All tree removals must be approved by the program manager or other ISA Qualified Tree Risk Assessor applying Tree Risk Assessment methodology.

***All Tree Pruning and Removal Contracts Funded by the Urban & Community Forestry Grant Require A 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, Interpretive Signs 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 be used to 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.

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, arboretums, 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 (see appendix II) 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, ILRCC members and/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 05/22/2026

Evaluation Criteria

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, 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 improvement of a sustainable community forestry program.
8. Increase and improve tree equity across a disadvantaged area in the state.
9. Reasonable project budget for proposed activities.
10. Realistic and appropriate project design plan, work plan and 3-year maintenance plan.
11. Specify appropriate plant materials and species for the project site.
12. Ability to scale up or scale down in project size.

Priority 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 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 UCF award will be ranked lower than an applicant who has not.
2. Applicants who received a UCF award in 2024 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
- 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 if 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
- Tools, e.g. chainsaws, shovels, gloves
- Removing or converting impermeable surfaces to allow for the planting of trees*

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 will be available at such time is appropriate, through the program manager.
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.
4. Supporting documentation of invoices and 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 06/30/2027. 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 06/30/2027 deadline, the application will be considered an unexcused default. Applicants who default on the Idaho UCF Grant will NOT:

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

Unexcused default applicants regain eligibility after sitting out the next cycle.

Application Deadline

Completed application must be received no later than 05/08/2026.

Electronic copies are required.

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

Use "IDL UCF Grant" as email subject title

Idaho Department of Lands Urban and Community Forestry Contact Information

Matthew Perkins

Urban and Community Forestry Program Manager

Telephone: (208) 626-1779

Email: mperkins@idl.idaho.gov

Location: IDL Directors Office (Boise)

300 N 6th St. Ste 103 Boise, ID 83702

County Coverage: Statewide

Jennifer Harrington

Acting Grants/Contracts Officer

Telephone: (208) 666-8693

Email: jharrington@idl.idaho.gov

Location: Coeur D'Alene office

Appendix I: Underserved Category Explanation

These funds must support work in the undeserved category of poverty or deep poverty.

Poverty is defined as less than the U.S. Median Income and deep poverty as less than the State of Idaho Median Household Income. If you need clarification about your project area and fulfilling these requirements, contact IDL's Urban and Community Forestry Program Manager.

Definitions:

Poverty: Percent of county population living in families with income below their poverty threshold; poverty status thresholds vary by family size, number of children, and age of householder; if a family's before tax money income is less than the dollar value of their threshold, then that family and every individual in it are considered to be in poverty. For people not living in families, poverty status is determined by comparing the individual's income to his or her poverty threshold.

Deep: Percent of county population living in families with income below half of one's poverty threshold.

To help with identifying if your project is within one of these designated areas, please visit the following website:

[Poverty Area Measures | Economic Research Service](https://www.ers.usda.gov/data-products/poverty-area-measures)

<https://www.ers.usda.gov/data-products/poverty-area-measures>

Based off the link provided (USDA Poverty) and Rural Atlas Data, our counties for UCF fall in the poverty rate and certain percentages fall within deep poverty.

Based off this data, we have the following percentages:

Counties who do NOT fall in Deep Poverty (ID income Median):

- Ada
- Blaine
- Bonneville
- Camas
- Gooding
- Kootenai
- Teton
- Valley

Counties who do NOT fall in Poverty (U.S. Median Income):

- Ada
- Blaine

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 root ball. Also cut any girdling roots.

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

[International Society of Arboriculture](#)

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 level, 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 the pruning of newly planted trees to the removal of rubbing, dead or broken branches or of a competing leader. For large deciduous shade trees, removal of lower branches in the 3rd or 4th year to promote good form. Limit branch removal to no more than 10% of total branches each year thereafter.

Extended Maintenance

1. For the three years following planting the grantee or designated authority will inspect and maintain the 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 TreesAreGood.org

www.treecaretips.org [Home - Tree Care Tips](#)

[Planting your shade tree in Idaho's Treasure Valley - YouTube](#)

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

For species selections refer to:

www.treebrowser.org Or contact your state UCF Program Manager for additional resources.

Appendix III: Idaho Forest Action Plan (FAP)

Use this link or enter the address into your browser to review the Idaho Forest Action Plan (FAP) in its entirety. [Idaho Forest Action Plan - Department of Lands](https://www.idl.idaho.gov/noboundariesforestry/forest-action-plan/)

<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.

Appendix IV:

National Ten-Year Urban Forestry Action Plan

The goals listed below are taken from the 2016-2026 National Ten-Year Urban Forestry Action Plan developed by the United States Department of Agriculture (USDA) Forest Service National Urban and Community forestry Advisory Council (NUCFAC).

Use this link for more details about the Ten-year National Urban Forestry Action Plan.

[Ten-Year Urban Forestry Action Plan: 2016- 2026](https://actionplan.urbanandcommunityforests.org/forms-library)

<https://actionplan.urbanandcommunityforests.org/forms-library>

Action Plan Goals

Overarching Principles

1. Advance health and wellness of forests, ecosystems, and people.
2. Maximize community and ecosystem sustainability
3. Build community and natural ecosystem resilience

Goals

1. Planning
Integrate Urban and Community Forestry into All Scales of Planning
2. Human Health
Promote the Role of Urban and Community Forestry in Human Health and Wellness
3. Diversity, Equity, and Leadership
Cultivate Diversity, Equity and Leadership within the Urban Forestry Community
4. Environmental Health
Strengthen Urban and Community Forest Health and Biodiversity for Long-Term Resilience
5. Management
Improve Urban and Community Forest Management, Maintenance and Stewardship
6. Funding
Diversify, Leverage and Increase Funding for Urban and Community Forestry
7. Education and Awareness
Increase Public Awareness and Environmental Education to Promote Stewardship