

# Tree for Every Delawarean Initiative (TEDI)

## CALL FOR PROPOSALS

### For Tree Planting Projects Spring of 2025

DNREC Division of Climate, Coastal and Energy  
100 W. Water Street, Suite 5A  
Dover, DE 19904

The Department of Natural Resources and Environmental Control (DNREC) engages with partner organizations to support tree planting projects in the State of Delaware. Delaware's Tree for Every Delawarean Initiative (TEDI) is a direct partnership between DNREC's Division of Climate, Coastal, and Energy and the Department of Agriculture's Delaware Forest Service (DFS). The TEDI program is part of Delaware's comprehensive plan to respond to climate change by reducing greenhouse gases in the atmosphere. Planting trees increases carbon sequestration and storage in forest lands and community greenspaces, providing a meaningful contribution toward Delaware's goal of reducing greenhouse gas emissions to net zero by 2050.

This Call for Proposals (CFP) invites eligible organizations to apply for grant funding for tree planting projects as part of the TEDI program. This document outlines important information about this reimbursement grant including eligible projects, eligible applicants, and proposal requirements. Grant award recipients must conduct and coordinate all necessary scheduling, volunteers, staffing, site preparation, and purchase of trees and supplies needed to implement tree planting projects.

**Deadline:** Proposals must be submitted no later than 5:00 p.m., Monday, August 26, 2024.

**Planting Timeframe:** This round of funding is for tree plantings in March, April, and May of 2025.

**Available Funding:** Grant requests must be between \$10,000 and \$90,000. Up to \$250,000 in total funding is available for tree planting projects this fiscal year.

**Eligible Projects:** Afforestation and reforestation tree-planting projects within the State of Delaware, excluding street trees (trees planted in between a road and a sidewalk) and parking lots. Tree plantings for selected projects must be completed prior to June 2025.

**Ineligible Projects:** Tree planting projects for street trees, landscape trees, and parking lots.

**Eligible Applicants:** Eligible applicants include state agencies, conservation districts, counties, non-governmental organizations having 501(c)(3) status, municipalities, public school districts, private K-12 schools, colleges and universities, business entities responsible for corporate campuses, and tribal governments.

**Ineligible Applicants:** Ineligible applicants include contractors, consultants, residential developers, commercial builders, homeowners' associations, and private citizens. Ineligible applicants such as homeowners' associations are eligible to apply for Urban and Community Forestry (UCF) grants provided by the Delaware Forest Service. A portion of the annual TEDI state funding for tree plantings goes to the UCF program to help support tree plantings in urban areas. Examples include urban tree plantings in counties, cities, towns parks, churches, and land held by a homeowner's association. Additional information is

available on the UCF website at <https://agriculture.delaware.gov/forest-service/urban-and-community/funding-opportunities/>. Interested applicants are highly encouraged to reach out to UCF coordinators to begin the planning process in advance of the UCF grant application date, which typically falls between January and March each year.

**Minimum Requirements:** The purchase of trees must be part of the project proposal and the total budgeted costs. Applicants must own and maintain the land where the project is proposed or include how they will secure a signed agreement/acknowledgement with a landowner. Trees should not be planted within utility or access easements or rights of way. All buried utility lines at the planting site must be properly marked out by Miss Utility/Call811 prior to the tree plantings. All selected planting sites should be clear of overhead utility lines. The project application should note tree density, species, existing soil conditions, site preparation, watering, maintenance considerations, and other relevant information pertaining to the project. Trees purchased with TEDI funds must be native or native cultivars to Delaware or the Mid-Atlantic region. Technical resources and tree selection guidance are available on the TEDI website: [de.gov/tedi](http://de.gov/tedi).

**Eligible Costs:** Funds can be used to purchase trees native to Delaware or the Mid-Atlantic region and related planting and maintenance supplies such as tree tubes, stakes, watering bags, shovels, soil amendments, fertilizer, equipment rental, and mulch. Up to 15% of the total requested funding can be used for personnel costs associated with planning, implementation, and planting.

**Ineligible Costs:** Funds may not be used to purchase equipment such as bulldozers, trucks, and augers. Funds may not be used to purchase or plant trees that are not native to Delaware or the Mid-Atlantic region. Project expenditures (including purchase of trees, supplies, and/or staff time) made prior to issuance of a Purchase Order by DNREC are not eligible expenses.

**Cap on Average Cost Per Tree:** The average cost per tree, including supplies (i.e., mulch, tree tubes, stakes) and personnel costs (i.e., planning, planting labor), cannot exceed three-hundred dollars (\$300.00) per tree. The average cost per tree for a given project is calculated by dividing the total TEDI funds being requested by the number of trees to be planted. For example, a project utilizing \$30,000 in TEDI funds to plant 100 trees would meet the \$300.00 average tree cost, while a project utilizing \$30,000 in TEDI funds to plant only 50 trees would not.

**Match:** No match is required; however, match is highly encouraged. Matching contributions can include in-kind match, volunteer time, donated equipment, goods and services, or cash match.

**Submissions:** Applicants are limited to one proposal; however, the proposal can include multiple tree planting sites.

**Timeline:**

August 26, 2024	Deadline for 2025 Proposals
October 18, 2024	Anticipated Notification of Grant Awards
October - November 2024	Procurement Process, Contracts, Purchase Orders, etc.
March - May 2025	Tree Project Planting and Implementation
June 1, 2025	Deadline for Final Invoices

## Proposal Instructions:

- Proposal submissions are due to the Division of Climate, Coastal and Energy no later than 5:00 p.m., Monday, August 26, 2024.
- Proposals must be submitted via email to Scott Blaier at [scott.blaier@delaware.gov](mailto:scott.blaier@delaware.gov).
- Proposals must use the attached TEDI Proposal Template/Application. The Proposal Template sections include organization contact, project scope, and other criteria including project benefit, community outreach, and project feasibility.

**Evaluation Criteria and Project Selection:** DNREC seeks to fund projects that support tree planting at various scales and in a variety of settings that help the state meet the goal of planting one million trees by December 31, 2030. Proposals may be approved for full or partial funding and/or approved for funding with conditions. Proposals will be reviewed based on the Evaluation Criteria included below and ranked by a team composed of staff from DNREC Division of Climate, Coastal and Energy, Delaware Department of Agriculture’s UCF Program, and other state agencies. Evaluation criteria will be based on the following weighted criteria for a total of 100 points:

1. **Project Scope (30 points).** The project proposal is complete, well-planned, contains a detailed budget, and is easy to understand. The need and justification for the project and for the level of requested funding is clearly defined.
2. **Project Benefit(s) (35 points).** The project has clearly defined and explained benefits, which could include one or more of the following: wildlife habitat protection and enhancement, water quality improvements, reduction in stormwater runoff, connects disconnected forest lands, shading and cooling, improved quality of life, or passive recreation opportunities.
3. **Outreach (15 points).** The project demonstrates opportunity for learning or outreach about the benefits of trees and/or proper tree planting and care. This could be accomplished directly by engaging volunteers in the tree planting activity and similar activities or indirectly through webpages, social media posts, or signage.
4. **Overall Feasibility (15 points).** The funding request is reasonable and measures to implement the project within the specified timeframe are clearly defined. If the project requires any landowner agreements, they should be identified in the project. If the project is selected, landowner agreements must be executed and in place before a grant agreement with DNREC can be signed.
5. **Environmental Justice Considerations (5 Points).** Appendix A of this Call for Proposals provides information to assist applicants in identifying potential environmental justice communities and benefits.

**Transfer of Funds:** Transfer of funds will take place by one of two mechanisms, as specified below.

For State Agencies:

- A Memorandum of Agreement will be secured between DCCE and the receiving state agency.
- Funding will be transferred through an Intergovernmental Voucher (IV).

For Non-state Agencies:

- An Agreement will be secured between DCCE and the receiving party. Funding will be processed according to Delaware's Procurement Requirements (<https://mymarketplace.delaware.gov/about.shtml>).
- Purchases cannot be made using these funds until the agreement is signed by both parties and a Purchase Order is issued by DNREC.
- Funding will be transferred on a reimbursement basis after specific tasks or milestones of the project are completed and an itemized invoice is submitted to DCCE. The grant recipient may receive up to 50% of the total grant award prior to the planting date, given that certain milestones and deliverables are met.
- The grantee must first hold adequate liability insurance according to the State of Delaware liability requirement (<https://mymarketplace.delaware.gov/about.shtml>).
- All recipients must have a W-9 on file with the State Division of Accounting and must be registered as an approved supplier <https://accounting.delaware.gov/suppliers/>.

**Final Reporting and Documentation:**

- The final report must include the following (template later provided by DCCE):
  - Name of site/community and location for each planting project
  - Number of trees planted, including tree species and seedling size
  - Partner organizations involved in planting project, if applicable
  - Final planting designs or maps for each project site
  - Photos of planting projects and associated tree-planting events (photograph can be taken during the planting event or after the planting is completed)
  - Full accounting of funds spent, including invoices for all purchases
- All tree planting projects must be completed by the deadlines established in the timeline section
- Tree planting data must be entered into the TEDI Tracker by the final report deadline.
- Organizations and agencies receiving TEDI funds are required to acknowledge the source of funding in their publications or websites.
- DCCE staff shall be informed of planting dates when established.
- The final invoices must be submitted to DCCE by the deadlines established in the timeline section.

Please reach out to Scott Blaier with additional questions by email at [scott.blaier@delaware.gov](mailto:scott.blaier@delaware.gov) or phone at (302) 735-3480.