



The Preservation Trust of Vermont

Preservation Trust of Vermont
104 Church Street
Burlington, VT 05401
802-658-6647
www.ptvermont.org

Community Forestry Project

February 7, 2011

Dear Designated Downtown and Village Center Representative,

The Preservation Trust of Vermont is offering tree planting grants up to \$10,000 to Vermont Designated Downtowns' and Designated Village Centers' municipalities and/or volunteer groups. Recipients are required to provide a 1:1 match, cash and/or inkind. Application deadline is March 15, 2011 for the 2011 planting season. Total amount available is \$75,000.

**Grant applications must be postmarked or emailed on or before
March 15, 2011.**

Applications should be mailed to:

Preservation Trust of Vermont
Community Forestry Project
104 Church Street
Burlington, VT 05401
Or e-mailed to trees@ptvermont.org

Grant applications are also available for download at:

www.ptvermont.org

We are very grateful to Bruce Lisman for funding for the Community Forestry Project; to Bill deVos of Tree Works for his technical guidance and support; to Danielle Fitzko, Agency of Natural Resources, Department of Forests, Park and Recreation, for her partnership in planning and implementing this program, to the District Urban and Community Foresters for their technical assistance, and to the Vermont Downtown Program for marketing the grant.

Questions about the Community Forestry Project and Grant Application? Please contact Paul Bruhn, Executive Director paul@ptvermont.org 802-343-0595
Ann Cousins, Field Services ann@ptvermont.org 802-434-5014

Sincerely,

Paul Bruhn

Community Forestry Project Mission and Goals

The overall mission of the Community Forestry Project is to enhance downtowns' and village centers' quality of life and sustainability through community forestry.

Goals

- To provide assistance to Vermont Designated Downtowns and Designated Village Centers in creating, extending, and managing urban forest landscapes;
- To link volunteer groups and municipalities with technical resources and training by the Department of Forests, Parks and Recreation; and
- To encourage partnerships and support policies and local commitments that broaden the role of community forestry in land use planning.

Eligibility

Grants may be awarded to:

- Cities and towns
- Designated Downtown or Designated Village Center local organizations,
- Approved non-profit organizations such as civic groups, and community tree groups.

Tree Planting Requirements

- These grants are for tree planting in the Designated Downtowns and Designated Village Centers.
- For successful tree planting projects, attention must be paid to the planting site. Applications should describe the conditions of the site and the soil where the trees will be planted. As an example, consider most parking lot trees. These trees are typically planted in compacted soil or with limited soil volume that often fail to survive more than 15 years. If the project under consideration has these or similar difficult growing conditions, include a plan for site modification. Up to 50% of the project can be spent on site modifications.
- Use Vermont Tree Selection Guide (www.vtcommunityforestry.org) to find trees that are appropriate for your planting sites. Trees need to be suitable to the local climate and conditions of the planting site. Invasive species or pest-prone varieties are to be avoided.
- When choosing tree stock, the best choice is to shop at a local nursery. To find a nursery near you, visit www.greenworksvermont.org.
- All applications proposing to use trees larger than 3" caliper must explain why larger stock is needed. Planting stock should be balled and burlapped or bare root. Tree caliper is measured at 6 inches above the ground.
- Trees can be planted on public lands such as public rights-of-ways, parks, greenbelts, and around public buildings. Trees may also be planted on private property in the absence of an adequate public right-of-way, provided the community obtains a written easement from the landowners.
- Grantees will follow the Vermont Urban and Community Forestry Program's tree planting and maintenance standards and specifications (See attachment A: ***Tree Planting Specification and Standards***).

- To help ensure the success of the project, each grantee must identify who will be responsible for the care of the trees.

Technical Assistance

Potential recipients are encouraged to seek assistance in developing grant proposals. Sources of assistance include Vermont Urban and Community Forestry Program personnel, arborists, nurseryman, horticulturalists, nurseryman, landscape architects and other specialist in related fields.

Vermont Urban and Community Forestry Program

Danielle Fitzko, Program Coordinator
802-241-3673
danielle.fitzko@state.vt.us
www.vtcommunityforestry.org

Available Funds

Up to \$75,000 in cost-share grants are available for tree-planting. These funds will be distributed through a competitive grants process. Grants are up to \$10,000. Proposals requesting less than the maximum will be considered.

Eligible Expenses

The following are eligible expenses for grant and match.

- Trees and planting materials
- Shipping
- Labor to plant the trees, but only if it is contracted
- Tree protection
- Concrete and asphalt removal and other special considerations*

* If tree-planting projects involve the removal of asphalt, concrete paving, or other special concerns, reimbursement cost may be available. The maximum is not to exceed 50% of the total grant agreement.

Cost Share Requirements

Grants will require a minimum of a 50/50 match. The match may be in the form of cash, services, or in-kind contributions.

Value of in-kind contributions

- Adult volunteers - \$15/hour
- Youth volunteers up to 16 - \$8 hour
- Donated professional services – use customary rates for services provided
- Donations of materials – use customary retail rates
- Personnel/staff – use hourly wage rates (may also include fringe benefits)
- Equipment – use established rates per hour, per mile, etc.

Time Table

Applications must be postmarked on or before March 15, 2011. Grantees will be notified of funding approval by April 15, 2011. Projects must be completed and budget documentation submitted by December 1, 2011.

Format

Grant applications should include a narrative of the proposed project, specific goals, time period, detailed planting site plan, maintenance plan and budget. Photographs should support the proposal.

Evaluation Criteria

Complete applications will be evaluated by the selection committee using the following criteria to prioritize awards:

- General project merit and completeness of application.
- Technical aspects of the application including planting map, appropriate species, soil considerations, maintenance and watering plan, and planting specifications.
- Public benefit, local support and volunteer involvement, and education and public awareness component.

Reporting Requirements

Successful applicants will be required to complete the following.

- Final report
- Follow-up photographs on a yearly basis for three years.
- Pre and Post planting inspections by Vermont Urban and Community Forestry personnel.

Payment Process

The funds awarded under this grant are available for payment on the following schedule: 50% payable upon written request after the signing of the grant agreement and the balance upon completion of the project with verification of payment of all expenses. The Preservation Trust reserves the right to make partial payment upon non-compliance of conditions in the grant agreement. Allow 3 weeks from the time of the payment request to receipt of the check.

Community Forestry Project Tree Planting Grant Proposal

Please e-mail your application (preferred), or mail 5 hard copies of proposal narrative and 1 copy of supporting materials.

We will send Receipt Confirmation upon receipt of an e-mailed application. If you do not receive a Receipt Confirmation, we have not received your application. Call 802-658-6647.

1. Name of Designated Downtown or Village Center and Project Name:

2. Applicant Organization:

Contact Person
Organization
Mailing Address
Email
Phone Number

3. Project Description: Provide a concise summary description of the project, objectives and community benefits.

4. Location and Description of Planting Site(s): Include current streetscape, infrastructure conflicts, tree pit dimensions, soil conditions, necessary site modifications, etc.

5. Plant list: Number, size and species of trees (full botanical name: genus, species and variety, if applicable). If larger than 3" caliper, provide justification.

6. Planting Coordinator and Maintenance Plan: Indicate who is responsible for planting, provide detailed three-year maintenance plan, and list responsible maintenance person(s).

7. Detailed Planting Layout Map: Include marked planting locations and Designated Downtown and Village Center boundaries. All planting must be within the boundary.

8. Time Table: Anticipated project beginning & completion dates.

9. Budget: Detailed cost-breakdown including source of match. Grant amount requested cannot be more than 50% of the total project cost or \$10,000. For tree planting costs, contact local nurseries to get estimates.

Supporting Material

10. Photographs: Include photos of the project site.

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ATTACHMENT A

TREE PLANTING SPECIFICATIONS AND STANDARDS

Department of Forests, Parks and Recreation
Vermont Urban and Community Forestry Program

Part 1. General

- 1.1** Scope of Work
 - 1.1.1** Planting trees
 - 1.1.2** Initial maintenance and guarantee of plant materials

- 1.2** Quality and Performance Assurances
 - 1.2.1** The Grantee shall furnish all contractors with a copy of these specifications, and all contractors must read, sign one copy, and agree to follow specifications outlined.
 - 1.2.2** The Grantee shall inspect work periodically to insure that all specifications are adhered to. Changes in specifications can be made only after approval from a District Urban and Community Forester. A pre-planting site visit by the District U&C Forester is required.
 - 1.2.3** Grantee shall insure that contractor's use all means necessary to protect all materials before, during and after installation including proper storage. Follow the manufacturer's recommended procedures for unloading, storage and installation where applicable.
 - 1.2.4** Plant materials shall be in accordance with the American Standard for Nursery Stock, ANSI Z60-1-1990, as defined by the American Association of Nurserymen.

- 1.3** Warranty
 - 1.3.1** All plant material shall remain alive and be in a healthy, vigorous condition for a period of three years after completion of the entire project.
 - 1.3.2** Replace, in accordance with the drawings and specifications, all plants that are dead or, as determined by the Grantee or District Urban and Community Forester, are in a unhealthy or unsightly condition. Grantee or contractor shall bear the cost of replacement(s).

Part 2. Products

- 2.1** Plant Materials
 - 2.1.1** Plant material shall conform to American Standard for Nursery Stock, ANSI Z60.1.
 - 2.1.2** Plants shall be true to species and variety specified and nursery

grown in accordance with good horticultural practices under climatic conditions similar to those in the locality of the project for at least two years. They shall have been freshly dug, oversized balled, and be of the form necessary to meet design standards. They shall be sound, healthy, vigorous, well-branched and densely foliated when in leaf and free of disease and insects (eggs or larvae). They shall have healthy, well-developed root systems and shall be free from physical damage or other conditions that would prevent thriving growth.

2.1.3 Plants shall not be heavily pruned before delivery. Trees with multiple leaders, unless specified, will be rejected. Trees with damaged or crooked leader, abrasion of bark, sunscald, disfiguring knots, insect damage, or cuts of limbs over 3/4" (2 cm) in diameter that are not completely callused should be rejected.

2.1.4 Plants shall conform to the measurements specified, except for plants larger than those specified. If larger plants are used, the root ball shall be increased in proportion to the size of the plant. Caliper measurements shall be taken on the trunk 6" (15 cm) above the natural ground line. Height and spread dimensions specified refer to the main body of the plant and not from branch tip to branch tip. Plants shall be measured when branches are in their normal position. If a range of size is given, no plant shall be less than the minimum size specified. Balled and burlaped trees shall be a minimum of 2" caliper.

2.1.5 All plants shall be labeled by plant name and size. Labels shall be attached securely to all plants, bundles and containers of plant materials when delivered. Plant labels shall be durable and legible, with information given in weather-resistant ink or embossed process lettering.

2.2 Guying, Staking and Wrapping Materials (OPTIONAL)

2.2.1 Wood Stakes shall be sound, uniform, hardwood, redwood or cedar. Wood stakes shall be, a minimum 2" section, 6' long and pointed at one end. Ground anchors, if specified, shall be arrowhead shaped earth anchors of malleable iron castings, aluminum castings, or stamped steel. Support ties shall be 2" or wider bands of polypropylene, or elasticized or webbed strapping. Wrapping

materials shall be a standard manufactured tree wrapping paper.

2.3 Mulch

2.3.1 Mulch shall be 6 months old well rotted bark mulch not larger than 4" in length and ½" in width, free from woodchips, sawdust, or twigs.

Part 3. Execution

3.1 Digging and Handling Plant Materials

3.1.1 Plants are to be dug with firm, natural balls of earth of diameter not less than that recommended in the Tree and Shrub Transplanting Manual as published by the International Society of Arboriculture, and of sufficient depth to include fibrous and feeding roots. Plants will not be accepted if the ball is dry, cracked or broken before or during planting operation. The root flare shall be within the top 2" of the soil ball.

3.2 Excavation

3.2.1 Tree pits are to be excavated no deeper than the depth of the root ball and three (3) times the diameter of the root ball.

3.2.2 Sub-grade soils shall be separated from the upper topsoil and if of poor quality, replaced with topsoil when backfilling. Sub-grade soil in pits shall be left undisturbed.

3.2.3 If tree pits are excavated with mechanical equipment, scarify the sidewalls and bottom prior to planting. Care shall be exercised to reduce soil compaction on site.

3.3 Planting Operations

3.3.1 Plants must be protected at all times from sun or drying winds. Plants that cannot be planted immediately on delivery shall be kept in the shade, well-protected with soil, covered with wet mulch or other acceptable material, and kept well watered. Plants shall not remain unplanted any longer than three days after delivery to the site. Plants shall not be bound with wire or rope so as to damage the bark or break branches. Plants shall be lifted and handled with suitable support of the soil ball to avoid damage.

3.3.2 Plants shall be set at the same relationship to finish grade as they were to the ground from which they were dug. Plants must be set plumb and braced rigidly in position until prepared topsoil has been tamped solidly around the ball and roots. Plants shall be set so that

they will be the same depth one year. Care should be taken to ensure that root ball has not been covered above root flare during the nursery cultivation. Briefly remove burlap to inspect root ball prior to setting in hole to determine proper hole depth.

3.3.3 Ropes, strings and wrapping from the top 2/3 of the ball are to be removed after the plant has been set. The balance of the wrappings are to be left intact under the ball. All waterproof or non-degradable wrappings shall be removed from the ball. Wire baskets shall be cut and removed from the top 2/3 of ball.

3.3.4 Plant pits shall be backfilled with on-site excavated material unless directed otherwise. When pits are approximately 2/3 full, they shall be thoroughly watered to eliminate air pockets. After this initial watering, topsoil is to be installed to the top of pit and watered. Puddled soil conditions are to be avoided.

3.3.5 Planting, areas are to be finish-graded to conform to grades after full settlement has occurred.

3.3.6 Plantings shall receive a 3" (10 cm) layer of shredded bark mulch in minimum of a 24" diameter circle around the -trunk of the tree.

3.3.7 Plants shall be thoroughly watered immediately after planting.

3.4 Staking/Guying, Wrapping and Pruning (OPTIONAL)

3.4.1 Staking shall be done only if the tree requires support in strong winds or protection from equipment, vehicles or vandals. If staking is necessary, stakes of non-rusting metal or untreated wood shall be driven outside the root ball and attached to the tree with broad straps, not wires, about six inches above the lowest level at which the trunk can be held and still return upright after the top is deflected. The Contractor shall be responsible for removing, staking and guying materials no later than one year after planting.

3.4.2 Trees shall not be wrapped except in extreme weather zones or where reflective heat could be a problem. Wrapping shall only be used during, the winter months. It is the responsibility of the Contractor to remove the wrap in the spring.

3.4.3 Plants shall not be pruned at the time of planting except to remove broken or crossing branches. Broken or crossing branches shall be pruned with a sharp tool and in a manner to retain and encourage the plant's natural growth characteristics. The crown of a young tree

should not be cut back to compensate for root loss. Wound paint or dressing shall not be used.

3.5 Maintenance of Plant Materials

3.5.1 Maintenance shall consist of pruning, watering, cultivating, weeding, mulching, tightening and repairing straps and stakes, stake and wrap removal after one growing season, resetting plants to proper grades or upright position, and furnishing and applying such sprays or other materials as are necessary to keep plantings free of insects and disease and in healthy and thriving condition.

3.6 Guarantee Period and Replacements

3.6.1 The guarantee period for plant materials shall begin at the date of planting.

3.6.2 The contractor shall guarantee all plant material to be in healthy and thriving condition for a period of three years from the date of acceptance.

3.6.3 The Contractor shall replace, without cost and as soon as weather conditions permit, and within a specified planting period, all plants determined by the super-visor to be dead or dying during the guarantee period. Plants with dead or dying branches or branch tips, or with foliage showing abnormal density, size or color shall be replaced. Replacements shall be subject to requirements stated in this specification.

3.6.4 The guarantee of all replacement plants shall extend for an additional period of one year from the date of their acceptance after replacement. In the event that a replacement plant is not acceptable during the extended guarantee period, the supervisor may elect subsequent replacement or credit for that item.

3.7 Planting Season

3.7.1 All deciduous material shall have been dug when dormant and prior to bud swelling.

3.7.2 All conifers shall be dug in the spring, prior to bud elongation or in late summer after new growth has hardened off.

3.7.3 Planting should take place as soon as possible after trees have been dug. Typically, planting season shall be from April 15 through June

15, depending upon the region.

3.7.4 Although discouraged, summer planting may be performed, however it will be the responsibility of the contractor to provide proper irrigation. Softwoods need 30 days of frost free weather.

3.8 Plant Establishment

3.8.1 It is the responsibility of the Contractor to ensure the resumption and continued growth of transplanted material.

3.8.2 The Contractor shall make periodic inspections, at no extra cost, during the guarantee period to determine what changes, if any, should be made in the maintenance program.

3.9 Watering and Care

3.9.1 The plants shall be watered at least weekly during the dry season. Contractor shall keep the area immediately surrounding the tree free from weeds and turf. The contractor shall install a fresh top coat of bark mulch not to exceed 3". The Contractor shall provide after care maintenance for a minimum of one year.

END OF SECTION