

CHAPTER 34  
COMMUNITY FORESTRY  
GRANT PROGRAM (CFGP)

**571—34.1(461A) Purpose.** The purpose of this chapter is to define procedures for cost sharing between state and local public agencies or volunteer organizations to assist them in developing comprehensive community street and park tree programs or to establish community tree planting projects on public lands that benefit the citizens of the state of Iowa.

**571—34.2(461A) Definitions.**

*“Administrator”* means the administrator of the forestry division of the department, also known as the state forester.

*“CFGP”* means the community forestry grant program.

*“Community”* means an incorporated city, town or village within the state of Iowa.

*“Department”* means the Iowa department of natural resources.

*“Director”* means the director of the Iowa department of natural resources.

*“Division”* means the forestry division of the Iowa department of natural resources.

*“Iowa urban and community forestry council”* means the group of professionals and volunteer leaders selected by the forestry division administrator to advise the division on urban and community forestry programs, also known as the council.

*“Organization”* means governmental or nongovernmental agencies, formal groups such as service clubs and other volunteer groups.

*“Public lands”* means land owned by state, county or local governments.

*“Urban and community forestry”* means the planning, planting and maintenance of trees in communities or public recreation areas.

**571—34.3(461A) Availability of funds.** Funds to institute the CFGP program may be derived through federal allocations pursuant to Section 9 of the Cooperative Forestry Assistance Act (16 U.S.C. 2105), from state legislative allocations and other sources.

**571—34.4(461A) Eligibility of forestry development projects.** Forestry development grants (maximum \$5,000) may include, but are not necessarily limited to, the following:

1. Hiring a new full- or part-time city forester.
2. Internships for forestry, horticulture or landscape architect to perform community forestry work.
3. Completing a 100 percent street and park tree inventory.
4. City tree ordinance development or revision.
5. City employee or volunteer community forestry training.
6. Development of community forestry master plans.
7. Community forestry youth and adult education programs.
8. City forestry planting site design development.

**571—34.5(461A) Eligibility of community tree planting projects.** A cost-share grant (maximum \$5,000) is available for a community or organization for landscape and conservation tree planting projects.

**571—34.6(461A) Projects not eligible.** The following types of projects are not eligible for assistance from the CFGP:

1. Acquisition of land.
2. Replacement of normally allocated local government funds.
3. Any type of development or planting that will not improve public benefits or safety.
4. Projects with a total grant request of less than \$500.
5. Any project or project costs incurred prior to notification of the sponsoring agency by the forestry division administrator that a grant has been approved.

**571—34.7(461A) Eligible applicants.** Eligible projects may be submitted by regional or local units of Iowa state, county or city government, local governmental departments, school districts, volunteer organizations and service clubs involved with local urban and community forestry resources. Eligible projects must occur within the state of Iowa.

**571—34.8(461A) Establishing project priorities.** The forestry division administrator shall appoint a minimum three-member ranking committee representing a cross section of the Iowa urban and community forestry council for the purpose of reviewing, establishing priorities for cost sharing and ranking applications for approval by the administrator. This committee will review and rank all proposals received on a competitive basis for demonstrated need, cash match, community involvement, new project, cost effectiveness, meeting Tree City USA requirements, storm damage documentation and other issues pertinent to urban forestry in Iowa.

**571—34.9(461A) Application procedures.** Announcements concerning the application procedures will be issued by the administrator each year. A maximum six-page proposal must be received by the Forestry Division Administrator, Wallace State Office Building, Des Moines, Iowa 50319-0034, no later than 4:30 p.m. on the last working day identified in the announcement. The proposal should briefly describe the eligible applicant and detail project request, total budget, source of match and completion date. For community tree planting projects, an 8" × 11" site map must be included in addition to the proposal.

This proposal must be signed by an authorized official of state, regional or local government under whose jurisdiction the project will occur, indicating that the project funds will be spent in accordance with the proposal and all applicable federal and state laws, rules and regulations. The applicant must sign a statement relinquishing the department or the Iowa urban and community forestry council from any liability associated with this project.

**571—34.10(461A) Requirements for funding.** In order to qualify for funding, state, regional or local units of government, school districts, volunteer organizations and service clubs must comply with the following requirements:

**34.10(1)** The project(s) must be on public land within the state of Iowa (for example, streets, boulevards, parks, schools, cemeteries).

**34.10(2)** A \$1 for \$1 minimum match of requested funds is required.

**34.10(3)** In-kind contributions are allowed for the forestry development projects only if specific for the proposed project. Tree planting projects require cash match \$1 for \$1 only. All in-kind costs for the forestry development projects must be documented. Allowable in-kind costs include, but are not limited to, the following:

- a. Volunteer labor (reasonable local rates).
- b. Value of locally purchased or donated trees to be planted on public areas.
- c. Value of wood mulch and other tree protective devices (reasonable local rates).

**34.10(4)** Only plant materials, products and services purchased from Iowa firms are eligible for tree planting projects.

**571—34.11(461A) Project agreements.**

**34.11(1)** A cooperative agreement approved by the administrator between the department and the local grant recipient describing the work to be accomplished and specifying the amount of the grant and the project completion date will be negotiated as soon as possible after a grant has been approved. Maximum time period for project completion shall be stated in the grant announcement, unless an extension approved by the administrator is authorized.

**34.11(2)** Cooperative agreements between the department and the local grant recipient may be amended to increase or decrease project scope or to increase or decrease project costs and fund assistance. Any increase in fund assistance will be subject to the availability of funds. Amendments to increase scope or fund assistance must be approved by the administrator before work is commenced or additional costs are incurred.

**571—34.12(461A) Reimbursement procedures.** Financial assistance from the community forestry grant program will be in the form of reimbursement grants which will be made on the basis of the approved percentage of all eligible expenditures up to the amount of the approved grant.

Reimbursement requests must be submitted by the grant recipient on project billing forms provided by the department at the completion of the project.

For forestry development projects and community tree planting projects, grant recipients shall provide documentation as required by the department to substantiate all project expenditures.

Tree planting grant recipient organizations must be willing to sign a ten-year maintenance agreement for trees planted on public lands before reimbursement of costs is approved.

These rules are intended to implement Iowa Code section 461A.2.

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