

United Voices for Healthier Communities

INVITES YOU TO PARTICIPATE IN:

“The Healthy CommuniTrees Project”

Request for Proposals - 2010



City of Fresno area, City of Lompoc area, San Diego County
Over 3,400 Trees!

www.unitedvoices.org

Made Possible by a major grant from the:

**CALIFORNIA RELEAF
AMERICAN RECOVERY & REINVESTMENT Grant Program**

In Cooperation with:

THE USDA FOREST SERVICE



<http://www.fs.fed.us/>

Applications due: 3/31/2010

UNITED VOICES FOR HEALTHIER COMMUNITIES – “Healthy CommuniTrees Project”

Our History:

United Voices for Healthier Communities (UVHC), is a “coalition of individuals, agencies, and organizations formed in 2005 to increase tree canopy cover to achieve improvements to air quality and to promote healthier communities through the use of science, research, public education, management, and public agency support.” The coalition obtained funding for the first project in 2007 through the South Coast Air Quality Management District (AQMD) as part of a BP/Arco mitigation settlement.

The Opportunity:

UVHC announces the “Healthy CommuniTrees Project”, focusing on three distinct communities in California: City of Fresno area, City of Lompoc area, and San Diego County, thanks to a grant from the California ReLeaf AMERICA RECOVERY & REINVESTMENT Grant Program through the USDA Forest Service. The California Urban Forests Council and the Western Chapter of the International Society of Arboriculture are partners in this statewide effort. A minimum of 1,100 trees will be planted in each of the three regions.

UVHC Community Partners are the San Joaquin Valley Regional Urban Forest Council and Tree Fresno, the Central Coast Regional Urban Forest Council and the City of Lompoc, the San Diego Regional Urban Forest Council and the Urban Corps of San Diego County, and Technical Advisor Dave Roger – all working locally to support project success with RFP awardees (planting partners).

We invite YOU to participate in this growing, one-of-a-kind project; and we will help you all along the way!

UVHC is seeking suitable tree planting sites in City of Fresno area, City of Lompoc area, and San Diego County, for a large-scale tree plantings to take place simultaneously on October 23, 2010, for Make a Difference Day, as a region-wide effort, held in multiple areas. UVHC Community Partners will organize this region-wide event and support local organizations as “Planting Partners” toward positive, successful outcomes.

Our goals are to:

- Create a significant, single-day, regionally-based, urban tree planting where 1,000’s of trees will be planted by 1,000’s of volunteers
- Reduce atmospheric carbon dioxide levels and absorb air pollutants.
- Address the strategy that clean air benefits are accorded to all citizens and communities
- Create or maintain jobs

We believe that all who live or work in these areas have a right to breathe clean air. UVHC is committed to undertaking all necessary steps to protect public health from air pollution, with sensitivity to the impacts of its actions on the community and businesses.

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Program Overview

Eligible Planting Locations: Planting sites must be on public land, and they ***MUST*** be located in City of Fresno area, City of Lompoc area, or San Diego County. Sites must be large enough to accommodate a minimum of 25 new trees. ***Tree quantities are limited and will be distributed on a first come first served basis after submittal of approved proposal until supplies are exhausted.*** Preference will be given to planting sites near areas of high need, i.e., schools, playgrounds, senior centers, or in regions of high emissions such as transportation corridors, freeway ramps, warehouses, rail yards, and refineries.

Who Can Apply: Cities, counties, special districts, nonprofit organizations, churches, community groups, and corporations are eligible to apply for trees to be planted on a chosen site. Individuals may not apply.

Tree Species and Size: Most trees are projected to be 15-gallon size, chosen from a palette of species known for their capacity to reduce atmospheric carbon dioxide levels and absorb air pollutants (see Appendix B). Trees are purchased by UVHC and delivered to the planting site(s) the day before the planting event. There are only a limited number of trees available.

Local Project Costs: UVHC will order all trees and eligible supplies for each project and arrange for delivery to participating local Planting Partners (awardees).

Eligible Expenses - trees, stakes and ties.

Ineligible Expenses - root barriers and soil amendments.

Important Note: Locally supplied post-planting care is required for a minimum of two years to be eligible to receive trees through the UVHC program.

Project Support: We offer help! Our **local Community Partners** will be available to walk you through the planning process and help you assess your needs for a successful project. Please feel free to contact us with questions or concerns especially in situations where unique challenges apply!

As well, we have a group of dedicated **Certified Arborists** to assist on planting day so your planting is accomplished professionally!

In-Kind Requirement: Grant awards must be matched through in-kind donations, volunteer assistance (currently valued at \$20.25/hour), or monetary contributions. All In-Kind donations must be related to the project, and supporting documentation (i.e., volunteer-sign sheets, expense receipts) is required. A one-for-one monetary match is not required.

Volunteer Involvement: The public’s involvement in the UVHC project is essential. In addition to the volunteers recruited by the site applicant, a publicity and education campaign will be launched to recruit volunteer participation from all segments of the population.

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Communications & Media Management: It is important that all public relations and marketing for this event be a unified effort which will reach across media in all of our target communities. Protocols will be established for all grant recipients to work within.

Application Deadline: Applications must be postmarked by March 31, 2010. Mailing by a method of guaranteed delivery is recommended. E-mailed applications are preferred and encouraged and must be received by March 31, 2010 no later than 5:00 PM.

Site Selection Notification: Applicants whose sites have been selected will be notified by April 15, 2010. A mutual agreement to carry out the project will be signed by the applicant & UVHC. **Site visitation from Review Team may be requested.**

Timeline: Project planning may begin immediately after the agreement is signed. ***Planting events are to be scheduled for October 23, 2010.***

Reporting Requirement: A completion report for the tree planting portion of the project is required and must be submitted no later ***than one month after planting date***, accompanied by expense receipts and matching fund documentation.

Post-planting care: Locally supplied, two-year post-planting maintenance is required to insure that the new trees will survive. (See Appendix C).

Where to Mail the Application: Send the original and 4 copies and any attachments to California Urban Forests Council, PO Box 823, Novato, CA 94948. Single copies of E-mailed applications are also accepted and encouraged.

Inquiries: Please direct questions regarding your proposal to Nancy Hughes at California Urban Forests Council at 415-408-3222 or at caufc@comcast.net.

Important Note: We encourage local collaborations and contributions to further the successful outcomes of your project; from food and materials to planting-day volunteers and tree maintenance. This is important in the ranking of your application but not a necessary requirement to receive trees. Our Technical Advisor and Community Partners are also available to answer your questions and guide you through the planning process!

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Application Procedure

All materials should be typed on 8-1/2” x 11” white paper. Double-sided copying is encouraged. The project description should not exceed two pages in length. Send one original and four copies of your proposal with an equal number of copies of your attachments to the address above. Emailed applications are encouraged and accepted.

I. General Information (list items 1 – 4 on first page of proposal):

1. Applying Organization:

- Name
- Mailing Address
- Phone and Fax Numbers
- Email and Website Addresses

2. Contact Person:

- Name
- Title
- Phone Number and email address (if different than above)

3. History:

Provide a brief (300 words or less) history of the organization (agency, or corporation), and organizational mission/vision, if appropriate. Include the organizations ability to organize a significant public event in this statement.

4. Project Summary:

Briefly describe the project and introduce your overall goal (100 words). Save details for the narrative section.

II. Project Description, not to exceed two pages, describing your project and including the following:

- Planting Site Location (must be large enough to accommodate at least 25 new trees)
Include:
 - Address or coordinates; enclose map with directions to the site.
 - Name of property owner (see planting permission form, Appendix A).
 - Description of planting site: Approximate size, existing treescape or other vegetation, soil conditions, overhead wires, wildlife, existing irrigation.
 - Photographs and a site map indicating where the trees will be planted.
- Total number of trees to be planted on the site: _____
- From the tree palette on Appendix B, select the number and species that you wish to plant.
- Include information on your staging area, if located away from the project site. Explain method of transportation of trees, equipment, and planting volunteers to planting site. (Note: it is intended that UVHC will deliver trees and materials to the staging area, but other arrangements are possible.)

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- The proposed method of planting and staking trees and any special site preparations needed. (Site preparation can be: drip line installation, backhoe or auger needed, etc.) Do you have expert personnel to oversee and train volunteers in proper planting techniques or do you require UVHC-trained planting supervisors? Note: Your site must be ready for planting October 23, 2010 to be eligible.
- A 2-year maintenance plan is required. Please complete Maintenance Plan Attachment C.
- The level of community support and involvement you are expecting. Do you have a ready source of volunteer tree planters and/or volunteers to help organize and oversee the project? Please indicate if your project could accommodate additional volunteers, and how many, recruited through the UVHC publicity campaign.
- Your project timeline, listing tasks leading up to and including the event, plus post planting maintenance, if applicable.
- Explain the expenses appearing in your Matrix #2 (sample below), if not self-explanatory.

Note: *We encourage local collaborations and contributions to further the successful outcomes of your project; from food and planting materials to planting-day volunteers and tree maintenance. This is important in the ranking of your application but not a necessary requirement to receive trees.*

III. Project Tree, Material, & Volunteer Matrixes

Include both itemized matrices #1 and #2 giving as much detail as possible (see samples below).

- Calculate volunteer hours at \$20.25 per hour. (Professional rates may be higher)
- List items supplied through the grant application by UVHC on Matrix #1.
- UVHC will calculate the tree and maintenance dollar value for you.
- List donated items separately on Matrix #2.
- Matrixes can be submitted as an attachment rather than included in the two page proposal.

**Sample UVHC’s Grant Request Matrix #1
(What you are asking UVHC’s to Supply)**

Item	Quantity	Supplied by:
Trees	50 - 15 – Gallon Jacaranda mimosifolia	UVHC
Trees	50 - 15 – Gallon Magnolia grandiflora	UVHC
Tree stakes, ties	100 sets stakes & ties	UVHC

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**Sample Expenses Matrix #2
Community In-Kind Donations and Volunteer Time
(What you will Supply)**

Item	Quantity	Value	Supplied By:
Pizza & Soft Drinks	40 pizzas, 200 drinks	\$800	Pizza House
Tools, equipment for volunteers	200 prs. gloves	\$600	Local Home Improvement Store
Volunteer Labor @ \$20.25 per hour.	200 volunteers x 3 hours @ \$20.25	\$12,150	Community Club
City Public Works Employees	4 Volunteers X 45 hours @ \$30.00	\$5,400	City of Greenville
City trucks, equipment		\$5,000	City of Greenville
Site preparation, Mulch		\$2,000	West Coast Arboriculture
Totals In-Kind Donation		\$24,840	

IV. Approval from Property Owner (see Appendix A)

Written approval is required from the owner of the property on which the tree planting will occur. Permission includes access to property for maintenance and assurance that trees will not be removed arbitrarily for a period of at least 15 years.

V. Maintenance Plan Application (see Appendix C)

Submit your written plan for on-going maintenance of the trees, accepting the responsibility for the appropriate, regular, establishment care of the trees (based on your written proposal).

VI. If applicant is a nonprofit organization, include IRS 501(c)(3) Determination Letter

Send the original and four copies of all requested proposal materials (items I through V) to California Urban Forests Council, PO Box 823, Novato, CA 94948

Proposals must be postmarked or E-mailed by no later than March 31, 2010, 5:00 PM. Sending hardcopy materials by a method of guaranteed delivery is recommended.

Submittal Check List:

- Proposal
- Matrices #1 & #2 (Included as pages 12 & 13)
- Property Owner’s Consent Form A
- Maintenance Plan Application C

**Appendix A – “Healthy CommuniTrees”
Permission for Planting and Maintenance of Trees**

(Type or print clearly)

This is to certify that _____ ,
(property owner, e.g., city, county, state)

the legal owner of the property _____
(address or location of property)

_____ ,

hereby grants permission _____
(organization applying for grant)

to plant and maintain trees on said property as described in the project proposal entitled

The owner also assures that the trees will not be removed arbitrarily (without notifying AQMD) for a period of at least 15 years.

(Signature of property owner’s authorized representative)

(Date)

(Title)

(Telephone)

(Print Name)

Appendix B – “Healthy CommuniTrees”
Species List of Approved Trees

Species Selection

This grant proposal allows the grantee the opportunity and flexibility to choose trees species that best reflects the planting site and the greatest benefits to the community.

The following are guidelines to be considered in species selection.

Final determination and approval will be made by the project manager and the technical advisor.

1. Generally you are to follow the guiding principle of the “**right tree in the right place.**” A brief review of this concept is to consider matching the tree species to the site restrictions, the cultural restrictions, and the environmental benefits. Visit <http://selectree.calpoly.edu/> for help in choosing your trees.
2. Site restrictions take into consideration what is above the ground, at ground level and what is below the surface. Above the ground would be things like overhead utility lines, signs, traffic lights, buildings, walls, fences etc. At surface or ground level consider, curb, gutter, sidewalks, streets, and other pavement in the planting area. Consider the size of the planting space, tree wells, parkways, planters etc. How close is the planting site to intersections? Lastly, consider what is below the ground such as sewer, water, electric lines. For example if you choose a Crape Myrtle for an eight foot parkway and not other site restrictions, it would be rejected as you would not be making best use of the planting space.
3. Cultural restrictions take into consideration climate (temperature, wind, humidity, rain, and sunlight), soil (native, manufactured, imported, ph, chemistry, texture, structure etc) and maintenance. As a reminder, just because a tree is native to California, does not mean that it will grow successfully in your area.
4. Environmental benefits are air quality (carbon sequestration, particulate reduction, and low VOCs,) energy conservation, and erosion control. We would like to see your tree selections accomplish as many environmental benefits as possible. Selectree, other web sites and the technical advisor are sources for this information.
5. Finally, local ordinances and policies determine what you can and cannot do, and in most cases Tree Planting Permits are required. Notifying local utilities prior to digging is also required in most areas. www.call811.com is a source to find further information regarding underground utilities and proper procedures.
6. Attached is list that was used in prior UVHC projects for your consideration.

Species List of Approved Trees
(Low VOC* Emitters)

<u>Botanical Name</u>	<u>Common Name</u>
1. Acacia melanozylon	Blackwood Acacia
2. Arbutus unedo	Strawberry Tree
3. Bauhinia variegata	Purple Orchid Tree
4. Calocedrus decurrens	Incense Cedar
5. Catalpa speciosa	Indian Horn Bean
6. Cedrus atlantica	Atlas Cedar
7. Cedros deodara	Deodar Cedar
8. Celtis sinensis	Chinese Hackberry
9. Celtis occidentales	Common Hackberry
10. Cercis canadensis	Eastern Redbud
11. Chionanthus retusus	Fringe Tree
12. Chitalpa tashkentensis	NCN
13. Cinamomum camphora	Camphor Tree
14. Eriobotrya deflexa	Bronze Loquat
15. Fraxinus velutina	Modesto Ash
16. Fraxinus Marshall, Seedless	Marshall's Ash
17. Fraxinus Fan-Tex	Fan-Tex Ash
18. Geijera parviflora	Australian Willow
19. Ginkgo biloba	Maidenhair Tree
20. Heteromeles arbutifolia	Toyon
21. Hymenosporum flavum	Sweetshade
22. Jacaranda mimosifolia	Jacaranda
23. Laurus nobilis	Sweet Bay
24. Magnolia grandiflora	Southern Magnolia
25. Osmanthus fragrans	Sweet Olive
26. Pistachia chinensis	Chinese Pistache
27. Pittosporum rhombifolia	Queensland Pittosporum (Potentially invasive)
28. Podocarpus gracilior	Fern Pine
29. Prunus caroliniana	Carolina Laurel
30. Pyrus calleryana	Flowering Pear
31. Tabebuia ipe	Pink Trumpet Tree
32. Ulmus americana	American Elm (DED resistant variety)
33. Ulmus parvifolia	Chinese Elm
34. Zelkova serrata	Zelkova

*VOC = Volatile Organic Compounds

Feel free to check with the Technical Advisor; Dave Roger at: (951)990-6963.

**Appendix C – “Healthy CommuniTrees”
Tree Maintenance Plan/Application**

(Type or print clearly)

Local Group/Organization Tree Care/Maintenance Plan

This is to certify that:
<i>(property owner, city, county, state, or organization)</i>
<u>Option #1</u> : Agrees to maintain, for a minimum of two years, the newly planted trees as described in the project proposal entitled: _____
Proposal submitted by: _____
A written maintenance plan is included in the proposal narrative.

<i>(Signature of authorized representative)</i>	<i>(Date)</i>
<i>(Title)</i>	<i>(Telephone)</i>
<i>The trees will be located at (address or location of property):</i>	
Contact Information: (Address, Email, Phone)	

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UVHC’s Healthy CommuniTrees Grant Request Matrix #1 (What you are asking UVHC’s to Supply)		
Item	Quantity	Supplied by:
		UVHC
		UVHC
		UVHC

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**UVHC’s Grant Request Matrix #2
Expenses/Community In-Kind Donations and Volunteer Time
(What you will Supply)**

Donated or Purchased Items	Supplied by:	Quantity	Dollar Value
Total Community Contribution			

Instructions: Please capture true value of all purchased and/or donated goods for the tree planting event. Community members' volunteer hours should be calculated at \$20.25 per hour. Professional volunteers, whether municipal or commercial, should be valued based on actual wages or services donated. **It is not necessary to submit receipts.** Use as many sheets as needed.