



Michigan Department of Natural Resources - Forest, Mineral and Fire Management



## 2008 DTE ENERGY FOUNDATION TREE PLANTING PROGRAM APPLICATION INFORMATION

*This information is provided by Authority of Part 5 of Act 451, P.A. 1994, as amended*

*Co-sponsored by*

DTE Energy Foundation  
Michigan Department of Natural Resources

**November 2007**

**DUE DECEMBER 28, 2007**

### GENERAL INFORMATION:

The DTE Energy Foundation, in cooperation with the Michigan Department of Natural Resources (DNR), Urban and Community Forestry Program, has established a tree planting grant program. Funding is from DTE Energy Foundation and administered by Michigan DNR, Forest, Mineral and Fire Management Division. The program is part of DTE Energy's participation in the U.S. Department of Energy's voluntary reporting of greenhouse gases (Energy Policy Act, 1992).

Cost-share grants will be available to municipalities, schools and non-profit organizations [501(c)(3)] in DTE Energy's service area on a competitive basis for **tree planting** projects. A maximum of \$3,000 will be awarded to individual projects. This is a 50-50 cost-share match program. Projects must be completed by **December 31, 2008**.

Trees improve environmental quality and the quality of life in the urban, suburban, and rural communities where people live. A key benefit that trees provide is carbon sequestration. Through photosynthesis, trees convert carbon dioxide and water (using sunlight), into glucose (sugar) and oxygen. Healthy, vigorous trees are better at removing carbon dioxide from the atmosphere than trees that are unhealthy and growing poorly.

The purpose of this program is to increase the number and variety of trees planted and maintained in communities throughout the service area of DTE Energy and its subsidiary companies, Detroit Edison and MichCon Gas. A secondary purpose is to assist those communities most affected by the Emerald Ash Borer, to begin to replace ash trees killed by the pest. Properly planted trees are trees planted in an appropriate location with current planting methods and which receive consistent, long-term maintenance. Healthy, vigorous trees not only sequester carbon, but they can also reduce energy costs, provide shade and screening, increase property values, beautify neighborhoods, reduce soil erosion, and improve water quality.

**This is a reimbursement grant program** -- grant monies awarded under this program will be paid only upon evidence of completion of granted projects, including a possible site inspection of the project.

**For more information, contact: DTE ENERGY FOUNDATION TREE PLANTING GRANT PROGRAM  
FOREST, MINERAL AND FIRE MANAGEMENT  
MICHIGAN DEPARTMENT OF NATURAL RESOURCES  
PO BOX 30452  
LANSING MI 48909-7952**

Telephone: (517) 241-4632

## ELIGIBILITY

**NOTE:** Eligible applicants and tree planting sites must be within the service territory of DTE Energy's utility subsidiaries, Detroit Edison and MichCon Gas. For assistance in determining this, please visit: [www.cis.state.mi.us/mpsc/gas/servarea.htm](http://www.cis.state.mi.us/mpsc/gas/servarea.htm), [www.cis.state.mi.us/mpsc/electric/map.htm](http://www.cis.state.mi.us/mpsc/electric/map.htm) or contact Ms. Roberta Urbani (DTE Energy), at (313) 235-8624.

### ELIGIBLE APPLICANTS:

Applications will be accepted from local units of government (e.g., city, village, township, county, school district, public university and other legal entity of local government), tribes, and non-profit organizations\* ([501(c)(3)] or other granted legal status). Private businesses, and individuals are not eligible to apply but may partner with an eligible organization on a proposal.

**\*Non-Profit Information:** Non-profit organizations submitting applications must also:

1. provide a copy of the IRS letter of determination indicating non-profit status.
2. provide documented permission from the landowning authority (e.g. City Forester, City Manager, etc.) where the project will be performed, if it is not your own. Lands owned by non-profit organizations and tribal lands are eligible for use, but applicants must submit a letter from the organization or tribe ensuring that the lands are public or open to the public for educational purposes.

### ELIGIBLE ACTIVITY:

Tree planting is the only activity eligible for funding. All trees must be planted on public property or property open to the public.

**Maintenance projects (e.g. tree trimming, removal etc.) and establishment of tree nurseries are not eligible.**

**Tree Planting** – Includes the following activities only: Tree planting projects on public property such as parks, rights-of-way, city streets, arboretum/botanical gardens, schools, and neighborhood common spaces. Reimbursement will be made towards the purchase of trees only. Planting costs are not covered but may be used towards the match obligation. See details below for reimbursement rates.  
(Maximum grant request: \$3,000.00).

## HOW TO APPLY

Submit completed and signed Application, along with **two copies**, by the deadline listed. Late and/or faxed applications will not be accepted. Application materials are available on the DNR's website at [www.mi.gov/dnrucf](http://www.mi.gov/dnrucf) or may be sent via mail upon request.

Applications should contain detailed information for the review committee to consider when rating your proposal. Items to include (as applicable):

1. Project Narrative
2. Budget

### 3. Tree Planting Information (incl. maintenance plan)

Failure to include these items will negatively affect the proposal rating during review.

**Narrative Information:** Include statement of project purpose/need, goals, deliverables (e.g. number of trees), anticipated results, evaluation methods, and people involved/responsible with project.

**Budget Information:** Applications must include the total project cost, grant amount request (no more than 50% of the total project costs), and the amount and type of matching funds (cash, in-kind contributions). Federal monies from other sources may **NOT** be used as matching funds. In-kind contributions such as in-house or volunteer labor costs, goods, services, etc. should be identified. Volunteer labor/services should be valued as: Adults - \$16.50/hour; Youths (up to age 16) - \$8.25/hour. Professional or technical services contributed by persons, or businesses may be valued at commercial/professional rates that are reasonable and customary but must be documented in writing by the applicant.

Applicants that have an approved overhead/indirect rate from a Cognizant Federal Agency may include indirect costs as part of their match portion. Proof of certification will be required. This amount will be limited to 20% of the grant funds requested, based on MDNR directives.

All matching funds must be directly related to the proposed project and have been incurred within the grant period. Some acceptable sources of match include: labor, program administration, contractor/consulting fees, facility rental, equipment, tree maintenance costs (1<sup>st</sup> year only), supplies (i.e. trees, mulch, stakes, etc.), travel and delivery costs and other donations.

The project budget breakdown should include the following information in a similar format:

Example:

Project Title: Maple Street Tree Planting

Item	Grant Funds	Local Match	Comments
Personnel/fringes		\$ 700.00	35 hrs @ \$20
Volunteers		264.00	11 adults hrs @ \$16.50, 10 kids @ \$8.25
Resident cost-share		1,200.00	24 residents @\$50/tree
Supplies		236.00	Mulch & stakes
Trees	\$3,000.00	600.00	24 balled & burlapped trees @\$200 (DTE Energy Fndn @\$125) (City match @ \$25)
Other			
Total	\$3,000.00	\$3,000.00	

Applicant must provide (when requested) quarterly, semi-annual and/or annual project reports. Project records must be available for audit and site reviews for up to 3 years. Applicants must comply with all applicable state and federal requirements and regulations.

**Tree Planting Information:** This section should describe the procedures for planting trees within the community. It should be based on an overall vision to sustain and enhance the city as a livable community with an extensive, thriving urban forest that provides multiple aesthetic and environmental benefits.

Please include the following information: number of trees to be planted, size (caliper), tree planting stock type (balled & burlapped, container, bare root, seedlings), tree species, proposed site plan, tree planting diagram and utility consideration.

**Important goals for tree planting projects should include:** 1.) species diversity, 2.) appropriate tree for the planting location, including distance from all utilities, 3.) proper planting technique 4.) commitment to maintenance 5.) restoring community canopy cover and 6.) community involvement (volunteer participation, resident cost-share, etc.).

Certain species, including Blue Spruce, Norway Maple, and Bradford Pear, are discouraged due to their susceptibility to insect, disease and storm damage. Additionally, other tree species, such as Maple, should be used with discretion due to their overabundance in many communities. Native trees are encouraged whenever possible. **No varieties of Ash species shall be planted, reimbursed or used towards match through this program.**

All planting projects should comply with minimum planting stock, tree planting and maintenance standards as set forth by the American National Standards Institute (ANSI). Base standards are:

1. Nursery Stock (ANSI Z60.1-1996)
2. Tree Care Operations: Tree, Shrub, and Other Woody Plant Maintenance—Standard Practices (ANSI A300-1995)
3. Tree Care Operations: Pruning, Trimming, Repairing, Maintaining, and Removing Trees, and Cutting Brush—Safety Requirements (ANSI Z133.1-1994)

Examples and instructions based on these standards may be found in How to Prune Trees, USDA Forest Service, Northeastern Area, State and Private Forestry (NA-FR-01-95); Tree Planting Detail (IC 4108, MDNR); and Tree Planting Zones (IC 4109, MDNR).

**Tree Planting Stock Size:** Planting stock selection should be determined based on species, planting location, soils, etc. Trees will be reimbursed up to the listed amount depending on tree size and actual cost. No tree shall be reimbursed more than \$125.

**Balled and Burlapped:** 1 ¾ - 3 inch diameter, 10-16 feet height. Soil ball diameter 20-27 inches. Tree diameter is measured at 6 inches above ground.

*Maximum reimbursement: \$125 per tree.*

**Bare Root:** 1 to 1¼ inch caliper, 6-10 feet height. Tree caliper is measured at 6 inches above ground.

*Maximum reimbursement: \$50 per tree.*

**Containerized/Potted (Sm.-Med.):** Trees 1-3 feet height - container 6 inches high, inside bottom diameter 5-6 inches; Trees 2-4 feet height - container 8 inches high, inside bottom diameter 6½ to 7¾ inches; Trees 4-6 feet height - container 9 inches high, inside bottom diameter 8½ to 9½ inches.

*Maximum reimbursement: \$45 per tree.*

**Containerized/Potted (Lg.):** Trees 6-10 feet height - minimum container depth 12 inches and minimum bottom diameter of 15 inches (10+ gal). Typical minimum caliper size of ¾”.

*Maximum reimbursement: \$75 per tree.*

**Seedlings:** 8-10 inch height, 8-12 inch root length. Roots should be numerous and fibrous.

*Maximum reimbursement: \$40 per 100 seedlings.*

Planting stock must be obtained from a nursery stock dealer or grower certified by the Michigan Department of Agriculture. Planting stock from out-of-state must be accompanied by a Michigan Department of Agriculture certificate. Stock obtained from municipal or government nurseries must meet appropriate standards (Michigan Insect Pest and Plant Disease Act, Public Act 189, 1931.)

**Maintenance Plan:** All planting projects must include a detailed 3-year maintenance plan. This maintenance plan should address watering, pruning, damage control/management and other routine and corrective actions. The Michigan DNR Tree Maintenance Guidelines (IC 4108-1) may be used as a guideline.

## **RATING CRITERIA**

**Submit the original and two copies.** Applications will be rated based upon the quality of the tree planting project and geographic distribution needs as determined by DTE Energy Foundation. Project quality considerations include project effectiveness, project outcomes, short and long-term impacts, and cost effectiveness.

\*NOTE – Priority consideration will be given to applicants who have not received a DNR or DTE Energy Foundation tree planting grant in the last year.

DTE Energy Foundation and DNR reserve the right to refine or alter the criteria at any time.

## **GRANT AWARD & EXECUTION OF CONTRACT**

Grants will be awarded to the highest rated proposals, as determined by the DNR and DTE Energy Foundation, based on application comparisons and other considerations. Following the rating, each applicant will be notified of their status (award and allocation, or no award).

Every effort is made to review and notify applicants as soon as possible. However, official notifications typically are not made for 2-3 months after the application closing date.

Projects meriting funding consideration, but not at the requested amounts, may be offered reduced awards. Grant recipients will receive grant documents for processing following the initial notification. In addition, grant recipients may be required to meet with DNR or DTE Energy Foundation staff prior to starting the grant to review project plans and activities.

Grant monies awarded will be paid ONLY upon evidence of completion of project. Project must be completed by **December 31, 2008**.

Recipients must comply with all applicable state and federal regulations and requirements.

Projects receiving funds must acknowledge the support of DTE Energy Foundation and the DNR, Urban and Community Forestry Program, in any media communication or publications.

DTE Energy Foundation and DNR reserve the right to withhold award of available grant monies.

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**APPLICATIONS MUST BE RECEIVED BY DECEMBER 28, 2007.  
NO FACSIMILES WILL BE ACCEPTED.**

The Michigan Department of Natural Resources provides equal opportunities for employment and access to Michigan's natural resources. Both State and Federal laws prohibit discrimination on the basis of race, color, national origin, religion, disability, age, sex, height, weight or marital status under the U.S. Civil Rights Acts of 1964 as amended, 1976 MI PA 453, 1976 MI PA 220, Title V of the Rehabilitation Act of 1973 as amended, and the 1990 Americans with Disabilities Act, as amended.

If you believe that you have been discriminated against in any program, activity, or facility, or if you desire additional information, please write:

Human Resources, Michigan Department of Natural Resources, PO Box 30028, Lansing MI 48909-7528, *or*  
Michigan Department of Civil Rights, Cadillac Place, 3054 West Grand Blvd, Suite 3-600, Detroit, MI 48202, *or*  
Division of Federal Assistance, U.S. Fish & Wildlife Service, 4401 North Fairfax Drive, Mail Stop MBSP-4020, Arlington, VA 22203.

For information or assistance on this publication, contact Forest, Mineral, and Fire Management, Michigan Department of Natural Resources, PO Box 30452, Lansing, MI 48909-7952.

This publication is available in alternative formats upon request.