



Becoming a Tree City USA Request for Proposals

Purpose:

The Minnesota Department of Natural Resources welcomes proposals from communities to meet standards needed to become a [Tree City USA](#) in 2019.

Amount:

Up to \$1,000 to help new or non-current communities become a Tree City USA.

Grant funds are not provided in advance. Grantees must initially spend money upfront, which is then reimbursed under the terms of the grant agreement.

Requirement:

- Community must be certified as Tree City USA by meeting standards in 2019.
- Communities who use funds for tree planting projects must follow standards set in the [Pocket Guide to Planting Trees](#).

Eligible Projects:

Priority 1 activities have a higher priority than Priority 2 activities.

Priority 1:

- Write or update Tree Care Ordinance to meet the Tree City USA [Tree Care Ordinance](#) requirements.
- Write or update a Community Forest Management Plan that uses tree inventory or tree survey data collected within the last 10 years and covers a 3-5 year period.
 - MNDNR has data from a 2010 survey that communities can use.
- Create or revitalize a Tree Board that contributes to the community's forestry program.

Priority 2:

- Plan, promote, and conduct an Arbor Day celebration.

Grant Limits:

There is no minimum to the dollar amount application can request. The maximum amount that will be funded is \$1,000. Match is not required

Eligible Expenses:

- Professional contracts for technical assistance, administration, or implementation of the grant project.
- Materials or rented equipment to complete the project.
- Native and non-native trees.

Ineligible Expenses:

- Time of community employed personnel on project
- Purchase of plants other than trees, e.g., shrubs, ground cover, and flowers.
- Grantee-owned or leased equipment.

Project Evaluation:

Choosing higher priority activities will make your application more competitive. Projects will be evaluated according to how well they:

- Help a community become a Tree City USA.
- Develop and help sustain community forestry programs by using management plans, tree care ordinances, tree boards, and volunteers.
- Involve diverse populations including racial and ethnic communities, LGBTQI communities, people with disabilities, and veterans.

MNDNR Forestry staff will review, evaluate, and prioritize grant proposals. All applicants will be notified by October 12, 2018.

Components Required Upon Project Completion:

By the end of the project, grant recipients must apply and become a Tree City USA for 2019. Tree City USA applications are due by December 31, 2019. Final approval of Tree City USA are made by the Arbor Day Foundation.

Award of Funds:

Announcement of funding approvals and amounts will follow the review and selection process.

- All applicants will receive written notification regarding their request by October 12, 2018.
- Projects cannot begin until all final documentation has been submitted and a fully executed grant agreement is on file with MNDNR Forestry Division.
- Any project costs incurred prior to execution of the grant agreement will not be eligible for reimbursement.
- Grant funds are not provided upfront.
- Grantees must initially spend money, and are then reimbursed under the terms of the grant agreement.

Project Timeline:

- **Application deadline:** September 28, 2018 at 4:30 p.m.
- **Notice of selection and award amount:** October 12, 2018
- **Project implementation:** Project work and expenses that are eligible for reimbursement with grant funds can NOT start or incur until the grant agreement is fully executed. Grant agreements are expected to be executed by November 16, 2018 and work can begin afterwards.
- Notice of fully executed contract on file with the DNR: November 16, 2018
- **Project completion:** Projects must be completed by Friday, December 29, 2019.
- **Project Final Report and Compliance Check (when applicable):** January 31, 2020
- **Final payment:** March 31, 2020

DNR 2010 Community Tree Survey

In 2010 crews conducted field surveys of trees in 700 Minnesota communities to determine tree genera, range in sizes, and general health of trees in residential neighborhoods and business corridors. Both public and private trees within 60 feet of the roadway were surveyed.

For each surveyed community a pie chart showing the top 10 trees in the community and a table showing diversity of tree genera, size class distribution, and health of trees were developed. This data can be used to develop a management plan.

To request the pie chart and table, contact Jane Sterk at jane.sterk@state.mn.us or 651-259-5301.

Questions:

Email ucf.dnr@state.mn.us or call 651-259-5300 and ask to be transferred to the first available Community Forestry Team member.

- Jennifer Teegarden, Forestry Outreach Specialist
- Valerie McClannahan, Senior Planner in Urban and Community Forestry

Program Funding:

Funding for this project was provided by the United States Department of Agriculture Forest Service.

“In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability.

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, DC 20250-9410 or call 202-720-5964 (voice and TDD). USDA is an equal opportunity provider and employer.”