



Forestry

# URBAN TAEP COMMUNITY TREE PLANTING PROGRAM APPLICATION

**MUST BE RECEIVED BY 4:30 PM JUNE 2, 2023**

Name of Applicant: \_\_\_\_\_

Applicant Category: **Check One**  City or Town  County  Non-Profit  School  Other Govt

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:**

**Supplier Direct Deposit Authorization –**  
**Mail Original form to: Address on Form**

- Project Bid Sheet
- Site and Soil Form
- Project Cost Estimate Sheet
- Planting Map(s)
- Title VI Questionnaire
- Three Year Maintenance Plan

**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:

[https://www.tn.gov/content/dam/tn/finance/documents/fa\\_policies/policy3.pdf](https://www.tn.gov/content/dam/tn/finance/documents/fa_policies/policy3.pdf)

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, 2023, through April 30, 2024**

POLICY 03 Object Line-item Reference	EXPENSE OBJECT LINE-ITEM CATEGORY <sup>1</sup>	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	<b>Grand Total</b>			

What is the purpose of this project/what do you hope to accomplish?

*[Urban trees provide a multitude of benefits including but not limited to cooler temperatures, cleaner air, reduced flooding and erosion, help improve human health, and provide food and shelter for wildlife. This grant does not support beautification as the sole accomplishment]*

Who will be planting the trees?

How will they be planted?

*All plantings must follow specifications provided by TDF*

Where will the trees be planted?

*Provide planting map for each location. Relocations MUST be approved by the urban forestry staff before the purchase of trees, and new maps provided.*

Does your city/town have a Tree Board? If so, please provide a letter of support for the project.

Are there other partners involved in this project? If so, please provide a letter of support for this project.

*This is done to ensure that in the case of employee turnover, someone else is aware of and will adhere to the deadlines for the grant.*

How will the project acknowledge the grant funds provided?

*(media, public buildings, signs) (Template provided in information packet)*

Has an 'estimate' from a TN nursery been provided, showing a cost breakdown for trees?

*If using a contractor for planting, these costs must be separate from the tree costs. Bid from a TN nursery is an estimate...availability may change. Substitutions MUST be approved by the urban forestry staff before the purchase of trees.*

Does your city/town/community employ an urban professional?

*Staff definitions : Individuals who have one or more of the following credentials, and who the community directly employs or retains through a written agreement to advise and/or assist in the comprehensive development or management of their urban and community forestry program (not just a project or for one aspect like tree removal): 1) a degree in urban forestry or a closely related field (e.g., forestry, arboriculture, horticulture), 2) International Society of Arboriculture (ISA) Certified Arborist, American Society of Consulting Arborists Registered Arborist, Society of American Foresters Certified Forester, or equivalent State or professional credential, and/or 3) at least 3 years of experience practicing arboriculture or urban forestry according to industry standards and urban forestry best management practices?*

Yes

No

Does your city/town/community have an active local advocacy/advisory organization that ensures community residents and program stakeholders are informed, educated, and provided with opportunities for active stewardship and community leadership in the development and implementation of a sound community forestry program at the local level, and encourages urban forest resource management for the long term?

*Advisory Groups: Organizations that are formalized or chartered (i.e., organizations established by the local government) to advise (during the reporting year) on the establishment, conservation, protection, and maintenance of urban and community trees and forests. Advocacy Groups: Non-governmental organizations active in the community that advocate or act for the establishment, conservation, protection, and maintenance of urban and community trees and forests during the year.*

Yes

No

Does your city/town/community have an ordinance or policy addressing the enhancement/protection of their urban forest resources?

*Ordinances and/or policies must be codified, be followed and/or routinely enforced by some mechanism within the community, and guide the community in the proper care, establishment and protection of community trees and forests. Effective public policies are not always contained in a single "Tree Ordinance," and are likely to be delivered through a variety of policies and regulations.*

Yes

No

Does your city/town/community have an active management plan?

*A detailed document or set of documents that identify and prioritize action items based on professionally conducted, relevant inventories/resource assessments, that outlines the future management of the community's trees and forests. At a minimum, the plan must address public trees. The plan must be current and actively used within the past five years by the community to guide management decisions and/or resource allocation and updated as needed to incorporate new information.*

Yes

No