

WEST VIRGINIA PROJECT COMMUNITREE

TREE KIT APPLICATION

FALL 2013

PROMOTING URBAN TREE PLANTING AND ENVIRONMENTAL EDUCATION THROUGH VOLUNTEERISM ON A REGIONAL SCALE



WEST VIRGINIA PROJECT COMMUNITREE

The West Virginia Project CommuniTree (CTree) promotes urban tree planting on public lands in the Potomac Highlands of West Virginia. “Urban trees” are the trees we live with, the trees that grace our towns, neighborhoods, parks, schools, and roadsides. Urban trees protect West Virginia’s rivers by reducing stormwater runoff pollution. They provide many environmental, social and economic benefits. CTree also encourages environmental education through volunteerism by focusing on enhancing and promoting awareness of watershed and riparian issues. Understanding the watershed helps us prevent water pollution and protect our rivers. To protect rivers we must understand the need for such best management practices as stormwater runoff pollution mitigation management and creating buffer zone plantings to reduce soil erosion.

CTree is volunteer based and engages stakeholders in the process of making priority decisions within their respective communities. It offers a strong educational message along with a physical planting component. The WV Project CommuniTree slogan is “Building Communities from the Roots Up”.

Watersheds are the area of land that drains to a river.

Riparian areas are the stream banks and lands immediately adjacent to streams and rivers.

CTree and its partners invite groups and organizations in the Potomac Highlands of West Virginia to apply for tree kits to plant on public land. To be eligible groups should organize, coordinate, and plan to implement urban tree plantings through this competitive grant. Proposal requirements, deadlines, and information on how to apply are listed below. After reading the application groups are encouraged to contact us with any questions or concerns.

CTree Goals

- Help communities design, implement and maintain tree planting projects that enhance their quality of life.
- Increase Urban Tree Canopy Cover.
- Educate stakeholders on proper tree selection and care.
- Foster an increased awareness of local water quality issues.
- Connect communities and volunteers with resources to make positive changes in their urban landscape.
- Promote long-term tree care programs within participating communities.
- Engage citizens in making priority decisions within their communities.

Project Partners

- West Virginia Conservation Agency
- West Virginia Division of Forestry
- Cacapon Institute
- West Virginia Division of Highways

- Potomac Valley Conservation District

CTree welcomes requests from public civic or volunteer group including:

- 501(c)(3) Private Nonprofit Organizations
- Community Associations
- Service, Youth, and Civic Groups
- Municipal, County, Regional, State, Federal Public Agencies
- Soil/Water Conservation Districts & Resource Conservation Councils
- Forestry Boards, Tributary Teams, and Watershed Associations
- Public and Independent Primary, Intermediate, and Secondary Schools
- Public and Independent Higher Educational Institutions
- Faith-based organizations

Grant Requirements:

- Be on public property (town squares, schools, parks, road right-of-ways, etc.) and be within the Potomac River Basin (Berkeley, Grant, Hampshire, Hardy, Jefferson, Mineral, Morgan, or Pendleton counties). Suggested sites are mapped at this link: http://www.cacaponinstitute.org/Forestry/priority_sites.htm .
- Demonstrate a strong volunteer component
- Document the ecological, social or environmental benefit of the tree planting (community aesthetic, stormwater reduction, shade, etc.)
- Fulfill the \$1,500.00 matching requirement. Match can be cash or in-kind.
- Trees picked and planted during planting season (**October 1st – November 23rd**)

Application Components to be submitted by July 31st:

- **Cover Sheet** (Page 7 – 5 Points)
- **Proposal** (Page 8-10 – 70 Points)
- **Checklist** (Page 11 – 5 Points)
- **Signed Tree Maintenance Form** (Page 12 – 5 Points)
- **Estimated In-Kind Match** (Page 13 – 5 Points)
- **Past performance with CTree projects** (10 Points – Automatic 10 points for all new groups applying for a CTree kit for the first time)
- **Site Photos or Site Sketch** (Submit with application – 5 Bonus Points)

To apply

- **By email**, to WV Project CommuniTree at ctree@cacaponinstitute.org
- **By postal service**, to WV Project CommuniTree c/o Cacapon Institute, PO Box 68, High View, WV 26808

Application Deadlines

- **July 31st** → Applications Due (COB 5:00pm)
- **August 15th** → Groups notified of application's progress
- **October 1st – November 23rd** → Trees picked up and planted
- **December 15th** → Planting report and maintenance update due
- **Ongoing** → Care & maintenance

APPLICATION TIPS

- ✓ **Read all directions!** Make sure your proposal includes all necessary components. **Pay very close attention to the points system as it will give indication of which application components we value the most.**
- ✓ **Be creative!** Think outside the box and have fun! Preference will be given to proposals that encourage community pride and are inclusive of the entire community.
- ✓ **Be specific!** The narrative should be easy to read, clearly written, and should present your ideas in an exciting, yet specific manner. Preference will be given to groups that clearly demonstrate your community's need and how the goals of your project align with the overall goals of WV Project CommuniTree – “environmental education through volunteerism”.
- ✓ **Find Partners!** CommuniTree prefers projects with multiple partners that demonstrate the varying roles experience and knowledge add to the overall success of the project.
- ✓ **Follow through!** CTree can only support proposals that demonstrate your group's commitment to fulfill the in-kind match and tree maintenance requirements. (Groups that do not meet their stated commitments will not be allowed to reapply until they get up to date.)

Groups applying for kits for plantings on road right-of-ways along Route 9, Corridor-H, or county roads MUST follow all local ordinances, laws and regulations for parking, use & access of road right-of-ways. When scouting for tree planting locations use caution and work in pairs. The driver focuses on the road and passenger notes locations for further investigation. Park and walk whenever possible. Never use cellular phones, cameras, or other devices while driving.

CTREE TREE KITS

Why “tree kits”? CTree has prepared a list of suggested tree kits so groups do not have to take responsibility for purchasing trees. Based on volunteers' responses and the number of successful application to be filled, the WV Division of Forestry will purchase the trees. CTree will bundle all projects together and create a bid to go out to local nurseries and suppliers. CTree and WV Division of Forestry will then purchase the trees at a wholesale rate and deliver them to one of the two pickup locations.

On your application Cover Sheet, please indicate by “Kit Name” the one tree kit that *best* fits your project, site, and volunteer capabilities. In your proposal, specifically discuss your kit choice. Be aware that, depending on demand and supply, kits may not be available exactly as listed. **Kits are subject to changes and variations in species and stock size.**

If you have specific questions on the kits or wish to request a species not listed (native plants only), please email ctree@cacaponinstitute.org or call Tanner Haid at Cacapon Institute (304-856-1385).

IN-KIND MATCHING RATES

Labor Rates		<u>\$/hour</u>
Manual labor		\$15.00
Skilled labor		\$17.00
Organizer/Leader		\$25.00
Equipment Rates		<u>\$/hour</u>
Power Equipment		\$18.00
Tractor (>30hp) with Attachment & Operator		\$50.00
Tractor (<30hp) with Attachment & Operator		\$25.00
4-wheeler or similar with Attachment & Operator		\$22.00
Backhoe with Operator		\$50.00
Machine Tree Planter with Operator		\$46.00
Single Axle Rear Dump		\$44.00
Bulldozer Rates		<u>Equivalent \$/hour</u>
55-89 Horsepower	D-4	\$63.00
90-129 Horsepower	D-5	\$75.00
130-165 Horsepower	D-6	\$89.00
166+ Horsepower		\$139.00
Excavator Rates		<u>Equivalent \$/hour</u>
<30 Horsepower	Bobcat	\$29.00
30-54 Horsepower	Cat 304	\$39.00
55-89 Horsepower	Cat 311B	\$63.00
90-129 Horsepower	Cat 318CL	\$85.00
130-165 Horsepower	Cat 320CU	\$96.00
Included Materials (Included materials are provided to protect trees. However, if your volunteer group has access to these materials, or wish to purchase them to meet your in-kind commitment, that is allowed.)		<u>Per Each</u>
Mulch (yard ³)		\$50.00
Protection (if deciduous, tubes)		\$2.50
Tube Stakes		\$1.00
Protection (if evergreen, cages)		\$4.00
Cage Rebar		\$2.00
Optional Materials (These items are not included in the CTree Kit although your group may purchase them and the cost can be included as in-kind.)		<u>Per Each</u>
Gator bags		\$20.00
Soil amendments (yard ³)		\$25.00
Deer-off		\$15.00

TREE KITS WILL BE AVAILABLE AT ONE OF THESE HOLDING LOCATIONS:

Hardy County, WV Conservation Agency Moorefield Field Office, 60 C Industrial Park Road, Moorefield, WV 26508
Berkeley County, WV Division of Forestry, 145 Pilgrim Street, Inwood, WV 25428

<u>Kit Name</u>	<u># of Trees</u>	<u>Stock Size</u>	<u>Species Size (Small, Medium, Large)</u>	<u>Example Species (SUBJECT TO VARIATIONS)</u>
Shade*	12	Balled-and-Burlapped**	Large (>50 ft)	2 Red Maple, 2 Red Oak, 1 Sweet Gum, 2 Tulip Poplar, 1 Sycamore, 1 Sugar Maple, 1 Pin Oak, 1 White Oak, 1 Chestnut Oak
Flowering*	24	Balled-and-Burlapped** and container	Medium (25-30 ft)	8 Serviceberry , 8 Flowering Dogwood, 8 Eastern Redbud
Stock Diversity	150	Tree Whip, Container, Balled-and-Burlapped**	Small, Medium, Large	3 Sycamore, 3 Black Cherry, 3 White Pine, 4 Red Oak, 4 Sweet Gum, 3 Basswood, 4 Tulip Poplar, 3 Pin Oak, 4 Red Maple, 3 Crabapple, 3 Redbud, 3 Viburnum Sp., 3 Dogwood Sp., 3 Buttonbush, 4 Spicebush, 100 tree whips (species based on availability)
Reforestation	150	Container, Tree Whips	Small, Medium, Large	5 Sycamore, 5 Black Cherry, 5 White Pine, 5 White Oak, 5 Red Oak, 5 Tulip Poplar, 5 Pin Oak, 5 Red Maple, 5 Crabapple, 5 Redbud, 5 Viburnum sp., 5 Hazelnut, 5 Gray Dogwood, 5 Spicebush, 80 tree whips (species based on availability)
Riparian	150	Container, Tree Whips	Small, Medium, Large	5 Sycamore, 25 Black Willow, 5 Cottonwood, 5 Swamp White Oak, 5 Shumard Oak, 5 Pin Oak, 5 Sweet Gum, 5 Hackberry, 6 River Birch, 6 Hornbeam, 8 Red Maple, 10 Hazel Alder, 10 Elderberry, 8 Viburnum Sp., 7 Buttonbush, 35 Dogwood tree whips
Evergreen	150	Tree Whip, Container	Large	25 Hemlock, 50 Loblolly Pine, 50 White Pine, 25 Spruce sp.

* **Shade or Flowering kits** may be requested in a single species and stocking size instead of mixed species & size. CTree recognizes that some plantings, such as those in tree boxes along a city block, are more aesthetically pleasing as a uniform set. However, mixed species plantings are less susceptible to problems of disease, insect, or temperature/weather extremes. If you request a single-species kit, please justify why in your narrative (Shade or Flowering kits only).

** **1.5” diameter trees** may be Balled & Burlapped or 15 gallon containers based on nursery stock.

CTREE PROJECT PROPOSAL COVER SHEET (5 POINTS)

Organization Name: _____

Type of Organization (watershed group, school board, tree committee, etc.): _____

Tax Status (501c-3 non-profit, State Government, etc.) _____

(If 501c-3, please provide EIN#: _____)

Project Name: _____

Project Location: _____

Property Owner: _____ Permission for Planting (Check Box) _____
If NO permission has been obtained from the public property "owner" (e.g. town council or principal) explain in the narrative how permission will be obtained.

Address: _____ County: _____

Selected Tree Kit: _____

Preferred Pickup Location: _____ Berkeley Co. _____ Hardy Co.

Name of Project Leader: _____

Job Title: _____

Phone # _____ Email: _____

Tree Planting Date _____ Tree Pick-up Date _____

Project Abstract (Briefly describe your project in less than 3 sentences):

If project is accepted, we grant CTree permission to contact us annually and use tree planting and site pictures for future CTree publications. (Check Box)

CTREE TREE KIT APPLICATION PROPOSAL

*In your proposal, please answer the following questions thoroughly. Make sure your project satisfies all requirements and is turned in by **July 31st 5:00pm** deadline.*

Organizational Information (10 points)

- 1.) Organization's History** (When did the group form; how often do you meet; how many members, etc.). Be sure to address the following:
- a. Organization's Mission, Goals and Objectives
 - b. Current Programs and Services offered by your organization
 - c. Organizational Structure (Board, staff, student group)
 - d. Has your group participated in or organized a tree planting before?

Proposal Information (60 Points)

2.) Description of Need (25 Points)

- What is the issue you plan to address? CTree recognizes trees can add beauty, increase shade, and provide many other benefits. All projects must address issues on public lands. Preference will be given to groups that demonstrate how the trees will reduce stormwater runoff pollution and/or calm traffic or otherwise enhance road right-of-ways. Describe in general terms what “problem” your group is addressing.
- How does your project significantly address this issue? Describe in specific terms how the tree kit your group requested will solve the “problem” or address the issue(s) outlined. Information on how trees reduce stormwater runoff pollution can be found at:
<http://www.forestsforwatersheds.org/reduce-stormwater/>

3.) Objectives and Goals for this Request (20 Points)

What are the short-term and long-term objectives, goals, and benefits of this project? In addition to addressing the specific issue(s) listed above, discuss how your project will foster volunteerism in your community and your plans to educate the public about the benefits of, and proper care for, trees.

4.) Evaluation (15 Points)

- It isn't the number of trees we *plant* but the number of trees we *grow* that is the measure of success. How will you measure the success of project? Describe how you will care for the trees and monitor their growth and prosperity.
- How will you attain the \$1,500.00 in-kind match requirement? Using the **In-kind Matching Rates** on Page 6 discuss how you will document leaders' time commitments and volunteers' labor, or other contributions, to reach the match commitment.

**CTREE SITE TREE KIT APPLICATION SITE CHECKLIST
(5 POINTS)**

Sunlight Exposure (check all that apply)

Full sun _____ Part Sun _____ Shade _____

Topography (check all that apply)

Steep slopes _____ Rocky conditions _____

Presence of storm drains or concrete ditches _____

Vegetation (%)

Mowed Turf _____ Trees/Shrubs _____ Bare Soil _____

Soil Texture(Check all that apply)

Clay _____ Loam _____ Sand _____

Soil Compaction (Check all that apply)

None _____ Moderate _____ Severe _____

Other Soil Features (Check all that apply)

Active soil erosion _____

Potential Soil Contamination _____

Recent Construction or other soil disturbance _____

Site Hydrology (check all that apply)

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

Potential Planting Conflicts (check all that apply)

Overhead Wires _____

Pavement _____

Structures _____

Underground Utilities _____

Mowing conflict _____

Wetland present _____

Heavy pedestrian traffic _____

**CTREE TREE KIT APPLICATION MAINTENANCE FORM
(5 POINTS)**

In consideration of West Virginia Project CommuniTree (CTree) providing trees and materials we agree to:

- 1.) Grant CTree volunteers, agents, and contractors permission to inspect and/or provide maintenance on trees planted at:

Street Address	City	State	Zip
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- 2.) Provide proper maintenance for trees planted through the program for **5 years** by:
- Checking soil moisture weekly during the months of June through September and providing 5-10 gallons of water each week, as needed, depending on soil conditions and precipitation. If “Tree-gators” are installed we agree to fill them properly once a week during the months stated above.
 - If trees were mulched at time of planting, we agree to maintain a 3-inch layer of hardwood mulch, 2-3 feet in diameter, around each tree. Mulch should not be piled up against the tree trunk. Mulch can be included in match expenses.
 - Remove tree staking materials one year after planting
 - Where used, tree tubes to be maintained in place for at least three years after the tree has emerged. Remove tube nets before tree has emerged from tube. Stakes replaced as needed.
 - Avoid the use of fertilizers, herbicides, and other chemicals without performing soil tests or consulting a “WV licensed Pesticide Applicator.” Results of such tests are to be reported to a CTree representative before application.
 - Will not top, head, or round over any tree planted through the program. We agree to maintain the tree’s canopy shape and size during all pruning events.
- 3.) Hold CTree and its volunteers, agents, and contractors harmless from any liability arising from the planting or care of any trees planted under this agreement.

Failure to fulfill these maintenance requirements will make your group ineligible to apply for CTree funding in the future.

Name	Date
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Street Address

City	State	Zip
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Email	Phone
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ESTIMATED IN-KIND MATCH (5 POINTS)

See examples online at <http://www.cacaponinstitute.org/Forestry/CTree.htm>. Use the rates on Page 6 to calculate your estimated in-kind match.

<u>Description of In-Kind Item</u>	<u>Date</u>	<u>Quantity</u>	<u>Hours</u>	<u>Rate/Unit</u>	<u>Total</u>
TOTAL ESIMATED MATCH					