



## 2017 Tree City USA Tree Planting and Maintenance 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 Tree City USA communities, or communities working toward that designation during the current calendar year.

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#### 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](mailto:urban_forestry@dnr.wa.gov)

# 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](mailto: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) 2017 Damaged Tree Management

Location (City) Ritzville

Name of Applicant (Organization) City of Ritzville

Daytime Phone # 509-659-1930 Applicant's Federal I.D. Number 91-6001272

Applicant Address 216 East Main Avenue

City Ritzville State WA Zip 99169

Contact Person Kris Robbins Daytime Phone # 509-659-1930

Fax # 509-659-0253 E-mail Address kris.robbins@ritzville-wa.us

The community is a Tree City USA; the number of years designated is: 6

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:**

The City of Ritzville wants to retain 10 large Silver Maple Trees that define our city park. These trees sustained severe damage in the 2013-2014 wind storms and need structural pruning to reestablish dormant leaders and remove weakly attached suckers to reduce risk in the future.

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 \$ 5,000.00

Applicant share from budget work sheet \$ 6,835.00

In-kind share from budget work sheet \$ 320.00

Cash share from budget work sheet \$ \_\_\_\_\_

Total amount of project from budget work sheet \$ 12,155.00

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

Gary Cook, Mayor

Name and Title of Authorized Representative

  
**Signature of Authorized Representative**

12/9/2016  
Date

## Section II — Proposal Narrative

1. Describe your planting site(s) or maintenance/pruning site(s) (e.g. neighborhood park, street right-of-way, etc.). The site description may include but is not limited to: site history; physical and environmental conditions; past site work or improvements; and, cultural importance of the site if applicable.

The Ritzville city park sustained severe damage to our 10 large Silver Maple trees in the fall of 2013-2014 storms. The city has paid to replace 15 medium size trees destroyed in the park, purchased and planted 57 trees (\$32,000) throughout the city due to storm damage). These large trees are in desperate need of restoration to restore the health and structural stability of the trees. Due to a small city budget that is extremely tight, the city cannot afford to do this project on its own. To hold down costs, the city crew will be handling all of the cleanup.

Ritzville is a small town with limited funding. The last two major storms has cost the city approximately \$50,000 and we want our trees to be healthy and thrive into the future. This pruning project needs to occur now.

2. State the purpose and objective(s) of your project. Cite how the project fulfills the project category selected in the Proposal Summary and explain how the project satisfies a local need.

The city has great pride in the way our city park is viewed by its citizens and visitors. The purpose is to sustain and enhance the community as a livable place. The main objective is to restore the health and structural stability of our large trees in the city park and have hazard abatement in the future for our citizens.

3. Describe how your project will outreach to the public and involve local residents, businesses, schools, nonprofit groups, or other partners:

Each Arbor Day, for the last 6 years, the Tree Board has invited the local 5th grade class (30 members) to plant 1 ¾" X 6' trees in the park and throughout the city. Prior to Arbor Day, the students were required to give a written report on the disadvantages of tree topping to the structure of the tree. The local newspaper has been engaged in each of the years for publicity and will be engaged again on this project to educate citizens about why the large trees in the park need to be pruned correctly.

- 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.

It is important that the 10 large Silver Maple trees be pruned in the winter months of 2017 to restore the health and structural stability of the trees. Our timeline is: 1) The RFQ is sent out to potential certified arborist's in early summer of 2017. 2) Select arborist's late summer 2017. 3) Arborist does pruning winter of 2017. 4) Report to DNR and formal news release winter of 2017. 5) Post inspection and approval of project winter 2017

- 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?

By using this maintenance grant, the main benefit would be that the city would be saving these trees by restoring their health and improve the structural stability of these trees. Also there is a huge safety factor as the city doesn't have the equipment to remove the areas of concern. This is very important as these mature trees are the ones that frame our park and have many more years of life left. This is a positive impact to our community as many of our citizens and visitors use the park in the spring, summer and fall.

- Total number of trees to be planted or pruned 10

- 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)
Silver Maple	10	45"	

Tree Species table cont.

	10	45"	

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.

The follow up maintenance will include pruning by the city crew to remove suckering caused by this pruning. In this grant, pruning and using the ANSI 300 most current standard will be used and performed by a certified arborist. The trees will be evaluated every 5 years by city staff and will perform structural pruning and crown restoration as these practices become necessary.

The City of Ritzville is committed to proper tree planning and best use maintenance practices.

- 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.

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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.

### Section III — Proposal Budget

Applicant Name: *City of Ritzville*

Project Title: *2017 Damaged Tree Management*

ITEM	Grant Share	Applicant Share	In-Kind Share	Cash Donation	TOTAL
Component: Disposal (Personnel)					\$0.00
Personnel staff 47 hours @ \$45/hr		\$2,115.00			\$2,115.00
					\$0.00
Component: Disposal (Equipment)					\$0.00
Front-end Loader (5 hrs @ \$95/hr)		\$475.00			\$475.00
Dump truck (10 hrs @ \$95/hr)		\$950.00			\$950.00
Pick-up (20 hrs @ \$20/hr)		\$400.00			\$400.00
Chain saw (20 hrs @ \$13.75)		\$275.00			\$275.00
Contracted Arborist - tree work only	\$5,000.00				\$5,000.00
					\$0.00
Component: Management					\$0.00
Bid Doc Preparations & Grant					\$0.00
Management (20 hrs @ \$50/hr)		\$1,000.00			\$1,000.00
Tree Management (Post Grant) -					\$0.00
(Staff 36 hrs @ \$45/hr)		\$1,620.00			\$1,620.00
					\$0.00
Volunteer Management & Publicity -					\$0.00
Tree Board (20 hrs @ \$16/hr)			\$320.00		\$320.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
<b>TOTAL</b>	<b>\$ 5,000.00</b>	<b>\$ 6,835.00</b>	<b>\$ 320.00</b>	<b>\$ 0.00</b>	<b>\$ 12,155.00</b>

Community Forestry Assistance Grant requests must be a minimum of \$5,000 and may not exceed \$15,000. A 1:1 grant match is required.

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/TreeMaintenanceGuidelineI4108-1\\_163798\\_7.pdf](https://www.michigan.gov/documents/TreeMaintenanceGuidelineI4108-1_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)