

West Virginia Division of Forestry Urban and Community Forestry

Community Tree Grant Application



Grant program administered by the WV Division of Forestry (WVDof) with funding appropriated to the USDA Forest Service Urban and Community Forestry (UCF) Program through the Infrastructure Investment and Jobs Act (IIJA). This institution is an equal opportunity provider.

PROJECT PROPOSAL COVER SHEET (5 Points)

Please carefully read the separate Community Tree Instructions before completing application

Organization Name _____

Address _____

City _____ State _____ Zip _____

Federal Employment Identification Number (FEIN): _____

All applicants must have an active [SAM.gov](https://sam.gov) registration at the time of application and must maintain an active registration throughout the life of the award.

Unique Entity Identifier (UEI) from [SAM.gov](https://sam.gov): _____

Are you currently a registered vendor with the state of West Virginia: Yes No

Contact Information for individual responsible for completion of grant project

Name: _____

Phone Number: _____ Email: _____

Type of Organization (municipality, public school, non-profit, etc.):

Project Name: _____

Project Location - (community and neighborhoods involved):

: _____

CT Grant Eligibility Map Census Tract 11 digit
number(s): _____

Property Owner(s): _____

Address (if different from applicant): _____

Date project will be completed by: _____

Have you verified eligibility for your project location using the CT Grant Eligibility Map? Record
11 digit track number above.

YES NO

If the applicant is not the property owner, have you obtained permission from the public property owner?

YES NO

If the project is funded, we grant WVDOF staff permission to inspect the property and use tree planting and site pictures for reports and to promote the CT grant program.

YES NO

Is the applicant a Tree City USA or Tree Campus USA? (If checking yes, skip to acknowledgements below - 10 Extra Credit Points)

YES NO

If not a tree City USA, does the applicant have an active municipal tree board or other volunteer based tree care group? (Include minutes from last tree board meeting with application - 5 Extra Credit Points)

YES NO

If not a tree City USA, does the applicant have a comprehensive public tree care ordinance that's being enforced? (Include a copy of your municipal ordinance with application - 5 Extra Credit Points)

YES NO

Acknowledgements

Please review and check the following

Acknowledgment that the project will be completed and that paid invoices will be submitted no later than one month after the end date on the agreement

Acknowledgment that you are a vendor of the state of WV or have applied to become a vendor

Acknowledgment that no portion of the grant will be used for administrative costs, staff salaries other than ISA Certified Arborists or Professional Foresters, construction, unapproved equipment, and purchasing land or land charges

I confirm that _____(organization name) will comply with the USDA Forest Service Grants and Agreements Civil Rights Requirements described in the "USDA Forest Service, Office of Civil Rights, FS-850, August 2022 brochure USDA Forest Service Grants and Agreements Civil Rights Requirements". Brochure available on the WVDOF website:

<https://wvforestry.com/urban-forestry/>

Signature:

Title:

Date:

Has the applicant previously submitted a WVDOF Financial Capability Questionnaire (FCQ). Yes No

If not, include a completed FCQ with application.

Acknowledgement that the applicant will report relative accomplishments for all IIJA funded grants awarded in the **Trees at Work Reporting Tool**. This tool is currently under development by the USFS and Arbor Day Foundation. Additional details will follow. <https://hub.treesatwork.org/>

Acknowledgement that the applicant will comply with federal the '2 CFR 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards':
<https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200#subject-group-ECFR45ddd4419ad436d>

Acknowledgment that the applicant will comply with federal the '2 CFR 200.331 through .333 Uniform Administrative Requirements, Monitoring and Management': <https://www.ecfr.gov/current/title-2/section-200.331>

Acknowledgement that the applicant will comply with Section 889 of the 2019 National Defense Authorization Act which prohibits grant recipients from procuring or using certain "covered telecommunication equipment or services"
<https://www.ndia.org/policy/section-889>

Acknowledgement that the applicant will comply with the Trafficking Victims Protection Reauthorization Act and the National Security Presidential Directive (NSPD) 22 which provides "zero tolerance policy" regarding trafficking in persons <https://www.acquisition.gov/far/22.1703>

Community Tree Proposal

Organization and Statement of Need (30 Points)

In your proposal, please answer the following questions thoroughly.

- 1.) Organization's History (Provide the background of your group and any public tree care experience). Be sure to address the following:
 - a. Organizational Structure (Board, staff, volunteers)
 - b. Organization's Mission, Goals and Objectives
 - c. Current Programs and Services offered by your organization
 - d. Has your group participated in or organized tree plantings or urban forestry projects before?

2.) Description of Need

- a. What specific issue(s) do you plan to address? (See Community Tree Goals in the instructions)
- b. How does your project significantly address this issue(s)?
- c. Describe how you will engage local citizens to gather input, identify interests and needs of the community and bring underrepresented viewpoints into the decision making process. Include the engagement methods and how citizen information will be used in project implementation and how the project will positively impact people living within the project area.

Short and Long-Term Project Goals (5 Points)

- 1.) What are the short-term objectives, goals, and benefits of this project? In addition to addressing the specific issue(s) listed above, discuss what your project will create or achieve during the first year.
- 2.) What are the long-term objectives, goals, and benefits of this project? In addition to addressing the specific issue(s) listed above, discuss what your project will create or achieve over future years and how you will measure success.

Project Description and Planting Map (30 Points)

1. Describe the specific details of your project and location(s) where the project will occur. Be specific with Community Tree Grant Eligibility Map census tract number(s), street and physical location(s).
- a. Describe how your proposal meets all relevant requirements listed in the Eligible Projects section of the Community Tree Instructions.

2. If your project includes tree planting, provide the following information: (If no trees will be planted skip to 3).

a. Complete the following site checklist. (check all that apply)

Potential Planting Conflicts

Overhead Utility Wires_____ Pavement_____ Structures_____

Underground Utilities_____

Heavy pedestrian traffic_____

Sunlight Exposure

Full sun_____ Part Sun_____ Shade_____

Topography Steep slopes_____ Rocky conditions _____

Presence of storm drains or concrete ditches _____

Vegetation (indicate % of each)

Mowed Turf_____ Trees/Shrubs_____ Bare Soil_____

Soil Texture

Clay_____ Loam_____ Sand_____

Soil Compaction

None_____ Moderate_____ Severe_____

Other Soil Features

Active soil erosion_____ Potential Soil Contamination_____

Recent Construction or other soil disturbance_____

Site Hydrology

Upland (dry)_____ Riparian (wet)_____ Tree box (sidewalk tree)_____

- b. List the number of trees for each species and size or height for conifers of all trees to be planted.

Quantity	Species	Size

- c. Describe why these species were selected and how they are appropriate for the planting site(s).

- d. List the nursery or contractor that will provide the trees.
- e. List the contractor or group that will plant the trees. This entity will need to sign the Tree Establishment Specifications, Appendix 1.
- f. Certify that planting stock and planting methods will meet WVDOT standards for Nursery Stock (see Appendix 1 below)
- g. Describe any site preparations and additional planting supplies.
- h. Certify that trees will be maintained in accordance with WVDOT Tree Maintenance Plan (see Appendix 2 below). Describe all maintenance activities to be performed for the next 5 years, how they will be funded and who will be performing the maintenance. This entity will need to sign the Tree Maintenance Plan, Appendix 2.
- i. Include (as separate attachment) a detailed vicinity map(s) of the planting location(s) that shows relevant features such as roads, sidewalks, buildings, overhead utility lines and tree locations. A map from Google My Maps is the recommended method and can be submitted as a separate document. Google My Maps can be found [here](#) and is free with a Google

account: <https://www.google.com/maps/d/>

- 3.) If your proposal involves anything more than tree planting, provide the following information.
 - a. Describe your overall project. Provide sufficient details of what will be done, all groups involved and results. Projects should clearly be related to the statement of need, goals and objectives described above.
 - b. Describe how your proposal meets all relevant requirements listed in the Eligible Projects section of the Canopy Tree Instructions.

c. List the contractor(s) involved and specify their qualifications and experience with similar projects.

d. Itemize and describe the specific services they will provide.

e. List any equipment to be purchased with grant funds. Including the make, model, cost and describe how it will specifically be used for urban forestry. (The USDA Forest Service prohibits purchasing equipment costing more than \$5,000. All equipment purchased through this grant must have a clear and unique connection to the planting or care of urban trees. See Eligible Projects in the instructions for more details.)

Budget (20 Points)

Provide a detailed budget in the tables below - submit additional pages as necessary.

Table A - Complete for proposals involving tree planting by listing each species and size in the description along with quantity and price per tree. Itemize any additional planting supplies and labor costs if not included in the price of each tree.

Table B - Complete for proposals involving contracting for professional services. All contractors and the services provided should be clearly described in the narrative above.

Table C - complete for proposals involving other types of expenditures. These expenditures should be clearly defined in the narrative above.

Table D - Complete for proposals involving equipment purchase(s). These expenditures should be clearly described in the narrative above and not exceed \$5,000.

Budget Proposal – EXPENDITURE OF GRANT FUNDS***Table A: Cost of trees and planting materials***

Description	Material Provider	Quantity	Unit Price (\$)	Total Price (\$)
Total Cost of Trees, Labor and Planting Supplies (\$)				

Table B: Cost of professional/contractual services

Description	Service Provider	Quantity	Unit Price (\$)	Total Price (\$)
Total Cost of Services (\$)				

Table C: Additional costs

Description	Source	Quantity	Unit Price (\$)	Total Price (\$)
Total Additional Costs (\$)				

Table D: Equipment purchase

Description	Source	Quantity	Unit Price (\$)	Total Price (\$)
Total Equipment Costs (\$)				

Total Grant Funds Requested (Table A + Table B + Table C + Table D) =\$_____

Appendix 1

Tree Establishment Specifications (5 Points)

This section must be returned with any application for tree planting.

1. **Stock Specifications**

All trees planted must meet the following specifications and need to be inspected prior to planting.

- A. Main Trunk - Trees will have a single trunk (unless previously approved) and be free from major wounds and defects.
- B. Health - Trees will be healthy, vigorous and well-grown, showing evidence of proper root and shoot pruning. Trees will be free from significant mechanical injury to the trunk, root ball and branches. Trees will also be free of any insect or disease problems.
- C. Form - Trees will have been properly pruned to remove narrow branch angles, included bark, broken and crossing branches. Trees will have been pruned to establish a central trunk and to eliminate co-dominate branching. Previous pruning should not include excessive heading or topping cuts (rounding-over) to reduce the overall height of the tree.
- D. Roots - Root balls will have a flattened top with good root flare. Broken or damaged roots more than 1/4" in diameter should be pruned with a clean cut. Containerized trees shall not be excessively root bound and all circling roots must be cut but prior to planting.
- E. Substitutions - Substitutions may only be made with express consent from the WVDOF and Community representative.
- F. Stock Inspections - The Community Representative reserves the right to inspect trees prior to planting and to reject any trees not meeting the specifications described herein.

2. **Planting Specifications**

All planting activities must be approved by the individual responsible for implementing the grant.

- A. **Planting Location** - All planting sites will be identified and marked by the Community Representative and indicated to the Contractor. Express permission from the Community Representative is required to change any planting location. All trees will be centered between curb and sidewalk unless otherwise specified. The contractor will be responsible for notifying any appropriate utility authority prior to digging and be responsible for any damage to utilities.
- B. **Temporary Storage** - Root balls, of trees not immediately planted after delivery, must be adequately protected by mulching and watering until planting occurs. The contractor assumes all risk and expense of temporary storage.
- C. **Planting Holes** - Planting holes may be dug by hand, backhoe, tree spade or other approved equipment. An auger is not considered approved equipment. The top diameter of the planting hole shall be two times that of the root ball. The bottom of the hole shall be flat and deep enough to have the tree at its original planting depth or slightly higher. Holes should be dug on the day the tree is planted.
- D. **Planting Depth** - Trees will be planted at the same depth they were growing in the nursery or slightly higher than that level. The root collar must be at or slightly above ground line. **Contractor will be required to replant any trees, at their expense, that are planted too deeply.**
- E. **Wire Baskets & Burlap** - **Wire baskets should be completely removed** when possible or at a minimum **removed from the top half of the root ball. The contractor will be required to replant any tree, at their expense, when a portion of the wire basket can be found from minor excavation.** All burlap and twine will be removed from the upper half of the root ball and any remaining burlap must be untreated.
- F. **Backfilling** - Planting is only allowed when soil is not frozen and temperatures are above 30 degrees. Backfilling shall occur with native soil or quality topsoil. Soil will be adequately tamped to eliminate air pockets during backfilling. All trees will be planted as straight as possible.
- G. **Surplus Excavation** - Any surplus soil will be removed and disposed of by the Contractor. Surplus soil shall not be mounded around the trunk above ground level.
- H. **Staking and Guying** - Only trees prone to leaning or in areas exposed to high wind should be staked and guyed. If staking is necessary for support, two stakes on opposite sides on the trunk shall be used with a wide, belt-like, tie material to hold the tree upright. **Wire in a garden hose or any other rigid material shall not be used to guy trees. All trunk wrap, twine and other material shall be removed at the time planting.**
- I. **Mulching** - All trees will be mulched at the time of planting with wood or bark

chips. Mulch shall be no more than 2" to 3" deep and at least 18" in diameter or cover the entire planting hole. Mulch should not be in direct contact with the trunk and a mulch-free area on 2" around the trunk should be maintained.

- J. Watering - Trees will be thoroughly watered to settle backfill when half of backfill is in place and again after all backfill is placed.
- K. Fertilization - Trees shall not be fertilized at the time of planting, unless previously specified.
- L. Pruning - All dead, broken, or damaged branches, and sprouts should be removed at the time of planting. All pruning will be with a clean cut outside the branch collar. Excessive pruning and heading (rounding-over) is not acceptable. Only individuals knowledgeable of proper pruning techniques shall prune trees.

Acceptance of the Tree Planting Specifications (5 Points)

These specifications will be followed for all trees planted with funds provided by this Community Tree Grant for the following project _____.

The undersigned Contractor agrees to provide and/or plant trees to meet all requirements in the above Tree Planting Specifications. My signature indicates that I have read and agree to comply with all specifications.

Company Name: _____

Contractor Signature: _____

Date: _____

Witnessed by: _____

Title: _____

Date: _____

Appendix 2

MAINTENANCE PLAN (5 Points)

This section must be returned with any application for tree planting.

Newly planted trees require special attention to maintenance practices during the first three growing seasons following planting. All trees shall receive at least the following maintenance practices for a three-year period:

1. **WATERING:** Ample soil moisture shall be maintained following planting. A thorough watering each five to seven days, depending on drainage and precipitation, is usually adequate during the growing season. A thorough watering allows moisture to reach the deepest roots. **How will watering be accomplished and who will be responsible?**

2. **FERTILIZATION:** Trees shall not be fertilized at the time of planting. Fertilizer can kill young roots very rapidly. If fertilizer is not applied wisely, it may not benefit the tree at all and may even adversely affect the tree. Soil conditions, especially pH and organic matter content, vary greatly making the proper use and selection of fertilizer a complex process. Any fertilization should be based on a soil test. Soil Conservation Districts can provide tests and advice on application rates, timing, and fertilizer selection. **Under what circumstances (if any) will trees be fertilized and who will be responsible?**

3. **MULCHING:** Mulching provides trees with a stable root environment that is cooler and contains more moisture than surrounding soil. Mulch can also prevent mechanical damage by keeping lawn mowers and weed whips away from the thin bark. Trees must be mulched at the time of planting and every consecutive spring. Mulch should be no more than **two** to **three** inches deep (do not mound) and cover the entire root system. Mulch should not contact the trunk; a mulch-free area of one to two inches around the trunk should be maintained. **How will trees be mulched and who will be responsible for re-mulching each year?**

4. **PRUNING:** Excessive pruning at the time of planting should be avoided. During the first two years, only dead, broken, or injured branches, and sprouts shall be removed. Trees will never be topped or rounded over. Pruning during the third year can begin to improve structure and encourage sturdy crotch development. Structural pruning advice is available from the WVDOT. **Describe pruning methods, both short and long term, and who will be responsible?**
5. **STAKING AND GUYING:** Often it is not necessary to stake and guy quality nursery stock that has been properly planted. Studies have shown that trees will establish more quickly and develop stronger trunks and root systems if not staked at the time of planting. If staking is necessary for support, two stakes used in conjunction with a wide flexible tie material will hold the tree upright, provide flexibility, and minimize injury to the trunk. Do not use wire in a garden hose or any other in-flexible, narrow material. All guy and support material must be removed after the first growing season. **Will trees be staked and guyed? What material will be used and who will be responsible for the removal?**
6. **PROVIDE ADDITIONAL MAINTENANCE INFORMATION:**

Community or Organization: _____

Signature: _____

Print Name: _____

Job Title: _____

Date: _____