



Pennsylvania Department of Conservation and Natural Resources
TREE PLANTING GRANT APPLICATION & GUIDELINES

Application Deadline:

Postmarked on or before

July 30, 2015

PA DCNR Bureau of Forestry
400 Market Street, RCSOB 6th FL
Harrisburg, PA 17105-8552
Attn: Christine Ticehurst



Governor Tom Wolf

DCNR Secretary Cindy Adams Dunn

State Forester Dan Devlin



TreeVitalize Tree Planting Grant Application

How to apply:

Step 1: Provide detailed “Project Profile” form (page 3)

Step 2: Provide detailed “Project Budget” form (page 4 & 5)

Step 3: Provide detailed response to “Project Narrative” form (page 6—questions #1-8)

Step 4: Provide detailed “Project Planting Plan” (page 7)

Step 5: Provide “Forester & Municipal Approval” form (page 8)

Step 6: Provide two “Nursery Quotes” (page 9)

Step 7: Provide “Tree Tenders® certificates” (page10)

Step 8: Submit one completed application with original signatures by July 30th 2015

PA DCNR Bureau of Forestry
400 Market Street,
RCSOB 6th FL
Harrisburg, PA 17105-8552
Attn: Christine Ticehurst

Please Note: Failure to provide adequate response to each of the above listed steps will result in an incomplete application and will not be reviewed. Please refer to the “grant guidelines” section for detailed explanation of the grant.

If you have questions about the application process please contact:

**Christine Ticehurst, Community Greening & Grant Administration Specialist
(717) 346-9583 or c-cticehur@pa.gov**

or

**Ellen Roane, Community Forestry Training & Partnerships Specialist
(717) 705-2825 or eroane@pa.gov**

Project Profile

Project Coordinator:

Name (First & Last)	Tree Tenders® graduate? Yes No
Municipality /Organization	Date & Location Completed
Address	County
Email	Phone
Signature and Date	Federal Employer ID Number

Municipal Information

Municipality	County
Address	City & Zip
Email	Phone
Elected Official Name (mayor, council president, or equivalent)	Elected Official Signature

Planting Location Information

Planting Location	Number of Trees
Trees to be planted along residential streets	
Trees to be planted along commercial streets	
Trees to be planted in parks	
Trees to be planted on other public land	
Total Number of Trees To Be Planted	

Total Amount of Grant Request \$_____

Project Budget

Grant Amount Requested _____

Match Amount Provided (Non-Cash + Cash) _____

REMINDER:

- *Maximum grant amount = (\$150 x the number of trees planted) OR the cap amount based on community population as stated on page 15 of grant guidelines—whichever amount is LESS.*
- *Match must equal or exceed grant amount requested, and must include some cash contribution and some volunteer labor contribution.*
- *Please contact the DCNR staff listed on page 2 or refer to the budget section within the grant guidelines on page 19 for further assistance*

Category 1: Supplies & Materials- Supplies needed to implement the project. Examples: trees, mulch, hand tools, stakes, gator bag, recognition sign

Item	Unit Cost	Quantity	Total Cost	HOW THE COST WAS COVERED		
				Non- Cash Match (i.e. supplies donated)	Cash Match (i.e. purchased with applicant funds)	Grant Funds (i.e. purchased with grant funds)
Total Supplies & Materials	X	X				

Category 2: Equipment Costs

Type Equipment	Hours Used	Hourly Rate	Total Cost	HOW THE COST WAS COVERED		
				Non-Cash Match (i.e. use of equipment donated or covered in-house)	Cash Match (i.e. paid with applicant funds)	Grant Funds (i.e. paid from grant funds)
Total Equipment Costs		X				

Project Budget Continued...

Category 3: Volunteer Services and Labor

Type Volunteer (eg. Tree Tenders, Girl Scouts, Rotary Club, Church groups, etc.)	Number of People	Hours Worked	Hourly Rate	Total Contributed	HOW THE COST WAS COVERED		
					Non-Cash Match	Cash Match	Grant Funds
Total Volunteer Services and Labor							

Category 4: Paid Services and Labor

Service Name and Type Service	Number of People	Hours Worked	Hourly Rate	Total Cost	HOW THE COST WAS COVERED		
					Non- Cash Match	Cash Match (i.e. paid with grantee funds)	Grant Funds (i.e. paid from grant funds)
Total Paid Services and Labor							

Total Project Cost	Total Non-Cash Match	Total Cash Match	Total Grant Funds (to be paid from Grant)
Grand Totals			

Project Narrative

Please provide a detailed response to items #1-8 (listed below). The project narrative response should be no more than three pages. This is your opportunity to provide the review team a ‘snapshot’ of your project scope and resources. Please refer to pages 16-17 within the grant guideline for detailed narrative information.

- 1. Introduction:*** Please include a concise statement summarizing the project to be accomplished—one or two sentences long. Indicate whether the project is a street tree planting or a park planting.
- 2. Demonstrated need for additional tree cover (existing conditions)***
- 3. Regional Impacts***
- 4. Evidence of municipal support (staff and resources) for the planting project and commitment to long term maintenance***
- 5. Community involvement***
- 6. Commitment by local volunteers, municipal staff, and elected officials to attend “Tree Tenders®” training***
- 7. Evidence of progress toward the development of a sustainable urban forest management program***
- 8. Tree City USA:*** Is the Community currently recognized as a Tree City USA by the Arbor Day Foundation? If yes, for how long?



Forester & Municipality Approval

(Attach this Document to Planting Plan)

Forester Approval

I have conducted a site visit of each planting location above and have approved the tree species listed to be planted at each location.

TreeVitalize Forester Name: _____ PSU or DCNR

Signature: _____ Date: _____

Phone: _____ e-mail: _____

Total number of trees to be planted: _____

Total number of planting addresses: _____

Municipality Approval

I understand that trees will be planted within the public right-of-way at the addresses listed above through the TreeVitalize Program, and authorize this action.

Municipal Official Name: _____ Title: _____

(Elected official or staff person responsible for municipal tree care)

Signature: _____ Date: _____

Phone: _____ e-mail: _____

Nursery Quotes

Applicants are required to obtain price quotes from at least two nurseries. Please contact two nurseries of your choice and provide each nursery with the following information to ensure comparable quotes for quality material:

- A list of the species sought and the quantity of each
- The size material sought (by trunk diameter measured at 6" above the ground; generally 1.5" to 2.5" caliper recommended)
- State that the following quality criteria are to be met:
 - Trees shall have a single central leader
 - Trunk diameter and taper shall be sufficient so that the tree will remain vertical without the support of a nursery stake
 - Trunk shall be free of wounds except properly made pruning cuts
 - Main branches shall be distributed vertically along the trunk, and free of included bark
 - Root crown shall be visible within one inch below the soil surface
 - Root crown and large roots shall be free of circling and/or kinked roots.

Quote 1:

Nursery Name:	
Mailing Address:	
Phone:	
Website & Email:	
Quote attached, yes or no?	

Quote 2:

Nursery Name:	
Mailing Address:	
Phone:	
Website & Email):	
Quote attached, yes or no?	

(NOTE: If awarded a grant, when project purchases of materials and services total between \$10,000 and \$18,500 grantee is required by law to provide three written quotes from vendors; when project purchases exceed \$18,500, advertisement and bidding requirements apply. These documents will need to be submitted with grant closeout materials.)

Please attach the nursery quotes to this form.

Please refer to page 21 of the grant guidelines for additional information.

Tree Tenders[®] Certificates

First time applicants must have two (2) representatives attend Tree Tenders[®] training. We would prefer at least one (1) municipal staff person or shade tree commission member responsible for tree care and at least one (1) elected official.

Communities having receiving one or more previous grants must have one (1) new representative attend Tree Tenders training.

(Note: you may still submit your application without completing the Tree Tenders requirement. If approved, you may fulfill your requirement during your grant timeframe. However, we would prefer that the training is completed before the planting event. Please be sure to list the names, titles of municipal staff, elected officials and or volunteers who will be attending the Tree Tenders training)

Name	Title	Municipality/ Organization	Training Date	Training Location

Please attach the Tree Tenders[®] certificates to this form.

Please refer to page 22 of the grant guidelines for additional information.

Tree Planting Grant Guidelines

Do not submit the next section with your application.

This section is the Tree Planting Guidelines.

Please keep for your reference.

Purpose

The TreeVitalize program aims to increase tree canopy cover throughout Pennsylvania communities while building citizen appreciation and support for sustaining urban forests. Research has repeatedly shown a direct link between the presence of trees and the quality of life. Trees help to capture storm water and reduce runoff, improve water quality, improve air quality, reduce urban heat island effects, beautify communities, increase property values, reduce heating and cooling costs and improve human health. The program offers grants to communities and non-profit organizations to offset the cost of establishing new trees with the involvement of community residents.

DCNR's goals for TreeVitalize are to:

- Help to build effective urban forest management programs in all of the state's 2565 municipalities
- Train community volunteers & municipal workers to assist in the planting and early care of trees; and
- Build community capacity for the long term management of urban forests.

Program Description

The Tree Vitalize grants program is a partnership of the Pennsylvania Department of Conservation and Natural Resources (DCNR), PA Community Forests (PCF), Penn State Extension Urban Forestry, Western Pennsylvania Conservancy (WPC) & Pennsylvania Horticultural Society (PHS). The program was initiated in the Philadelphia Metropolitan Area in 2004, and in 2008 was expanded to include the Pittsburgh area and the 12 smaller metropolitan areas. Beginning in 2013 funding became available to communities in all counties of the state. Additional grants are available to support other essential components of an effective urban forestry program.

TreeVitalize funds are primarily intended to increase tree cover along streets and established parks within population-dense areas. Significant DCNR funding is available for establishing new parks, greenways, and trails through the "Community Conservation and Partnership Program" <http://www.dcnr.state.pa.us/brc/grants/> and these projects will not be given priority ranking for TreeVitalize funding. The same is true for new housing developments, where the cost of street trees should be included in the development contract.

Who Can Apply?

Municipalities and Not-For-Profit organizations are eligible to apply. Please see legal description below.

- **Municipality** – Any county, city, borough, incorporated town, township or home rule municipality.
- **Appropriate/Authorized Organization** – A non-profit entity involved in research, restoration, rehabilitation, planning, land acquisition, development, education or other activities, which furthers the protection, enhancement, conservation, preservation or enjoyment of this Commonwealth’s environmental, conservation, recreation or similar resources.

The organization (unless it is an educational institution) must be **both tax-exempt** under Section 501(c) (3) of the Internal Revenue Code of 1986 and **registered** with the Pennsylvania Department of State, Bureau of Charitable Organizations (BCO). **Evidence of 501(c) (3) tax-exempt status and BCO Registration should be provided as part of the application.** Please note that although the BCO regulations may not require an organization to register with them, legislation for this grant program does require such registration.

What Is The Application Process?

Submit **one complete application packet with original signatures to:** PA DCNR Bureau of Forestry
400 Market Street,
RCSOB 6th FL
Harrisburg, PA 17105-8552
Attn: Christine Ticehurst

Application packet should include:

- Step 1: Provide detailed “Project Profile” form (page 3)
- Step 2: Provide detailed “Project Budget” form (page 4&5)
- Step 3: Provide detailed response to “Project Narrative” form (page 6—questions #1-8)
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- Step 6: Provide two “Nursery Quotes” (page 9)
- Step 7: Provide “Tree Tenders® certificates” (page 10)
- Step 8: Submit one completed application with original signatures by January 30th or July 30th 2015

Please Note: Failure to provide adequate response to each of the above listed steps will result in an incomplete application and will not be reviewed. Please refer to the “application guidelines” section for detailed explanation of the grant.

Who Do We Contact With Questions?

- For questions about the **application process**:
 - Christine Ticehurst, Community Greening & Grant Administration Specialist at (717) 346-9583 or c-cticehur@pa.gov
 - Ellen Roane, Training & Partnership Specialist at (717) 705-2825 or eroane@pa.gov
- For questions about **tree selection or your planting plan**:
 - DCNR Service Forester for your county or PSU Extension Urban Forester for your region (see DCNR & PSU Contacts in Appendix)
- If the planting involves replacing poor quality trees growing **beneath power lines**, your local utility forester may be interested in assisting you in selecting suitable species and possibly also with the removal of poor quality trees interfering with lines. (See Utility Contacts in Appendix)
- If your proposed planting location is **along a state highway right of way**, you will need to work with the Roadside Specialist for the PennDOT District in which the project is located. For contact information, go to <http://www.dot.state.pa.us/internet/web.nsf/regionalmap?openform> .
- Before finalizing planting sites, applicants are **required by law to notify PA One Call** (Dial 8-1-1 or 1-800-242-1776) to locate underground utilities at each site. For frequently asked questions about PA One Call, check the website at <http://www.pa1call.org/POCS/index16.aspx>
- **For plantings in Allegheny County, DO NOT USE THIS APPLICATION.** Please use the tree request application specific to your region available through the Western Pennsylvania Conservancy at <http://www.paconserve.org/216>
- **For plantings in Bucks, Chester, Delaware & Philadelphia Counties, DO NOT USE THIS APPLICATION.** Please use the tree request application specific to your region available through the Pennsylvania Horticultural Society at <http://phsonline.org/greening/tree-tenders>
- **For plantings in all other counties**, the state is divided into six regions. Funding is distributed proportionately based on the population in each region. Applications within each region will be reviewed and ranked, and projects will be funded based on ranking and available funds.

Is There a Maximum Amount An Applicant Can Request?

Yes, the maximum amounts are as follows:

Community Size	Maximum Grant	Match
Population greater than 30,000	\$30,000	50/50
Population up to 30,000	\$20,000	50/50
Population up to 10,000	\$10,000	50/50

Please be advised that other state funding cannot be used as match for a TreeVitalize grant.

DCNR & PCF reserve the right to determine the amount of funding to be awarded. At times, this may be less than the maximum amount requested.

Is There A Match Required?

Yes, grants must be matched dollar for dollar with non-State funding sources. The match may be cash or a combination of cash and in-kind contributions. Tuition costs for Tree Tender workshops or other arboricultural continuing education programs attended by municipal staff or shade tree commission members may also be counted as cash match. Verification of attendance/payment must be provided.

- **Eligible in-kind contributions** may be in the form of volunteer assistance, donated professional services, donated materials, etc. NOTE: Community involvement is required for all TreeVitalize grants. Volunteers may provide labor in planting or caring for trees, community outreach, or otherwise contribute to public awareness and support for urban forestry.
- **What costs can the Tree Vitalize grant to communities cover?** Eligible expenses include trees (2 written nursery quotes required with grant application), tree supplies (e.g. stakes, ties, mulch, watering/gator bags, topsoil, etc.), site preparation and tree-planting costs. Site preparation may include the removal of dead trees, stump grinding, and sidewalk cuts if necessary for new trees to be planted. Signage recognizing DCNR and PA Community Forests support is required and is also an eligible grant expense. Standard signage has been developed and must be ordered through the program.
- **What can't communities use grant funds for?** All costs must be directly related to project implementation. Funds may not be used for administrative overhead or general staff costs of the applicant, or purchase of equipment or materials and labor not expended during the grant agreement period. (Administrative costs MAY be used as part of applicant in-kind match).

Program Criteria: A regional team will review and rank grant proposals using the following criteria:

1. Demonstrated need for additional tree cover in the community. (5 points)
2. Regional Impact – connection with or implementation of regional or local efforts. (5points)
3. Evidence of municipal support (staff and resources) (15 points)
4. Evidence of a plan for community involvement in the project (15 points)
5. Commitment by municipality and volunteers to Tree Tender® Training—(15 points)

6. Evidence of progress toward development of a long term sustainable urban forest management program. (i.e. a tree ordinance, an active shade tree commission, a street tree inventory, written plan for management of tree cover, etc.) (15 points)
7. Community is currently recognized as Tree City USA by the Arbor Day Foundation (10 points)
8. Street tree planting (5 points) versus park or greenway planting (0 points)
9. Adequate project budget (15 points)

Project Narrative:

The narrative should be no more than three pages long. **Applications submitted without a response to each narrative question will not be reviewed.**

1. **Introduction:** Please include a concise statement summarizing the project to be accomplished—one or two sentences long. Indicate whether the project is a street tree planting or a park planting.
2. **Demonstrated need for additional tree cover (existing conditions):**
Describe the conditions to be changed by the proposed tree-planting project. Describe the existing tree cover and how the proposed project will improve the current social, ecological and economic conditions in the area. If an Urban Tree Canopy Assessment of the area has been completed, use the data to describe current vegetative cover. A description of socioeconomic conditions of the area to be planted would be appropriate here as well.
3. **Regional Impacts:** Describe how your project connects to existing regional or local efforts (planning, environmental improvements, trails, greenways, etc).
4. **Evidence of municipal support (staff and resources) for the planting project and commitment to long term maintenance:** Identify the department and /or volunteer group responsible for the long term care of public trees and the staff and equipment available to help. Describe the planned long-term management of the project plantings (watering, mulching, pruning, maintenance, etc...).
5. **Community involvement:** Outline the process for implementing the project and SPECIFICALLY how the local community will be involved. Describe the responsibilities and qualifications of the team members, partners, and community organizations. Indicate any means the community has for encouraging volunteer participation. Identify the major activities and provide beginning and ending dates for each. NOTE: Projects without community involvement will not be considered for funding.
6. **Commitment by local volunteers, municipal staff, and elected officials to attend “Tree Tenders®” training:** On-site or on-line Tree Tender Training is available for municipal staff responsible for community trees, for community volunteers willing to help with the establishment and early care of the trees, and for elected officials. List the names and titles of staff and elected officials, and the names and affiliations of volunteers, who will be attending, as well as the date and location of the training they plan to attend. Also indicate the names of previously trained Tree Tenders, the date completed and the location.
 1. Release of grant funds is contingent upon completion of Tree Tenders® trainings.
 2. First time applicants must have two (2) representatives attend Tree Tenders® training.
 - a. Preferably at least one (1) municipal staff person responsible for tree care and at least one (1) elected official

- b. Communities having receiving one or more previous grants must have an additional representative trained this year.

7. **Evidence of progress toward the development of a sustainable urban forest management program:** Is there dedicated staff responsible for public trees? Is there an active shade tree commission in the community? Is there a shade tree ordinance? Is it enforced? Is there a plan in place for the ongoing care of trees— including a tree inventory and priorities for removal, pruning, and new planting? What is the population of the community and the annual budget for tree care? How will this project be used to promote a sustainable program rather than just a one-time planting event?
8. **Tree City USA:** Is the Community currently recognized as a Tree City USA by the Arbor Day Foundation? If yes, for how long?

Budget Instructions:

Total costs must be broken out into the categories below, using the template provided. Be sure the grant amount requested is matched one-to-one with cash and non-cash services, and that the budget balances.

SUPPLIES & MATERIALS: Supplies and materials necessary to complete the project, such as trees, mulch, stakes, gator bag, and recognition signage (required). To ensure quality plant material at a fair price, obtain written price quotes from at least two nurseries and include these as part of the grant application. See Planting Grant Guidelines for information to be provided to each nursery.

- **Eligible non-cash match:** Provided by the applicant from in-house stores or DONATED to the project from an outside contributor.
- **Eligible cash match:** PURCHASED by the applicant using existing APPLICANT FUNDS.
- **Eligible grant funds:** To be PURCHASED by the applicant using GRANT FUNDS.
- **Ineligible expenses:** Food, drinks, purchase of tools, vehicle fuel, maintenance equipment purchases

EQUIPMENT: Hourly rate of equipment employed to perform all or part of the project, such as backhoe, dump truck, front end loader, concrete saw.

- **Eligible non-cash match:** Grantee owned equipment.
- **Eligible cash match:** Equipment needed to complete the project for which the applicant pays a fee to use, using EXISTING FUNDS.
- **Eligible grant funds:** Equipment needed to complete the project for which the applicant pays a fee to use, using GRANT FUNDS.
- **Ineligible expenses:** Equipment maintenance, service calls, gasoline, electricity, etc.

VOLUNTEER SERVICES AND LABOR: Services and labor donated (NOT PAID FOR by the applicant) to complete a portion of the project. Allowable hourly rates for volunteers can be found at

http://www.independentsector.org/volunteer_time

- **Eligible non-cash match:** Documented services or labor DONATED to the project by design professionals or trained construction tradesmen; documented hours contributed by volunteer groups or individuals, directly related to the project.
- **Eligible cash match:** None
- **Eligible for grant funds:** None

PAID SERVICES AND LABOR: Services or labor of design professionals (i.e. certified arborist, landscape architect, engineer) or trained construction tradesmen or laborers paid to complete a portion of the project.

- **Eligible non-cash match:** Services or labor provided by staff EMPLOYED BY APPLICANT.
- **Eligible cash match:** Services or labor of personnel NOT EMPLOYED BY APPLICANT, but paid by applicant using EXISTING FUNDS.
- **Eligible for grant funds:** Services or labor of personnel NOT EMPLOYED BY APPLICANT, but to be paid by applicant using GRANT FUNDS.
- **Ineligible expenses:** Work and/or services not directly related to this project.

SAMPLE Project Budget:

Grant Amount Requested \$7,880

Match Amount Provided (Non-Cash + Cash) \$9,796

REMINDER:

- Maximum grant amount = (\$150 x the number of trees planted) OR the cap amount based on community population as per program guidelines—whichever amount is LESS.
- Match must equal or exceed grant amount requested, and must include some cash contribution and some volunteer labor contribution.

Category 1: Supplies & Materials- Supplies needed to implement the project. Examples: trees, mulch, hand tools, stakes, gator bag, recognition sign

HOW THE COST WAS COVERED

Item	Unit Cost	Quantity	Total Cost	Non- Cash Match (i.e. supplies donated)	Cash Match (i.e. purchased with applicant funds)	Grant Funds (i.e. purchased with grant funds)
<i>Gator Bags</i>	\$20	50	\$1,000	0	0	\$1,000
<i>Mulch</i>	\$25	10	\$250	0	0	\$250
<i>Trees</i>	\$100	65	\$6,500	0	0	\$6,500
<i>Shade Tree Commission Trees</i>	\$100	25	\$2,500	0	\$2,500	0
<i>Credit Signs</i>	\$65	2	\$130	0	0	\$130
Total Supplies & Materials			\$10,380	0	\$2,500	\$7,880

Category 2: Equipment Costs

HOW THE COST WAS COVERED

Type Equipment	Hours Used	Hourly Rate	Total Cost	Non-Cash Match (i.e. use of equipment donated or covered in-house)	Cash Match (i.e. paid with applicant funds)	Grant Funds (i.e. paid from grant funds)
<i>Borough Backhoe</i>	24	\$75	\$1,800	\$1,800	0	0
<i>Borough Truck</i>	24	\$50	\$1,200	\$1,200	0	0
Total Equipment Costs	48		\$3,000	\$3,000	0	0

Category 3: Volunteer Services and Labor

HOW THE COST WAS COVERED

Type Volunteer (eg. Tree Tenders, Girl Scouts, Rotary Club, Church group, etc.)	Number of People	Hours Each Worked	Hourly Rate	Total Contributed	Non-Cash Match	Cash Match	Grant Funds
<i>Shade Tree Commission</i>	3	16	\$18	\$864	\$864		
<i>Trained Tree Tenders</i>	2	8	\$18	\$288	\$288		
<i>Boy Scout Troop 52</i>	10	3	\$18	\$540	\$540		
<i>Consulting Arborist ("Trees Inc")</i>	1	2	\$40	\$80	\$80		
<i>Borough Environmental Club</i>	6	3	\$18	\$324	\$324		
Total Volunteer Services and Labor	22	32		\$2,096	\$2,096		

Category 4: Paid Services and Labor

HOW THE COST WAS COVERED

Service Name and Type Service	Number of People	Hours Worked	Hourly Rate	Total Cost	Non-Cash Match	Cash Match (i.e. paid with grantee funds)	Grant Funds (i.e. paid from grant funds)
<i>Equipment Operator (municipal employee)</i>	1	40	\$35	\$1,400	\$1,400	0	0
<i>Laborer (municipal employee)</i>	1	40	\$20	\$800	\$800	0	0
Total Paid Services and Labor	2	80		\$2,200	\$2,200	0	0

	Total Project Cost	Total Non-Cash Match	Total Cash Match	Total Grant Funds (to be paid from Grant)
Grand Totals	\$17,676	\$7,296	\$2,500	\$7,880

Planting Plan: must be reviewed and approved by a TreeVitalize Program Forester (DCNR Service Forester or PSU Extension Urban Forester) before submission of grant application.

- If technical assistance is needed, the Foresters are available.
- The planting plan need not be professionally drawn, but must include:
 1. A city map (or photocopy) delineating each general area in which the project activities will take place.
 2. A spreadsheet including, for each tree:
 - The street address of the planting site
 - The presence of overhead utilities or other above ground obstructions (lamp posts, fire hydrants, etc.), and any known underground obstructions near each planting site.
 - The width of the tree lawn if present, or the size of the sidewalk opening where the tree is to be planted if no tree lawn. **NOTE: 5' x 5' sidewalk openings recommended, and REQUIRED when grant funds are utilized for sidewalk cuts. Openings may be narrower and longer if necessary, but a minimum of 25 square feet in size.**
 - The tree species to be planted
 3. Signed "**Forester & Municipality Approval**" form.
- **Projects MUST be completed within 2 planting seasons**
- Grantees will receive 70% of the grant upon submission of the approved planting plan. The final 30% of the grant will be held until all project close-out requirements are met.

Tree Selection: Tree species selected must be in the "**Acceptable Tree Species**" list. Selection should be based on site limitations, including overhead and underground utilities, planting space available, and soil type. Species not listed may be used only if approved by the TreeVitalize Program Forester,

- Large maturing shade trees provide many more environmental and economic benefits than small trees, and are preferred wherever space permits. But never plant large- maturing species beneath powerlines.
- Trees purchased must be of the form and quality outlined in the publication provided, **Guideline Specifications for Nursery Quality**" by the Urban Tree Foundation. (Additional copies may be downloaded at www.urbantree.org/specs.asp)

NOTE: Trees of inferior quality or unacceptable species may be rejected at the discretion of the TreeVitalize Program Forester at any point in the process.

- **Nursery Quotes:** Obtain price quotes from at least two nurseries. Provide each nursery with the following information to ensure comparable quotes for quality material:
 - A list of the species sought and the quantity of each
 - The size material sought (by trunk diameter measured at 6" above the ground; generally 1.5" to 2.5" caliper recommended)
 - State that the following quality criteria are to be met:
 - Trees shall have a single central leader
 - Trunk diameter and taper shall be sufficient so that the tree will remain vertical without the support of a nursery stake

- Trunk shall be free of wounds except properly made pruning cuts
- Main branches shall be distributed vertically along the trunk, and free of included bark
- Root crown shall be visible within one inch below the soil surface
- Root crown and large roots shall be free of circling and/or kinked roots.

(NOTE: If awarded a grant, when project purchases of materials and services total between \$10,000 and \$18,500 grantee is required by law to provide three written quotes from vendors; when project purchases exceed \$18,500, advertisement and bidding requirements apply. These documents will need to be submitted with grant closeout materials.)

Responsibilities Under the Grant Program:

The applicant agrees to abide by these requirements if selected for a grant award:

- A local **project coordinator** who assumes fiscal responsibility for grant administration and day-to-day operations of the project must be appointed for each project. The project coordinator assumes responsibility for ensuring that each step of the project has been satisfactorily completed.
- **Tree Tenders® Training Workshops**
 - First time applicants must have two (2) representatives attend a **Tree Tenders®** training: preferably at least one (1) municipal staff person or shade tree commission member responsible for tree care and at least one (1) elected official
 - Communities having receiving one or more previous grants must have one (1) new representative attend Tree Tenders training.
 - The names, titles of municipal staff, elected officials and or volunteers who will be attending the Tree Tenders training must be provided in the grant application along with the location and date of training.
- Projects must be **on public property**, including public rights-of- way for street trees. Proof of ownership or a long-term lease may be required Project coordinator assumes responsibility for completing grant close out paperwork, including a revised Final Budget and supporting documentation of expenditures. Grant closeout includes, in addition, before and after photographs and a brief narrative about the project and the community benefits that resulted. Also to be submitted are any news articles or public announcements related to the project.
- Please refer to the TreeVitalize® **“Style Guide”** when publicizing your project. Each approved applicant will receive a copy with their grant agreement.
- Upon completion of planting project the project coordinator will submit all required closeout materials for review and final payment.