



WASHINGTON STATE DEPARTMENT OF

# NATURAL RESOURCES

Caring for your natural resources...now and forever

## Urban Forest Restoration Project

### Application Guidance

2016-2017

**FIRST**, save the form to your own computer so you can more easily complete and email it, and so that you have it for your own records. Save the form with the applicant name and year so we know WHOSE application it is; for example, "UFRP app\_Treesville\_2016-2017". Complete the form and email as an attachment along with project details and maps to [Micki.McNaughton@dnr.wa.gov](mailto:Micki.McNaughton@dnr.wa.gov). The form is designed to be completed and submitted electronically. No hardcopy or paper applications will be accepted.

The application period for the 2016-2017 project year is June 1 – June 30, 2016. Applications will not be accepted before June 1, or after 4:00pm June 30. The project year is October 1, 2016 – September 30, 2017.

Successful applicants will receive approximately four weeks of Puget SoundCorps crew time. Crews consist of a Crew Supervisor and five crew members. Each crew is equipped with their own transportation and basic tools.

#### Jurisdiction/Organization Information

Name **City, town or county; name of organization**

Address **Jurisdiction/organization official mailing address**

Website **Not necessary, but great for us to have on record if there is one**

#### Contact Position Information

Name **Name of person who will be primary contact or liaison for this project**

Department **Department or agency within the jurisdiction**

Title **Position or title of primary contact or liaison**

Mailing Address **Mailing address for contact person**

Phone Number **Phone number for contact person; please include cell phone number if appropriate**

E-Mail Address **Email address for contact person**

**Is your City a Tree City USA?    Yes    No    N/A**

Tree City USA communities will receive preferential consideration among cities applying for crew assistance. Please mark "N/A" if this question does not apply to you (counties, tribes, NGOs, etc.).

**Will work by the UFRP crews displace other contracted crews?    Yes    No**

The intent of the UFRP is to provide additional capacity to accomplish critical urban forest maintenance and restoration work, not to replace staff or contractual services. **Breaking a previous contract in order to use UFRP crews will void the UFRP application and/or agreement.**

**Project location(s).** If multiple locations, submit one application with separate project descriptions. Please compile all projects or project sites into one application, with individual project descriptions as appropriate. Please prioritize projects by their importance to your community's goals.

**Please provide a brief project summary.** Please summarize the project(s) in one or two sentences. If you are applying for multiple projects, submit one application, providing summaries of each here and attach separate detailed project descriptions as requested below. Prioritize projects (1, 2, 3, etc.) in this section based on their importance to your community's goals and Puget Sound water quality.

Summarize proposed work in one or two sentences encapsulating the project; for example, "Remove ivy from a riparian area contained within a park and re-plant with native vegetation to reduce erosion and increase stormwater management capacity." Prioritize projects so it is clear which projects are most important to your community's goals.

**Please attach detailed project description(s), including location, purpose, scope, timeline, and maps if available.**

Please provide information about project work or project site(s): site challenges, proposed activities, scope of the project(s), anticipated timeline(s), desired project outcomes, who's in charge, how the work fits within the larger community context, etc. If available, maps of the project site(s) are useful as well. Attach these documents to the same email as the application form. If there are multiple projects or project sites, please make sure all attachments are clearly labeled.

**If applicant is a non-governmental organization (NGO) that does not own the property where the project site is located, please attach a current letter of permission and support from the landowner (i.e., city, county, tribe, etc.).**

Written permission from the underlying public property owner is required for a non-governmental organization (NGO) to receive crew assistance through the UFRP. The letter must be current and refer specifically to the proposed project(s) and location(s). This ensures that an NGO, such as a foundation, "Friends of" group or non-profit organization, is working with the full knowledge, support and cooperation of the underlying landowner. Since UFRP projects MUST be located on public property, the landowner is likely to be a city, town, county, tribe or public utility district.

**Does your City or organization currently have an Urban Forestry Management Plan, Comprehensive Plan, Habitat Management Plan, or other management document?    Yes    No**

Any plan prepared by the jurisdiction/organization that impacts the project site, its urban forest or trees, or affects management and maintenance of the project site and its vegetation on a comprehensive long-term or strategic basis.

**If yes, please describe how the project supports the goals of that document.**

Crew assistance is intended to help the jurisdiction/organization fulfill or support the long-term goals of the community as defined in management or comprehensive planning documents, as well as contribute to the communal good of the Puget Sound Basin through improved water quality. A particular emphasis of the UFRP is stormwater management; if one of the community's goals is improved stormwater management or water quality, briefly discuss how the crew's work will help the community's urban forest function better with regard to these issues.

**Volunteer involvement is encouraged for project site stewardship.** Please list potential local volunteer groups or organizations that may assist with project site stewardship.

Jurisdictions/organizations are encouraged to foster citizen engagement in urban tree care and restoration stewardship activities. Volunteer stewardship leverages the work of staff and UFRP crews while involving citizens in caring for their community's natural resources. Volunteer organizations may include local non-profits, local businesses, Boy Scout or Girl Scout troops, existing Parks volunteer groups, church groups, school-based community service groups, etc. As well as listing current volunteer groups or organizations, a discussion of potential volunteer groups and how they might be engaged will strengthen this section.

Public education and outreach may also be described in this section, or in the attached project description, for a stronger application.

**Jurisdiction/organization match for project commitment.** Please note that all statements must be checked for project to be considered.

These are required of all local project partners. Please take the time to thoroughly read and clearly understand the impacts of each commitment. Templates are available for the media release, Three-Year Maintenance and Monitoring Plan, and the Annual Monitoring Report. On-site technical assistance is also available upon request.

- Post media release to inform the community of the crew's work (template provided).  
A media release may be posted before or during the first week of the crew's project work. A minimum of one release is required, and additional media coverage is encouraged. A media release template is provided to help build local knowledge of the crew's work; however, we ask that the jurisdiction/organization take the lead to  
  
build community awareness of the project and the crew's work through local sources. Please provide copies of media releases for our files.
- Jurisdiction/organization is responsible for any permits required for project site. Refer to the Governor's Office of Regulatory Innovation and Assistance Permit Questionnaire (<http://www.oria.wa.gov/?pageid+404>) for help to determine whether permits are required for your project(s).  
The Permit Questionnaire is a great tool to determine whether permits are required, and who to contact for more information. UFRP does not have staff available or funding to acquire permits for project work.
- Dispose of material removed during project activities (English ivy vines, blackberry canes, trash, etc.).  
The jurisdiction/organization is responsible for disposing of all materials removed during the crew's work, including pick-up at removal location(s), trucking, tipping fees, etc. "Disposal", however, may also include composting onsite or other innovative techniques. Safe disposal for potentially harmful materials such as needles or broken glass is required.
- Provide traffic control if necessary for project activity (street tree pruning, etc.); crew safety is paramount.

Traffic control may include traffic control plan, barriers, cones, flagging materials, flaggers, etc. as necessary to ensure the safety of the crew and the public. The UFRP does not have staff available or funding for traffic control for project work.

- Provide any and all materials required for project completion, including herbicides/pesticides and application equipment.

Materials may also include plants, mulch, staking materials, and so forth; anything necessary to complete the project successfully. The UFRP does not have funding to provide plants, specialized equipment, chemicals or other materials. Each crew comes equipped with a crew truck and basic handtools such shovels, mattocks, pruning tools, rakes, etc.

- Develop and implement a three-year maintenance plan for the project site, to include an annual monitoring plan (template provided).

The jurisdiction/organization is responsible for developing and implementing a three-year plan to maintain the project site(s) and monitor them for success. Resources available to each local project partner differ, so be sure to take into consideration the work necessary to keep the site or trees healthy and moving toward the stated goals, and fit that with the resources available, including volunteer stewards. Craft a practical, achievable maintenance plan that moves the site toward its goals through the most effective use of those limited resources. More guidance is available in the expanded plan template.

Monitoring criteria do not need to be complex. Choose one or two basic benchmarks that will provide consistent feedback on whether the maintenance plan is working as written. More guidance is available in the expanded plan template.

Technical assistance by DNR Urban & Community Forestry Program staff is also available upon request.

- Report monitoring results to DNR Urban and Community Forestry Program annually for three years after crew work is accomplished (template provided).

The jurisdiction/organization is responsible for reporting the results of the annual monitoring activity to DNR. Technical assistance to help develop a practical monitoring protocol is available in addition to an annual monitoring report template.

### **Project Selection Criteria**

- Proposed projects must lie within the Puget Sound Basin.

The Puget Sound Basin is defined as those counties that touch Puget Sound or the Strait of Juan de Fuca.

- Proposed projects must be on publicly-owned land, or tribal land if applicant is a tribe or tribal organization.

This includes land owned by cities, towns, counties, public utilities (PUDs), the state and tribes.

- Proposed projects must have clearly identified impact on local water quality.

This may be found in a planning document, local policy or project description. As one of the guiding principles of the UFRP, Puget Sound water quality considerations will carry a large impact in the application review process.

- Proposed projects must be within the capability of work crews and volunteers: no cliffs, dangerous or hazardous sites (biologically or chemically), or sites identified as having archeological or historical interest.  
This criterion helps to manage risk and liability issues, and protect sites of tribal, archeological or historical interest.
- Jurisdiction/organization must provide, and commit to, a three-year maintenance plan for the project site, including annual monitoring (template provided).  
The plan demonstrates commitment by the jurisdiction/organization to the long-term success of the project site(s) through engagement with urban forestry stewardship that affects Puget Sound water quality. Annual monitoring tracks restoration site progress and provides information for adaptive management of the site, as well as valuable data concerning invasive plant removal, urban forest management, and restoration practices. A template is available for guidance in preparing the maintenance plan, as well as technical assistance from DNR staff. The plan is due to DNR 90 days after the crew has completed their work.
- An annual report of monitoring results must be provided to the DNR Urban and Community Forestry Program for three years beginning the year after crew work is accomplished (template provided).  
Provides valuable data for adaptive management of the current site as well as for planning future projects. The report also allows DNR UCF to track the project over time and confirm continuing commitment by the original organization to project sustainability and success. The report need not be elaborate; a brief report of the results of the annual monitoring event, and an evaluation of progress toward achieving the site goals is sufficient. A template is available to provide guidance in preparing the annual monitoring report. Monitoring reports are due annually for three years, beginning the year *following* crew work; for example, if your community received crew work in 2016, the first monitoring event and report would be due in 2017.
- Jurisdiction/organization must provide a contact person or position for the four-year duration of the project. This may not always be the same *person*, but rather a contact *position* within the jurisdiction or organization, that can be reached if there are questions or concerns about the restoration site within the four-year time period. The four years include the year of the original crew work and the following three years of monitoring and reporting results.

**Urban Forestry Restoration Project commitments to local project partners:**

- Media release template to help build public awareness.
- Puget SoundCorps crew time to perform urban forestry maintenance and restoration tasks, including pruning, planting, mulching, removal or control of non-native invasive plants, and restoration planting.
- Report that includes a description and maps of the work accomplished by the crew.
- Templates for Three-Year Maintenance and Monitoring Plan and Annual Monitoring Report.