



2017 Tree City USA Tree Planting and Maintenance Grant

Proposal Form

Funds for this grant are made available through the USDA Forest Service, administered by the Department of Natural Resources (DNR) Urban and Community Forestry Program.

PERIOD OF PERFORMANCE

April 1, 2017 – April 30, 2019

APPLICANT ELIGIBILITY

This grant is open to Tree City USA communities, or communities working toward that designation during the current calendar year.

PROPOSAL DUE DATE & TIME:

4:00 PM PACIFIC STANDARD TIME

DECEMBER 9, 2016

GRANT CONTACT INFORMATION

Washington State Department of
Natural Resources
Urban Forestry Program
Attn: Linden Lampman, Program Manager
1111 Washington St SE
MS 47037
Olympia, WA 98504-7037

Phone: 360-902-1703 or

800-523-TREE

FAX: 360-902-1757

E-mail: urban_forestry@dnr.wa.gov

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2017 Tree City USA Tree Planting Grant

Proposal Instructions

Please read the Request for Proposal (RFP) and Proposal Form documents thoroughly, as these documents are complimentary. Failure to comply with the Proposal Instructions may disqualify your application. Please contact the urban forestry staff with any questions about the proposal instructions.

Applicants must type their applications into this electronic document using 12-point font, single space text. The applicant must not alter any existing text, fonts, margins, or other formatting options.

Cities and towns applying for this grant must be designated as a Tree City USA community in Washington State. Cities and towns that are not currently Tree City USA communities but intend to apply for the designation in December 2016, are also eligible to apply for this grant, but must contact Urban and Community Forestry staff prior to beginning this proposal. [Contact information](#) may be found on the cover sheet of this proposal.

Section 1 – Proposal Summary: Applicants must complete all fields. An original signature is required.

Section II – Proposal Narrative: Applicants must address all of the items provided, in order, as outlined. This standardized outline will help applicants prepare thorough responses and streamline the grant review process.

Section III – Proposal Budget: See Appendix A for Budget Instructions.

Other Supplemental Attachments: Applicants may attach supplemental letters of support, photos, maps, draft planting plans or other supporting documents to the application. Applicants shall include up to three (3) supplemental attachments total.

Submittals: Applicants may submit their proposal in hardcopy format by mail or in electronic format by email. Applicants submitting hardcopy proposals must submit four (4) copies of each proposal, wherein one copy must have an original signature and the three other copies may have photocopied signatures.

Hardcopy proposals must be sent to the Program Manager at the address listed on the cover page of this Proposal Form. The envelope must be clearly marked to the attention of the Program Manager. Applicants should allow for normal mail delivery time to ensure timely delivery of their proposals.

Applicants submitting electronic proposals must email them to urban_forestry@dnr.wa.gov. Only one email per grant proposal will be accepted. Applicants must title their email: "TPM_2017 [Applicant Name]" in the subject line of the email message. The DNR email server will accept messages up to 10 MB in size. Only Adobe PDF files will be accepted. The Proposal Summary, Proposal Narrative, and Proposal Budget must be contained within a single PDF file. The application form and any (up to three) attached documents, such as letters of support, must use the following file naming convention: TPM_2017_[Applicant Name]_[Suffix], wherein the "suffix" placeholder is used to distinguish unique documents.

The proposal, whether mailed or sent electronically, must arrive at DNR no later than 4:00 p.m. Pacific Time, on the date specified on the cover page of this Proposal Form. The Applicant assumes the risk for whichever method of delivery they choose. DNR assumes no responsibility for problems or delays caused by electronic or ground-based delivery methods. Proposals that are submitted late or otherwise received after the deadline will be disqualified. All proposals and any accompanying documentation become the property of DNR and will not be returned.

Section I — Proposal Summary

Please complete all fields

Project name (five words or less) _____

Location (City) _____

Name of Applicant (Organization) _____

Daytime Phone # _____ Applicant's Federal I.D. Number _____

Applicant Address _____

City _____ State _____ Zip _____

Contact Person _____ Daytime Phone # _____

Fax # _____ E-mail Address _____

The community is a Tree City USA; the number of years designated is: _____

The community is not a Tree City USA but is applying to the program after October 2016.

Project Category (select one; see Tree City USA Tree Planting Request for Proposal for descriptions):

Demonstration project

Replacement of trees lost to natural events

Strategic enhancement of urban forests

New planting for collective impact

Brief Description of Project and Objective:

Is this project currently funded through another entity?

Yes No

Was this project previously funded through another entity?

Yes No

DNR funds requested from budget work sheet \$ _____

Applicant share from budget work sheet \$ _____

In-kind share from budget work sheet \$ _____

Cash share from budget work sheet \$ _____

Total amount of project from budget work sheet \$ _____

By signing this grant proposal application form, the undersigned agrees that all information is accurate to the best of their knowledge.

Name and Title of Authorized Representative

Signature of Authorized Representative

Date

4. Describe the timeline for the project citing key project benchmarks and estimated dates, including reports to DNR. For projects extending the full two years, reports must be submitted bi-annually. Final reports and invoices are due no later than May 30, 2019.

5. Identify anticipated project benefits. For example, will the project: provide multiple environmental benefits including storm water mitigation and water quality improvement; enhance tree canopy cover; positively impact the community due to the project location, scale, context, or co-benefits?

6. Total number of trees to be planted or pruned _____

7. In the following table, list the species, number, type, and size of trees that will be planted or pruned (Note: if more than 10 species will be planted, include a separate attachment to your application that includes the same details requested by this table)

Tree Species/Cultivar (list cultivar if known)	Number Planted or Pruned	Caliper of planting stock or diameter at breast height of trees to be pruned (in inches)	(BB) balled & burlap (C) container (BR) bare-root (for planted trees)

Tree Species table cont.

8. What factors were considered when selecting tree species and siting the project location?

For Maintenance/Pruning Projects:

9. Describe anticipated follow-up maintenance, inspections, rotational pruning, etc.

- Applicant acknowledges that all pruning must be by an Arborist currently certified by the International Society of Arboriculture.
- Applicant acknowledges that all pruning must be in accordance with ANSI A300 Pruning Standard – Part I
- Successful grantees acknowledge that they are required to distribute a formal news release, vetted by DNR staff, and with appropriate recognition for DNR and the USDA Forest Service.

For Planting Projects:

10. Describe how your project meets species diversity guidelines outlined in Section 4.2 of the Tree City USA Tree Planting Grant Request for Proposal (reference your tree inventory if applicable).

12. Describe any necessary site preparation; installation methods, including planting depths and techniques, soil amendments if any, strategies for staking and mulching, special equipment needed for planting, or other activities unique to your project.

13. Indicate the name and certification number of ISA Certified Arborist who will inspect trees upon delivery, during installation and after planting. If a community does not have access to an arborist, an arborist can be hired as an eligible grant expense.

14. Please indicate any innovative methods, technologies, or techniques, partnerships or cooperative ventures, service to under-served populations, unique features or outstanding values of your project:

15. A **three-year maintenance plan**. Outline the methods, strategies, and frequencies for the following maintenance activities over a three-year timeframe:

Watering: What methods will be used to water new trees? By whom? How often? What criteria will be used to determine if trees need more or less water? Who will determine the timing and application of watering? What quantity of water will be applied at each watering? How will the soil type influence trees' water needs? Will watering applications change over the three year timeframe?

Mulch: What kind of mulch will be used? How often will mulch be renewed? By whom? Maximum and minimum thickness of mulch? Size of mulch rings or mulched beds for planting areas?

Pruning: What type(s) of pruning may be needed during the first three years (establishment period) after planting? Who will be tasked with tree pruning work? What are their credentials? Are these professional staff, contractors, or trained volunteers? What time of year will pruning be done? Does an established pruning cycle already exist in your community?

Other Activities: Staking/Weeding/Protection from Damage. Will staking be needed? What staking materials will be used? If trees have been staked, when will staking materials be removed? By whom? If area is to be mowed, how often and by whom? If grass or weeds are to be kept out of mulch beds or away from young plants, how will they be removed and by whom? Details for any other maintenance activities that may be necessary for best establishment at that particular site.

Identify who will implement the 3-year maintenance plan to ensure tree survival in accordance with recognized ISA Best Management Practices, including the replacement of trees at the applicant's expense, if necessary. This may be city staff, community volunteer, or a contractor:

Name: _____ Title: _____

Phone: _____ Email: _____

- Applicant certifies that the above-named person possesses the expertise, technical ability, tools and other resources needed to personally maintain or assure the proper and continued maintenance of any trees planted with this grant, in accordance with ISA Best Management Practices for tree care, for at least a three-year period.

Applicants are encouraged to review the following examples of maintenance guidelines that are consistent with industry best practices:

[http://calfire.ca.gov/resource_mgt/downloads/CALFIRE Nursery Standards and Specs11_12.pdf](http://calfire.ca.gov/resource_mgt/downloads/CALFIRE_Nursery_Standards_and_Specs11_12.pdf)

https://www.michigan.gov/documents/TreeMaintenanceGuidelineIC4108-1_163798_7.pdf

- Successful grantees acknowledge that they are required to distribute a formal news release with appropriate recognition for DNR and the USDA Forest Service, (template provided).

Supporting Attachments to the Tree City USA Tree Planting and Maintenance Grant Proposal include:

- A draft planting plan, or aerial photos or maps of the project location and proximity maps showing proposed locations of trees to be planted or pruned; included with this application **(required)**
- Evidence of local commitment to proper tree planting and maintenance, such as: city policies, specifications or standards; existing tree maintenance plans; etc. (optional but desirable)
- An addenda or supplemental list of trees to be planted. See narrative component #7. (optional)
- Letters of commitment/support from project partners are included with this application. (optional)

Appendix A: BUDGET WORK SHEET INSTRUCTIONS

Complete the Applicant Name and Project Title on the top line.

See Appendix B, Sample Budget Worksheet, for examples of the following:

To the extent possible, all expenditures, activities, products to be developed, or services to be rendered through this project should be itemized on the work sheet.

Separate itemized costs for each project component identified in the project (e.g., management plan and inventory).

Describe each item, the cost basis, and the total expenditure. For example: Item/Personnel: Project Foreman, 28 hours @ \$24/hour: TOTAL = \$672.

Divide the total among the categories of grant share, applicant, in-kind or cash donations as follows:

- | | | |
|--------------------------|-----------------|--|
| <input type="checkbox"/> | Grant Share | Eligible cost you are requesting from the DNR. (Defined in the Request for Proposal document.) |
| <input type="checkbox"/> | Applicant Share | Cost you've incurred for services, equipment, wages, supplies, etc. |
| <input type="checkbox"/> | In-kind Share | Any third party donation of time, services, equipment, or supplies. |
| <input type="checkbox"/> | Cash Donation | Actual dollars that are donated by a benefactor directly for the project (if applicable). |

A 1:1 match is required. The total of your applicant share, in-kind share, and cash donations must be equal to at least 100% of the grant share (the grant dollars you are requesting.)

Appendix B: SAMPLE BUDGET WORKSHEET

In this example, the City of Forestree has received a grant to do an urban forestry inventory and management plan. They plan to conduct an inventory with in-house staff and help from a volunteer group. They plan to contract with a consultant to write the management plan.

The inventory and management plan components are separated in this sample budget. In addition, each component is broken down into smaller line items that clearly show the associated costs, cost/hour figures where appropriate, and how the applicant expects to account for those costs (*note: the Grant Share column accounts only for eligible costs, whereas ineligible costs are accounted for in other columns. Also note that the sum of the applicant share, in-kind share, and cash donation columns exceed the grant share being requested—this is a great example of over-match which is always desirable*).

Applicants are required to use the budget worksheet provided; all information and funding categories contained in the worksheet must be included in the budget submitted by the applicant.

BUDGET WORKSHEET

Applicant City of Forestree

Project Name Inventory and Management Plan

Item	Grant Share	Applicant Share	In-Kind Share	Cash Donation	Total
Component: Inventory					
Personnel: Foreman-28 hrs @ \$24		672			672
Staff - 320 hrs @ \$16		5,120			5,120
Volunteers - 160 hrs @ \$12.50			2,000		2,000
Equipment (specify)					
Computer (purchase for Urban Forester)		1,400			1,400
Use of Pickup 160 hrs. @ \$9 (Al's Trucking)			1,440		1,440
Supplies (specify)					
Inventory software	1,200				1,200
Component: Management Plan					
Personnel: Staff 48 hrs @ \$24		1,152			1,152
Consultant: Tree Geeks, Inc.	5,800				5,800
Printing (Generous benefactor)				1,000	1,000
TOTAL	\$7,000	\$8,344	\$3,440	\$1,000	\$19,784