



Forestry

URBAN TAEP COMMUNITY TREE PLANTING PROGRAM APPLICATION

MUST BE RECEIVED BY 4:00 PM JUNE 08, 2018

Name of Applicant: _____

Applicant Category: Check One City or Town County Non-Profit

Title: _____ First Name: _____ Last Name: _____

Mailing Address: _____ City: _____ Zip: _____

Physical Address: _____ City: _____ Zip: _____

Phone/ Cell: _____ Phone/ Daytime: _____

Email: _____ Federal Employer Identification Number (FEIN): _____

Check One: Ownership/Control: African American Asian Hispanic Native American Female
 Person w/Disability Small Business Government NOT Minority/Disadvantaged

*Print Name of Authorized Representative

Title of Authorized Representative

*Signature of Authorized Representative

Date

*Person who will sign a contract grant if applicant is accepted.

Application packet must include the following:

- Application Form
- Project Bid Sheet
- Soil & Sight Form
- Three Year Tree Maintenance Form

Supplier Direct Deposit Authorization –

Mail Original form to: Address on Form

Abbreviated State Budget Form

ANY ITEMS PURCHASED OR INVOICED OUTSIDE OF THE CONTRACT DATES WILL NOT BE REIMBURSED

Each expense object line-item shall be defined by the Department of Finance and Administration Policy 03, *Uniform Reporting Requirements and Cost Allocation Plans for Subrecipients of Federal and State Grant Monies, Appendix A*. (posted on the Internet at: <http://www.tn.gov/finance/topic/fa-policyinfo>).

A Grantee Match Requirement is detailed by this Grant Budget, and the maximum total amount reimbursable by the State pursuant to this Grant Contract, as detailed by the "Grant Contract" column above, shall be reduced by the amount of any Grantee failure to meet the Match Requirement.

The Following is applicable to expense incurred in the period: November 01, 2017 through April 30, 2018

POLICY 03 Object Line-item Reference	EXPENSE OBJECT LINE-ITEM CATEGORY ¹	GRANT CONTRACT	GRANTEE MATCH (Participation)	TOTAL PROJECT
4,15	Professional Fee, Grant & Award			
5, 6, 7, 8, 9, 10	Supplies (trees, mulch, shipping & labels)			
25	Grand Total			

Project Bid Sheet

GRANT APPLICANTS SHOULD USE THIS FORM AS A BID SHEET. AN ACTUAL BID FROM A TENNESSEE NURSERY MAY BE SUBSTITUTED, PROVIDE THE SAME INFORMATION IS PROVIDED.

In fifty (50) words or less state what this community tree planting project will accomplish and list general locations of planting sites. Use another page if you need more space to list this information.

Name of Tennessee Nursery that provided the bid: _____

Street: _____ City: _____ State: TN Zip: _____

Phone: _____ Email: _____

Trees to be planted (use an additional sheet if necessary)

# of each Species:	Species	Size (caliper)	Cost per Tree	Total Amount
Subtotal for Trees				
Tree Labels				
Mulch				
Gator Bags				
Planning Cost if hired or contracted				
Shipment of Trees				
Acknowledgement Sign				
Total Cost				

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Note: Please use this form to complete the **Abbreviated State Budget Form** on the first page of application.

Planting labor is to be budgeted on line item reference 4, 15.

Trees, mulch, gator bags, labels and shipping are to be budgeted on line item reference 5, 6, 7, 8, 9, & 10.

Soils and Site Form

1. What is the soil pH? _____

2. Is the soil? Check all that apply

- Sandy Rocky Heavy Clay Dries very quickly
 Stays Wet Contains brick, concrete, or other construction residue

3. Rate the soil compaction on the site: Check one

- Very compacted Somewhat compacted No compaction

It is assumed the soil around any new constructions is compacted.

Describe your plan to address compaction:

4. Barriers to normal root growth: Check all that apply

- Concrete or pavement on all four sides, and less than 16 sq. ft. of soil surface
 Concrete or pavement on all four sides, and more than 16 sq. ft. of soil surface
 Concrete or pavement on two parallel sides less than 4 ft. apart
 Concrete or pavement on two parallel sides greater than 4 ft. apart
 Underlying rock within 2 ft. of the surface

Comments:

5. Are overhead lines in the area where trees are to be planted: Yes No

6. Are underground utilities in the area where trees are to be planted: Yes No

Note: Traditional soil maps do not take in account the present condition of urban soils

Three Year Tree Maintenance Plan

Please answer the following questions for your three year maintenance plan.

1. Year One: Who is responsible for watering the trees? _____
- What is the frequency the trees will be watered? _____
- Year Two: Who is responsible for watering the trees? _____
- What is the frequency the trees will be watered? _____
- Year Three: Who is responsible for watering the trees? _____
- What is the frequency the trees will be watered? _____

2. Will trees be staked? Yes No
- If trees are staked, when will the stakes be removed? _____

3. Describe the steps you will take to prevent damaging trees during mowing and string trimming:

4. Year One: Describe how you will prune your trees after planting:

- Year Two & Describe how you will prune your trees?
 Three:

5. Year One: How will you fertilize your new trees?

- Year Two & How will you fertilize your trees?
 Three:

6. Year Two & How will you re-mulch?
 Three:

7. How often will you inspect for insects or disease?
- How will you inspect and treat any insect or disease problems that may occur?

Other tree maintenance comments: Please use another sheet if needed