

# Application for Round 12 Urban and Community Forestry Grant

**Note:** Applications must be postmarked by **December 5, 2013** or hand-delivered to DEC at 625 Broadway, Albany, NY 12233 by **4:00 p.m. on December 5, 2013**. No facsimiles or email submissions will be accepted.

Please select from one of the following categories of funding:

**Quick Start Arbor Day Grant**  
(only available to "Communities" or NFP within the community)

**Large Community Grant**

**Community Grant**

Please indicate what type of project you are proposing to accomplish:

**Tree Inventory**       **Tree Management Plan**

**Tree Planting**       **Tree Maintenance**

**Invasive Insect Detection Survey**

**Municipality**     **Not-For-Profit Organization (501-C3)**

**Applicant Name:** City of Saratoga Springs, NY

**Mailing Address:**

(Street)      City Hall - 474 Broadway

(City, State) Saratoga Springs, NY      **Zip Code:** 12866

**County:**      Saratoga      **NYS Vender ID #** \_\_\_\_\_

**Federal ID #:**    14-6002423      **Charities Registration #:** \_\_\_\_\_ (NFP only)

**Project Name:** Urban & Community Forest Tree Planting Program

**Project Location is on Public Property**     **Environmental Justice Community**

**Project Site Address:** Project will occur within City right-of-way areas in the urban core

\_\_\_\_\_  
**Zip Code:** \_\_\_\_\_

**Project Contact Person:** Bradley Birge, Administrator - Planning & Economic Development

**Address:** City Hall - 474 Broadway

Saratoga Springs, New York 12866

**Phone:** 518-587-3550    **Fax:** 518-580-9480    **Email:** bbirge@saratoga-springs.org

**State/National Historic Register:** \_\_\_\_\_

Local Historic Designation: \_\_\_\_\_

Property Ownership Information: Deed Liber: \_\_\_\_\_ Page: \_\_\_\_\_

Owner(s): \_\_\_\_\_

Applicant's interest in property, if not fee-simple ownership (e.g. lease, easement):  
\_\_\_\_\_  
\_\_\_\_\_

Name(s) of Partnerships: Sustainable Saratoga Urban Forest Project  
\_\_\_\_\_  
\_\_\_\_\_

**Authorized Official:** (Person authorized in Resolution to submit an application and enter into a contract.)

Resolution submitted with application  Letter of intent to submit a resolution at the time of contract.

Name: Scott T. Johnson

Title: Mayor

Business Address: City Hall - 474 Broadway  
Saratoga Springs, New York 12866  
\_\_\_\_\_

Phone: 518-587-3550 Fax: 518-580-9480 Email: \_\_\_\_\_

Grant Amount Requested: \$24,991.00

Required Local Match: \$24,991 + \$19,892 (add'l match) = \$44,883.00 (Large City & Community only)

Total Project Costs: \$69,874.00

Is the proposed project receiving other NYS funding for similar activities?

(If this box is checked you are not eligible to apply for funding under the U&CF program.)

If you have applied and received additional project funding from multiple funding sources for this project, indicate the funding source(s) and the amount(s):

Source(s): \_\_\_\_\_

Amount(s): \_\_\_\_\_

## Schedule A - Project Narrative

### Project Type:

- Quick Start Arbor Day grant
- Tree Inventory       Tree Management Plan      **Tree Planting**
- Tree Maintenance       Invasive Insect Detection Survey

### **Part I – Project Summary:** (Provide a three sentence summary of the project.)

The City of Saratoga Springs is applying for funds to purchase and plant 110 street trees in two areas identified as high priorities in its recently adopted Urban and Community Forest Master Plan. DPW crews will partner with a local non-profit, Sustainable Saratoga, to employ volunteers to plant 90 trees in the downtown urban core and 20 trees in an underserved neighborhood just off Broadway. New tree wells with new topsoil and proper planting techniques will ensure the project's success.

### **Part II –Project Narrative:** (not to exceed 2 pages) (It is essential to explain **in detail** what your project will accomplish, the methodology that will be used to achieve the project deliverables, the cost effectiveness of meeting project objectives and deliverables, and how the project meets each of the rating criteria for the appropriate project type. Projects that fail to address the appropriate project type criteria identified in this RFA will not score well.)

The planting of 110 new street trees will have tremendous benefits in terms of physical and mental health, stormwater runoff, particulate pollution, heating and cooling costs, economic activity, and the urban heat island effect, as well as benefit efforts to address global climate change through an increase in carbon sequestration potential. See two page narrative for more details.

### **Part III – Project Schedule:** (Provide a detailed schedule for the project. The DEC anticipates projects to be completed within three years of a grant award. (anticipate time line- Example: Spring or Fall Planting Season; Summer Inventory; Fall Maintenance)

The project will be completed over the course of three planting events centered around Arbor Day. See two page narrative for more details.

### **Part IV – Educational Component:** (Required for Quick Start Grant and Invasive Insect Detection Survey – Optional for other Categories):

The recruitment and training process for planting and tree tender volunteers, along with publicization of the planting days, will be excellent opportunities to educate the public on the benefits of street trees as well as their proper planting and maintenance. See two page narrative for more details.

### **Part V – Permits** (List all permits required to implement the project, including SEQR determination (if applicable))

As the entire project will take place in the City ROW, no permits will be need for this project, which is listed as a Type II action under SEQR. See two page narrative for more details.

### **Part VI - Identify Sources of Matching Funds:** (Federal or State funds are not considered as an eligible matchsource. )

List in detail the source of funds to be used for match, such as cash, donations, value of goods and services etc.)

The City is seeking \$24,991 in grant funding for this Tree Planting Program. Our partnership is committing nearly a 180% match (\$44,883) in local funds through force labor, in-kind services and donated time and equipment. No Federal or State funding will be considered in this local match. See Attachment B-1 Expenditure Based Budget Summary for greater detail.

**Part VII – Regional Economic Council Recommendation**

A.

<hr/> <p>(Project Name)</p>	
<p>I certify that the proposed project in this application satisfies the Regional Economic Development Council’s requirements in <u>Saratoga</u> County, NY. This proposed project aligns with the priorities in the Regional Economic Development Plan developed by the Council.</p>	
<hr/> <p>(Signature of Authorized Council Member)</p>	<hr/> <p>(Date)</p>

**or**

B. A supplemental narrative describing the economic benefits of the proposed project and how the project aligns with the strategies of the Economic Development Plan (EDP) must be attached. See your county EDP and indicate the section and page number which corresponds with the activities proposed in your application.

**Part VIII – Environmental Justice Street Location and Description:**

1. The exact street location where the project is to be implemented (no P.O. Box)  
The Southwest Neighborhood is located within census tract block groups 612.001 and 612.006, identified by the U.S. HUD as a low-moderate income area with 56.7% and 74.2%, respectively, of the population earning less than 80% of the Area Median Income. Streets include Congress, Hamilton, West Circular, Union, South and Aletta streets.
2. A brief (few sentences) description of how the project will benefit minority or low-income populations that experience disproportionate adverse environmental impacts such as pollution from multiple industrial facilities, sub-standard water quality, concentrated diesel emissions from bus depots, or other heavy vehicle traffic, adverse health effects related to environmental impacts (high asthma), lack of access to green benefits such as open space, environmental education or parks, or other such impacts.

Trees in this area would have a particular impact on physical and mental health as well as home energy costs – important savings for families trying to make ends meet, making Saratoga Springs more affordable for people of all income levels. Many of the streets in this area are also used by locals trying to avoid the traffic common to Broadway. Trees in this area would also help to calm traffic and ameliorate the extra concentration of exhaust pollution generated by these traffic patterns.

## Application Checklist

To avoid disqualification of your application or to avoid your application from scoring poorly, please use this checklist as a final tool before submitting your application documents:

**1. All grant applications must comply with the following requirements:**

- \_\_\_\_\_ Mailed (postmarked by December 5, 2013) or hand-delivered to NYS DEC, 625 Broadway, Albany, NY by 4:00 p.m. on December 5, 2013
- \_\_\_\_\_ Applicant eligibility documentation? (NFP has been registered and prequalified in the Grants Gateway)
- \_\_\_\_\_ Is the proposed project site located on public property?
- \_\_\_\_\_ Is all appropriate and applicable information on the application form?
- \_\_\_\_\_ Is the Project Expenditure Budget complete, accurate and itemized?
- \_\_\_\_\_ Is the application typed and on 8.5" x 11" paper?
- \_\_\_\_\_ Is the Project Work Plan completed?
- \_\_\_\_\_ Is there 1 original and 4 copies (total-5 sets) of the grant application?
- \_\_\_\_\_ Is there an authorizing resolution **or** a letter of intent to submit a resolution prior to contract execution?
- \_\_\_\_\_ Is the project narrative complete and does not exceed 2 pages?
- \_\_\_\_\_ Is the Regional Economic Council recommendation included?
- \_\_\_\_\_ Is documentation of ownership and public interest in property included? (NFP applicants only)
- \_\_\_\_\_ Municipal endorsement (NFP applicants only)
- \_\_\_\_\_ Are letter(s) of support/commitment to document partnerships and community support included?
- \_\_\_\_\_ Is there a list of required Permits (list applicable permits in the PART V of the Project Narrative, if any)?
- \_\_\_\_\_ Is proof of appropriate credentials – certified arborist certification number, or name of educational degree, i.e. forestry, horticulture, included in your application (in Project Narrative) for invasive pest detection study project?

**2. In addition each grant category must satisfy these requirements:**

**Quick Start Grant**

**Community Grant**

**Large Community Grant**

- |  |  |  |
|--|--|--|
| <ul style="list-style-type: none"> <li>___ Not a Tree City USA</li> <li>___ ≤ \$1,000 grant amount requested</li> <li>___ Schedule of Arbor Day event</li> <li>___ Press coverage</li> <li>___ Official minutes of meetings relative to a tree program</li> <li>___ Photos to illustrate the required mobilization of a community's interest and commitment</li> </ul> | <ul style="list-style-type: none"> <li>___ \$2,500 - \$25,000 grant amount requested</li> <li>___ Match amount is at least as much as grant amount, and is 50% of total project cost, where applicable.</li> <li>___ No federal or state funds used for match</li> </ul> | <ul style="list-style-type: none"> <li>___ \$7,500 - \$50,000 grant amount requested</li> <li>___ Match amount is at least as much as grant amount, and is 50% of total project cost, where applicable.</li> <li>___ No federal or state funds used for match</li> </ul> |
|--|--|--|



(Quick Start applicants may stop here.)

3. *Community and Large Community grants need to review the grant type requirements below to be sure all required items are included in their completed application and copies.*

**Tree Inventory**

\_\_\_ Social & economic conditions of present & future tree presence addressed \*

**Tree Management Plan**

\_\_\_ Addresses social & economic benefits of present & future tree presence \*

**Tree Planting**

\_\_\_ Reviewed by tree care professional or DEC forester

\_\_\_ Based on environmental benefits analysis from current computerized tree inventory

\_\_\_ Located on public property

\_\_\_ Uses only non-invasive tree species

\_\_\_ All or relevant portion of tree inventory attached

\_\_\_ Photos of project location

\_\_\_ Number of trees

**Tree Maintenance**

\_\_\_ Located on public property

**Invasive Insect Detection Survey**

\_\_\_ Copy of tree inventory

\_\_\_ Completed by certified arborist or equivalent

\_\_\_ Copy of tree management plan

\_\_\_ Photos of project location

\_\_\_ Educational outreach component includes

\_\_\_ Evidence of community support of project

\_\_\_ Types of maintenance addressed

- Pest control
- Young tree care
- No. of trees removed/pruned

\_\_\_ Documentation of professional arborist consultation or equivalent

- Signage
- Public involvement event
- Project pictorial brochure
- Public service announcement
- Survey area photos

\_\_\_ Tree species list

\_\_\_ Tree planting specifications

\_\_\_ Short & long term care & maintenance plan included

\_\_\_ Evidence of community support of project

\_\_\_ Evidence of summer shade benefits to project site

\* For assistance in determining dollar amounts of economic benefits, see <http://treebenefits.com/calculator/index.cfm>

**ATTACHMENT B-1 - EXPENDITURE BASED BUDGET SUMMARY**

**Project Name:** Saratoga Springs Urban & Community Forest Tree Planting Program

**Contract Number:** \_\_\_\_\_

**Contractor SFS Payee Name:** \_\_\_\_\_

<b>Category of Expense</b>	<b>Grant Funds</b>	<b>Match Funds</b>	<b>Other Funds</b>	<b>Total Funds</b>
<b>1. Personal Services Category</b> <i>(Provide detail on Salary on the Personal Services Category Detail page.)</i>				
a. Salary		\$ 32,465		\$ 32,465
b. Fringe				
<b>1. Total Personal Services</b>		\$ 32,465		\$ 32,465
<b>2. Non-personal Services Category</b> <i>(Provide detail on each of the sub-categories below on the Non-personal Services Category Detail pages.)</i>				
a. Travel				
b. Equipment		\$ 12,418		\$ 12,418
c. Contractual Services				
d. Space/Property & Utilities				
e. Operating Expenses				
f. Other	\$ 24,991			\$ 24,991
<b>2. Total Non-personal Services</b>	\$ 24,991	\$ 12,418		\$ 37,409
<b>Total Award Amount</b> <i>(Total Personal Services + Total Non-personal Services)</i>	\$ 24,991	\$ 44,883		\$ 69,874

## 1. Personal Services Category – Detail Budget

### a. Salary

Position Title	Annualized Salary per Position	Standard Workweek (hours)	Estimated Hours	Number of Months Funded	Total
4 Saratoga Springs Tree Crew; 110 trees; 1/2 hr/tree @ \$43.04					\$ 2,367
4 Saratoga Springs Concrete Crew; 110 trees; 2 hr/tree @ \$89.58					\$ 19,708
4 Community Volunteer; 110 trees; 1 hr/tree @ \$7.25 ea.					\$ 3,190
3 Professional Volunteer; 3 events; 20 hr ea @ \$40					\$ 7,200
<b>a. Total Staff</b>					\$ 32,465

### b. Fringe - Type/Description

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<b>1. Total Personal Services</b>	\$ 32,465
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## 2. Non-personal Services Category – Detail Budget

### a. Travel

Anticipated Destination	Type of Expenditure	Total Cost
	Other ( <i>specify</i> )	
<b>a. Total Travel</b>		



***b. Equipment – Type Description***

<b>Item Description</b>	<b>Cost</b>
City equipment including front-end loader, backhoe, pick-up truck, large dump trailer, skid steer, concrete saw, jack hammer, etc.	\$ 12,418
<b>b. Total Equipment</b>	\$ 12,418

***c. Contractual Services – Type Description***

<b>Contractor Name</b>	<b>Type of Work</b>	<b>Amount of Contract</b>
<b>c. Total Contractual</b>		

***d. Space/Property & Utilities***

<b>Item Description</b>	<b>Cost</b>
<b>d. Total Space/Property &amp; Utilities</b>	

***e. Operating Expenses***

<b>Item Description</b>	<b>Cost</b>
<b>e. Total Operating Expenses</b>	

***f. Other***

<b>Item Description</b>	<b>Cost</b>
110 trees @ \$170 avg \$ 18,700    177 Cubic yards top soil @ \$32 ea. \$ 5,664    220 stakes @ \$1.20 \$ 264	\$ 24,991
Mycorrhizal Fungi Inoculant @ \$3.30 \$ 363	
<b>f. Total Other</b>	

<b>2. Total Non-personal Services</b>	\$ 37,409
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## Attachment C – Work Plan

### *Summary*

PROJECT NAME: Saratoga Springs Urban & Community Forest Tree Planting Program

CONTRACTOR SFS \_\_\_\_\_

PAYEE NAME: \_\_\_\_\_

CONTRACT PERIOD: From: \_\_\_\_\_

To: \_\_\_\_\_

Provide an overview of the project including goals, tasks, desired outcomes and performance measures:

The City of Saratoga Springs is applying for funds to purchase and plant 110 street trees in two areas identified as high priorities in its recently adopted Urban and Community Forest Master Plan. DPW crews will partner with a local non-profit, Sustainable Saratoga, to employ volunteers to plant 90 trees in the downtown urban core and 20 trees in an underserved neighborhood just off Broadway. New tree wells with new topsoil and proper planting techniques will ensure the project's success.

Trees will be planted during three separate work events, ideally planned near Arbor Day in the three years following grant approval. A typical tree installation will entail City DPW staff cutting and removing a 40 SF hole (per the Master Plan) in the sidewalk. Holes may be 5'x8' or 4'x10' depending on site conditions. DPW crews may also use heavy equipment to loosen the soil in the new opening. Teams of volunteers would then excavate all of the soil from the hole. DPW staff will then deliver approximately 1.5 cubic yards of top soil which will be added to the hole by the volunteers. Soil will be added to the hole and compacted to the height needed for proper root ball planting depth (based on height of the root collar). The addition of new top soil will be accompanied by an addition of a mycorrhizal fungi inoculant to improve the growth potential of these trees planted in the harsh urban environment. From that point on, volunteers would plant the tree following the procedures for proper tree planting as outlined in Attachment 2 of the RFA including proper handling, layered soil compaction, watering, staking, and mulching. Professional volunteers from Sustainable Saratoga, as well as members of the City Tree Crew, will supervise volunteer plantings.

As part of this project, Sustainable Saratoga will recruit volunteers to aid in the tree plantings as well as to be volunteer tree tenders. Tree tenders will be assigned to monitor and maintain the trees for a period of at least 2 years. Responsibilities will include routine watering for the first year of establishment and then watering during rain-free periods in year 2. They will also maintain proper mulching and remove stabilizing staking after the first year as well as inform the City Arborist if any serious maintenance issues arise.

*Detail*

OBJECTIVE	BUDGET CATEGORY/ DELIVERABLE (if applicable)	TASKS	PERFORMANCE MEASURES
1: Planting of 110 new street trees		a. Planting event 1	i. Planting area properly prepared
		ii. Tree successfully planted	
		iii. Tree successfully maintained	
		b. Planting event 2	i. Planting area properly prepared
		ii. Tree successfully planted	
		iii. Tree successfully maintained	
		c. Planting event 3	i. Planting area properly prepared
		ii. Tree successfully planted	
		iii. Tree successfully maintained	

OBJECTIVE	BUDGET CATEGORY/ DELIVERABLE (if applicable)	TASKS	PERFORMANCE MEASURES
2:		a.	i.
			ii.
			iii.
		b.	i.
			ii.
			iii.
		c.	i.
			ii.
			iii.