



## 2017 Community Forestry Assistance Grant

### Proposal Form

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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 local governments, educational institutions, and tribal governments.

#### **PROPOSAL DUE DATE & TIME:**

**4:00 P.M. PDT**

**FRIDAY, DECEMBER 9, 2016**

#### **GRANT CONTACT INFORMATION**

Washington State Department of  
Natural Resources  
Urban Forestry Program  
Attn: Linden Lampman, UCF 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](mailto:urban_forestry@dnr.wa.gov)

#### **CONTENTS OF THIS GRANT APPLICATION**

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# 2017 Community Forestry Assistance Grant

## Proposal Instructions

Some updates and changes have been made to the 2017 Community Forestry Assistance Grants. 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 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.

**Section 1 – Proposal Summary:** Applicants must complete all fields. An original signature is required. This section must not exceed one (1) page in length.

**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 commitment, photos, maps, or other supporting documents to their 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](mailto:urban_forestry@dnr.wa.gov). Only one email per grant proposal will be accepted. Emailed proposals must say: "CFA\_2017 [Applicant Name]" in the subject line of the message. The DNR email server will not accept messages greater than 10 MB in size. Only Adobe PDF files will be accepted. The Proposal Summary, Proposal Narrative, and Proposal Budget must be sent in as a single PDF file. The Application Form and up to three attached documents, such as letters of support, must use the following file naming convention: CFA\_2017\_[Applicant Name]\_[Suffix], wherein the "suffix" placeholder is used to distinguish among 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. The signature must be an original on a printed version of this application; scanned copies in .pdf format are acceptable for electronic submissions.*

Project name (five words or less) Forest Management Plan & Tree Inventory Update

Location (City) Bremerton Tree City USA  Y  N

Name of Applicant (Organization) City of Bremerton Parks & Recreation Department

Daytime Phone # 360-473-5429 Applicant's Federal I.D. Number 91-600-1231

Applicant Address 680 Lebo Blvd.

City Bremerton State WA Zip 98310

Contact Person Colette Berna Daytime Phone # 360-473-5429

Fax # 360-473-5882 E-mail Address colette.berna@ci.bremerton.wa.us

Brief Description of Project and Objective(s) (not to exceed 5 lines of text):

This project will fund development of an Urban Forest Management Plan of Bremerton's forested parks to assess health/tree risks and provide restoration and maintenance recommendations. In addition, the City's Park Tree Inventory will be updated and entered electronically into a software program developed by the City's IT Specialist to accommodate ease-of-use and updates in the field.

Is this project currently funded through another entity?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Was this project previously funded through another entity?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

DNR funds requested	from budget work sheet	\$ <u>15,000.00</u>
Applicant share	from budget work sheet	\$ <u>18,640.00</u>
In-kind share	from budget work sheet	\$ _____
Cash share	from budget work sheet	\$ _____
<b>Total amount of project</b>	<b>from budget work sheet</b>	<b>\$ <u>33,640.00</u></b>

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

Jeff Elevado, Director of Parks & Recreation

Name and Title of Authorized Representative



Signature of Authorized Representative

12/8/2016

Date

## Section II — Proposal Narrative

*Applicants must address each item within the space provided; text boxes do not expand.*

### 1. Organizational Commitment

List the goals, purpose, mission statement or other guiding principles in your organization that support urban forest management. (Comprehensive plan, urban forest management plan, etc.):

Bremerton's Parks, Recreation, and Open Space (PROS) Plan adopted in March 2014 establishes goals on pg. 22 (attached) that identify the need for an Urban Forest Management Plan of our forested parks and forested area within our premier community waterfront park. The PROS Plan recognizes that a healthy urban forest is not a luxury but an absolute necessity for the long-term health and vitality of our community. The goals specifically state the need to: evaluate and address the health of the urban forest in N.A.D., Forest Ridge, Stephenson Canyon, and Madrona Trails (formerly known as East Park Natural Area); manage vegetation in natural areas and natural areas within parks (i.e. Evergreen Rotary Park) to promote native species for habitat values, control invasive species and promotion of a healthy environment; review boundaries of natural areas and address encroachments; and actively involve volunteers and volunteer groups in the restoration of natural areas. In addition, the City's 5-Year Urban Forestry Strategic Plan (2016-2021) identifies the need to develop an Urban Forest Maintenance Plan for our urban forests to identify yearly maintenance needed and budget for associated costs.

### 2. Planning

Describe your project including clearly defined project purpose and objective(s):

The purpose of the project is to: (1) develop an Urban Forest Management Plan for our forested parklands; (2) establish an electronic Park Tree Inventory database to assist with monitoring, documentation and evaluation in the field; and (3) develop a trail map brochure of our forested parklands with information on stewardship opportunities to increase volunteer outreach.

First, the City will procure a Certified Arborist to produce the Urban Forest Management Plan (UFMP) to include Bremerton's five forested parks (N.A.D., N.A.D. Marine, Forest Ridge, Stephenson Canyon, Madrona Trails) and the forested area within a premier community park (Evergreen Rotary Park). The UFMP will include individual data for each park with assessment of forest health, restoration and maintenance recommendations, best management practices, prioritization schedule, tree location maps, and an assessment of trees along park trails and within/along boundaries that have adjacent targets such as yards, homes, structures, utilities, streets, etc. The Certified Arborist will identify trees that need to be pruned or removed to promote optimum growth and health of the urban forest and use the current International Society of Arboriculture Tree Risk Assessment process to identify risk trees as moderate, high or extreme. Trees will be field marked and entered into the tree inventory database (developed by the City's Information Technology Specialist using geographic information system software) via a mobile computer tablet. In addition, City Staff will review boundaries of forested areas to address encroachments.

Project description, cont.

Secondly, City Park Staff will be trained on geographic information system (GIS) software using mobile computer tablets to electronically enter data (i.e. species, health, maintenance, value, photos) of park trees. The City's park and open space system is comprised of 33 parks totaling over 300 acres. The current park tree inventory is contained in a 250+ page hardcopy document that is difficult to use in the field and has not been updated since 1997. By entering the data electronically the database can be utilized as a management tool to assist with monitoring, documentation and evaluation of park trees in the field and continuously updated by trained Parks Staff.

Lastly, a brochure will be developed with trail maps of all our forested parks to promote recreational use by the community and provide information on how to participate in forest restoration efforts. These trail map brochures will enhance awareness of the forest parklands as a community resource and serve as tools for identifying locations within the forest needing attention to actively involve volunteer stewardship groups in removal of invasive vegetation and other low-skill maintenance activities.

Describe the timeline for the project citing key project benchmarks and estimated dates, including mid- and final 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.

1/31/17 - 2/29/17: Notice of Award/Finalize Contract

4/1/17: Enact Contract; Start Project.

4/1/17 - 5/1/17: Procure Certified Arborist to develop Urban Forest Management Plan. Expand database to include risk tree data collection inventory program. Conduct staff training to collect and enter Park Tree Inventory into database. Develop and publish forested trail map brochure on website for public use.

5/1/17 - 7/1/17: Certified Arborist to conduct Tree Risk Assessment/Data Collection in 6 forested parks and field mark risk trees. Parks Staff to continue to collect, enter, and update Park Tree Inventory in database.

7/1/17 - 10/1/17: Certified Arborist to develop Urban Forest Management Plan for 6 forested parks including data, tree risk assessments, mitigation measure, description of recommended maintenance, prioritization of tree maintenance, tree location mapping. Parks staff to continue to collect, enter, and update Park Tree Inventory in database.

10/1/17: Mid-year Report; Issue Formal Press Release.

10/1/17 - 12/31/17: Parks Staff to continue to collect, enter, and update Park Tree Inventory in database.

12/31/17: Urban Forest Management Plan Completed. Final Report & Invoices Submitted. Parks staff will continue to utilize and update the Park Tree Inventory database as part of their routine fieldwork beyond the time frame of this grant.

### **3. Results (see Request for Proposal pages 7 & 8 for descriptions of results)**

List project deliverables (products that will be produced as a result of the project):

- Develop Urban Forest Management Plan for City's 6 forested parks
- Develop & update Park Tree Inventory database
- Produce brochure of all trails within City's forested parks for public recreational use and to assist in educational outreach (ex: identifying areas needing maintenance during volunteer work parties)
- Publish Formal Press Release
- Submit Bi-annual and Final Project Reports

List the expected outcomes for the project (qualitative indicators of project success):

- Increase awareness of overall health of the urban forest at our parks.
- Increase health and longevity of the urban forest by removing invasive species and improving species and age diversity.
- Prioritize tree risks and develop management plan to mitigate those risks.
- Streamline maintenance operations by tracking tree planting/pruning tasks and tree issues in the field using software on mobile computer tablets.
- Increase volunteer outreach education from brochure promoting forested parks.
- Increase awareness of forested trails and encourage residents to explore Bremerton's beautiful outdoor environment; thereby increasing health and well-being of its' residents.

List project metrics (quantitative measures used to evaluate project success and may be estimates based on reasonable and explained assumptions):

- Six forested parks (over 140 acres) inventoried for Urban Forest Management Plan.
- Over four miles of forested trails mapped and published in brochure for public recreational use.
- Over 1,000 park trees inputted into GIS Tree Inventory Database.
- 72 hours (24 hr. for 3 people) of City Staff Training to track and record planting/maintenance practices of park trees in field using computer tablets.

#### 4. Impacts

To what degree does this project satisfy a local need?

This project satisfies the local need identified in the adopted Parks and Recreation and Open Space Plan (2014) and the City's 5-Year Urban Forestry Strategic Plan (2016-2021) to evaluate and address the health and longevity of the City's forested parklands. These Plans recognize that our City's forested parklands are extremely valuable for stormwater mitigation, enhancement of water quality, carbon sequestration, wildlife habitat and recreation and in order to sustain them an Urban Forest Management Plan is essential.

In addition, the project will reduce tree risks associated with private property and park boundary interface by identifying diseased trees and the proper methods of treatment/prevention and identifying hazard trees and the preferred method of removal/replacement.

Clearly identify anticipated benefits of the project. (To what degree will the value of expected results exceed initial project investments of time and money?)

Bremerton's forested parklands are an essential environmental, economic and community asset. The Urban Forest Management Plan will benefit the community by evaluating the forest health and providing recommendations for preserving, restoring, enhancing, and sustaining our community's forested parks over the long-term.

Reducing potential risk along the borders and within the forested parks is essential for citizens residing along the borders of the City's forested parks and park users who recreate within them. Investing in a thorough management plan now will save future costs associated with storm damage by identifying diseased and risk trees and the proper methods of treatment, prevention and/or removal.

How will the project be sustained in the long-term?

The Urban Forest Management Plan will serve as a roadmap for increasing the health and longevity of our forested parklands over the long-term. The Parks and Recreation Department will have overall responsibility for the UFMP implementation and the City's Tree Committee (advisory committee comprised of knowledgeable citizens, tree professionals and interdepartmental city staff) will review and receive progress updates on a quarterly basis.

Community outreach and volunteer participation will be critical for performing on-going invasive plant removal. The Parks and Recreation Department currently works with four separate volunteer groups that meet on a monthly basis and will continue to engage and nurture stewardship groups to ensure the long-term health of our forested parks.

Parks staff will continue to utilize the Park Tree Inventory database to assist with monitoring, documentation, and evaluation of the urban forest as part of their routine fieldwork beyond the time frame of this grant.

## 5. Other

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:

The City's Information Technology Specialist has developed an innovative tree inventory program using GIS software which allows extensive data input including: year planted, species, trunk diameter, height, condition, location, defects, growing space, identification of overhead conflicts, photos, maintenance activities, and general notes. From the values inputted, the ISA formula for plant appraisal is automatically calculated and continuously updated (as time passes and the tree grows) to document the estimated monetary value of each tree. This project will expand the use of this tree inventory program for trees within city parks (it's currently used for only street trees in the right-of-way) while also further customizing the value inputs available in the database to include Tree Risk Assessment data that will provide the basis for tree risk management to reduce risk and eliminate danger.

As a disadvantaged community with the highest concentration of low-income households in Kitsap County, Bremerton relies on partnerships to bring resources to the table to achieve park and recreation goals. Community volunteer groups have historically been the backbone to restoration of our forested parklands and the Parks & Recreation Department will continue to engage and nurture these groups (i.e. Forest Ridge Stewardship Group, Washington Youth Academy, Great Peninsula Conservancy, DNR Puget Sound Corps crew, AmeriCorps Habitat Stewards) to help implement on-going forest restoration work.

- Signed Letters of commitment and support from project partners are included with this application. (please acknowledge by checking this box; letters are excluded from the total narrative page count)
- Successful grantees are required to distribute a formal press release, (template provided), with appropriate recognition given to DNR and the USDA Forest Service (please acknowledge by checking this box)



## Goal 7:

### Protect & Manage Natural Resources While Encouraging Appropriate Public Access and Enjoyment



7.1 Review designations of lands in the Park System inventory to determine if current classifications are appropriate for the resource.

7.2 Manage vegetation in natural areas and natural areas within parks to promote native species for habitat values, control of invasive species and promotion of a healthy environment.

7.3 Review boundaries of natural areas and address encroachments.

7.4 Actively involve volunteers and volunteer groups in the restoration of natural areas.

7.5 Evaluate and address the health of the urban forest in N.A.D., Forest Ridge, Stephenson Canyon and East Park Natural Area.

7.6 Evaluate and make recommendations for the acquisition/protection of ecologically valuable properties within the city limits.

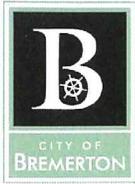
*"Nature is fuel for the soul. Often when we feel depleted we reach for a cup of coffee, but research suggests a better way to get energized is to connect with nature. Research has shown that people with a greater sense of vitality don't just have more energy, they are also more resilient to physical illnesses. One of the pathways to health may be to spend more time in natural settings."*

— *Journal of Environmental Psychology*, June 2010





Bremerton's Forested Parks recommended for an Urban Forest Management Plan



# PARKS & RECREATION COMMISSION

680 LEBO BOULEVARD • BREMERTON, WA 98310-5841

TEL: 360.473.5305 • FAX: 360.473.5882

EMAIL: parks@ci.bremerton.wa.us • www.ci.bremerton,wa.us

December 6, 2016

TO: Department of Natural Resources (DNR) and Community Forestry Program

RE: Bremerton's Grant Application for an Urban Forest Management Plan & Tree Inventory Update

Dear DNR Review Committee,

The Bremerton Parks & Recreation Commission would like to express its strong and unanimous support of the City of Bremerton's grant application to fund an Urban Forest Management Plan and update to the City's Park Tree Inventory database.

The Park and Recreation Commission helped identify the need for this project in the adopted 2014 Park, Recreation & Open Space Plan, recognizing that a healthy urban forest is not a luxury but an absolute necessity for the long-term health and vitality of our community. The Urban Forest Management Plan will act as a roadmap with clearly defined goals and supporting actions for managing Bremerton's forested parklands. In addition, updating the City's Park Tree Inventory into an electronic database will serve as an important tool in the field that will support documentation and overall tree care throughout the City's park system.

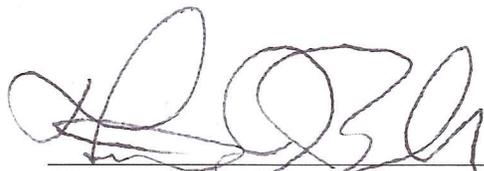
We thank you for your consideration to support this important project that will enhance awareness and improve management of Bremerton's beautiful forested parklands; thereby protecting this critical resource for our community to enjoy for generations to come.

Sincerely,

  
Shayna McKinnon, Chair

  
Benjamin Burnette

  
Patrick Watson

  
Timothy Baker, Vice Chair

  
David Hedger

  
Elizabeth Wrenn



*Protecting our lands and waters for generations to come*

December 8, 2016

Washington Department of Natural Resources  
Community Forestry Assistance Grant Program

Re: City of Bremerton's Application to Fund an Urban Forest Management Plan

Dear DNR Review Committee:

Great Peninsula Conservancy strongly supports the City of Bremerton's grant application to fund development of an Urban Forest Management Plan for six forested City parks totaling over 140 acres. We are pleased to see the City commit to improved management and public access to these urban oases in the heart of Bremerton.

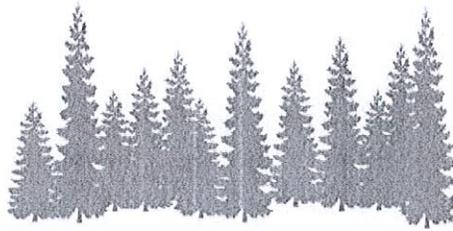
Great Peninsula Conservancy is a private, nonprofit land trust dedicated to protecting forever the natural habitats, rural landscapes, and open spaces of the Great Peninsula of Puget Sound. We conserve pristine shorelines, critical salmon streams, evergreen forests, and community greenspaces throughout Kitsap, Mason, and west Pierce Counties, Washington. Our mission of protecting wildlands and providing opportunities for people to enjoy them forever is complemented by Bremerton Parks' mission of providing parks and outdoor recreation opportunities within the City limits.

Bremerton's forested parks are an essential part of the community for both people and wildlife. This project will directly benefit the community by evaluating forest health and providing recommendations for preserving, restoring, enhancing, and sustaining the City's urban forests over the long-term. In addition, the educational trail map brochure will increase awareness of the City's forested trails and encourage residents to explore and learn about their outdoor environment. The positive impact of experiences in nature on improving people's lives and personal well-being is now well documented.

The City of Bremerton is fortunate to have a legacy of urban forests in its midst and this project is a critical step in ensuring their protection for generations to come.

Sincerely,

Sandra Staples-Bortner  
Executive Director



## Forest Ridge Stewardship Group

December 5, 2016

Department of Natural Resources (DNR) Community Forestry Grant

RE: **Bremerton's Urban Forest Management Plan Grant Application**

Dear DNR Review Committee,

This is a letter of support for the Bremerton Parks and Recreation grant application to fund an Urban Forest Management Plan to help secure the long-term health and vitality of the City's forested parks.

The Forest Ridge Stewardship Group is an autonomous organization that actively cares for Forest Ridge Park - a 21-acre wooded neighborhood park that serves as the focal point to our West Bremerton neighborhood. Since 2013 the Forest Ridge Stewardship group has developed an active membership that conducts monthly work parties focusing on invasive plant removal. In addition, our members have a long history of outreach throughout the City and have worked with other service groups such as Washington Youth Academy, DNR Puget Sound Corps crew, and AmeriCorps Habitat Stewards group to assist with this stewardship effort. Earlier this year we established the existing cabin in the park (formerly a Boy Scout Hall) as our official gathering place so we can maintain a presence at the park, providing a place for neighbors to come together and combine our ideas, skills and resources to bring out the best in our community.

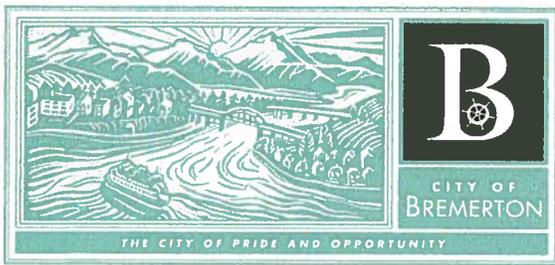
The Forest Ridge Stewardship Group appreciates the quality of life that our forested parks afford our community and we wish to express our enthusiastic support for this project.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Jeremiah Wiley', written over a light blue horizontal line.

Jeremiah Wiley

Forest Ridge Stewardship Group Coordinator



December 7, 2016

RE: Grant Application for **Urban Forest Management Plan & Park Tree Inventory Update**

Dear **Department of Natural Resources Advisory Committee**,

As Chair of the **City's Tree Committee** I am pleased to support the Parks & Recreation Department's grant application to fund an Urban Forest Management Plan for the city's six forested parks and expansion of the City Tree Inventory database to include park trees.

The City of Bremerton's Tree Committee serves as an advisory committee to the City Council and City Staff to maintain, improve, renew and protect the urban forest on city-owned properties. With support from a hired consultant, the Tree Committee has helped develop the City's 5-Year Urban Forestry Strategic Plan (2016-2021). This Plan identifies the need for an Urban Forest Maintenance Plan to evaluate the health of our urban forests and provide recommendations for yearly maintenance. The project outlined in this grant application will help fulfill this goal by examining the forest health at six wooded parks and providing restoration and maintenance recommendations.

The Tree Committee also shares information with the public to enhance appreciation of trees, promote proper tree care and encourage participation in the preservation and development of Bremerton's urban forest. This desire for increased public outreach led the City to create a GIS database with Street Tree Inventory (including species, year planted, monetary value, recent maintenance, etc.) that is publicly-accessible on the City's website. The project outlined in this grant application would expand this GIS database to include park trees which will be continuously updated in the field by trained Parks Staff.

The City's Tree Committee strongly supports this **Department of Natural Resources** grant application and looks forward to continuing our work with the Parks and Recreation Department to increase the health and longevity of the City's urban forest.

Sincerely,

Milenka Hawkins-Bates, Tree Committee Chair  
Administrative/Operations Manager  
360-473-5333  
Milenka.Hawkins-Bates@ci.bremerton.wa.us