

Michigan Department of Natural Resources - Forest Resources Division

# DTE ENERGY FOUNDATION TREE PLANTING GRANT PROGRAM

*This information is provided by Authority of Part 5, 1994 PA 451, as amended,*

---

## 2014 APPLICATION AND INFORMATION PACKET

### APPLICATION DEADLINE:

*received by, DECEMBER 16<sup>TH</sup>, 2013*

*This document available on our website at: <http://www.mi.gov/ucf>*

---

### SUBMIT TO:

MICHIGAN DEPARTMENT OF NATURAL RESOURCES  
Urban and Community Forestry Program

#### MAILING ADDRESS:

PO BOX 30452  
LANSING MI 48909-7952

#### STREET ADDRESS:

525 W. Allegan St., 5<sup>th</sup> Floor  
LANSING MI 48933



# TABLE OF CONTENTS

PAGE No.

## **SECTION I - APPLICATION INFORMATION**

GENERAL INFORMATION _____	1
ELIGIBILITY INFORMATION AND PROJECT CATEGORIES _____	2
APPLICATION PROCESS _____	2 - 3
REVIEW AND SELECTION _____	4
GRANT AWARD AND EXECUTION _____	4

## **SECTION I - APPLICATION INFORMATION**

GRANT APPLICATION COVER _____	5
NARRATIVE INFORMATION _____	6
TREE PLANTING INFORMATION _____	7
BUDGET _____	8
APPLICATION CHECKLIST _____	9

## **GENERAL INFORMATION**

The DTE Energy Foundation, in partnership with the Michigan Department of Natural Resources (DNR), Urban and Community Forestry (UCF) Program, is sponsoring a tree planting grant program as part of DTE Energy's participation in the U.S. Department of Energy's voluntary reporting of greenhouse gases (Energy Policy Act, 1992). Funding is provided annually from the DTE Energy Foundation and administered by the DNR's UCF program.

Competitive, cost-share (1:1) grants for **tree planting** projects are available to municipalities, schools, non-profit organizations [501(c)(3)] and tribal governments located within DTE Energy's service area: <http://dteenergy.com/businessCustomers/buildersContractors/serviceArea.html> . A maximum of \$3,000 will be awarded per project. Projects must be completed by **December 31, 2014**.

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 stressed 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 (electric) and MichCon (gas).

Properly planted trees are trees planted in an appropriate location with appropriate planting methods and which receive consistent, ongoing 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 air and water quality.

**This is a reimbursement grant program: Grant monies awarded under this program will be paid only upon evidence of completion of approved projects.**

For additional information, visit the DNR's UCF website at: <http://www.mi.gov/ucf>, or contact:

**DTE ENERGY FOUNDATION TREE PLANTNG GRANT PROGRAM**  
**MICHIGAN DEPARTMENT OF NATURAL RESOURCES**  
PO BOX 30452  
LANSING MI 48909-7952  
(517) 241-4632  
[sayersk@mi.gov](mailto:sayersk@mi.gov)

## ELIGIBILITY INFORMATION

NOTE - Eligible applicants and tree planting sites must be within the service territory of at least one of DTE Energy's utility subsidiaries: Detroit Edison Electric and/or MichCon Gas. For assistance in determining eligibility, please visit: <http://www.dleg.state.mi.us/mpsc/electric/map.htm> <http://www.dleg.state.mi.us/mpsc/gas/servarea.htm> or contact Ms. Judy Frazer (DTE Energy), at (313) 235-8624 or [frazierj@dteenergy.com](mailto:frazierj@dteenergy.com).

### ELIGIBLE APPLICANTS:

Applications will be only be accepted from the following entities who have NOT received a DTE Energy Foundation Tree Planting grant within the past year:

- local units of government (e.g., city, village, township, county),
- public schools and universities
- tribal governments
- non-profit organizations\* ([501(c)(3)] or other granted legal status).



**Individuals and private businesses 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's 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 open to the public for educational purposes.

### SUSPENDED AND DEBARRED PARTIES:

**\*Sec. 3016.35 Subawards to debarred and suspended parties.** Grantees and subgrantees must not make any award or permit any award (subgrant or contract) as any tier to any party which is debarred or suspended or is otherwise excluded from or ineligible for participation in Federal assistance programs under Executive Order 12549, "Suspension and Debarment". Searchable list: <https://www.sam.gov/portal/public/SAM/>

### LIMIT ON NUMBER OF PROPOSALS:

Limit of one application per organization per year.

### ELIGIBLE ACTIVITIES:

Tree planting is the only eligible activity under this grant program. All trees must be planted on public property or property open to the public.

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 only be made towards tree purchases.

Planting costs are not covered but may be used towards the match obligation. See details below for reimbursement rates. (*Maximum grant request: \$3,000*).



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

## HOW TO APPLY

Submit one original application **and 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 <http://www.mi.gov/ucf> or may be mailed 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
4. Attachments (e.g. site map, IRS determination, etc.)

### Narrative Information:

Include statement of project purpose/need, goals, deliverables, anticipated results, and people involved/responsible with the project.

### Budgetary 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 may not be used as matching funds. In-kind contributions such as in-house or volunteer labor costs, equipment usage, donation of goods, services, etc. should be identified and documented in writing.

Volunteer labor/services should be valued as follows:

Adults - **\$20/hr**; Youths (up to age 16) - **\$10/hr**.

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.

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:

- salaries/wages and fringes
- contractor / consulting fees
- equipment (*purchase or rental*)
- tree maintenance costs (*1<sup>st</sup> year only*)

- supplies (i.e., trees, mulch, stakes, etc.)
- travel (current federal rate of \$.585/mile)
- delivery costs
- donations

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

Example:

Project Title: York Park Tree Planting

Total Project Cost: \$7,320

Requested grant funds: \$3,000

Anticipated matching funds: \$4,320

	<u>Grant Funds</u>	<u>Local Match</u>
<b>Personnel/fringes</b>		\$750
<b>Trees</b>	\$3,000	\$3,000
<b>Supplies</b>		\$250
<b>Volunteer</b>		\$320

**Budget Detail:**

Personnel – 30 hrs. @\$25/hr;

Trees- 24, BB trees @\$250ea (DTE @\$125, City @\$125);

Supplies – shovels, mulch, stakes etc.

Volunteer - 11 adult hrs @ \$20/hr, 10 youth hrs @ \$10/hr

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

**Tree Planting Information:**

The tree planting section should describe the procedures for planting trees on the project. It should be based on an overall vision of sustaining and enhancing the community as a livable place with an extensive, thriving urban forest that provides multiple aesthetic, social and ecological benefits.

Please include the following information:

1. total number of trees to be planted
2. size (caliper)
3. planting stock type (i.e., balled & burlap, container, bare root)
4. species
5. location of tree planting
6. tree planting diagram
7. consideration of any utility issues

**Important goals for tree planting projects should include:**

1. species diversity
2. appropriate species for the planting location, including distance from all utilities
3. proper planting technique
4. commitment to tree maintenance, and care
5. enhancing community canopy cover

Species diversity guidelines recommend a maximum of 20% of plantings to be from the same genus of trees

(e.g. Maple) and a maximum of 10% of plantings to be from the same species of tree (e.g. Red Maple). The table below provides the minimum number of species suggested for a given project size:

<b>Total # of Trees in Planting</b>	<b>Minimum # of Species</b>
1-8	1
9-15	2
16-30	3
31-40	4
41-50	5
51-100	6
101-200	10
200+	12

\*Certain species, including norway maple, blue spruce, and flowering pear (all varieties), are discouraged due to characteristics that make them potentially susceptible to specific insect, disease, storm damage or being invasive. Native trees are encouraged whenever possible.



**Per state and federal EAB quarantines, no varieties of Ash (*Fraxinus*) species may be planted, or reimbursed 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) Michigan DNR;
- *Tree Planting Zones* (IC 4109) Michigan DNR.

**Tree Planting Stock Type/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 Burlap:** 1 ½ - 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 1¾ inch caliper, 6-10 feet height. Tree caliper is measured at 6 inches above ground.

**Maximum reimbursement: \$50 per tree.**

listed reimbursement rates for tree purchases.

**Containerized/Potted (Sm.-Med.):** Container size class less than #10 with depth 8-14 inches and top diameter 9 -11.5 inches. Trees typically 1-6' tall  
*Maximum reimbursement: \$45 per tree.*

**Containerized/Potted (Lg.):** Container size class equal or greater than #10 with depth 12-17 inches and top diameter 14.5 and 28.5 inches. Trees typically 6-10' tall  
*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 grower/dealer certified by the originating state's department of agriculture. Nursery stock obtained from local municipal or other nurseries must meet appropriate standards (*Michigan Insect Pest and Plant Disease Act, Public Act 189, 1931*).

**Maintenance Plan:** All tree 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's *Tree Maintenance Guidelines* (IC 4108-1) may be used as a guideline and is available online at: [www.mi.gov/ucf](http://www.mi.gov/ucf)

## **REVIEW AND SELECTION PROCESS**

Submitted proposals will be reviewed by a committee of DNR and DTE Energy staff. Reviewers will make a recommendation to support or decline each proposal.

Applications will be rated based on the following criteria:

- applicant/project eligibility
- project/program goals and described need
- project quality
- budget accuracy
- past performance (if applicable)
- geographic location of applicant and/or project

Project/program goals include responsiveness to stated Grant Program objectives (*see page 1*).

Project quality includes completeness of application, project outcomes, short and long-term impacts, cost effectiveness, and proposed methods for continuation or maintenance of project beyond the grant period.

Budget accuracy will consider eligibility of requested funds, adequate match and source, and correct use of

**\*NOTE** – Additional consideration will be given for:

- 1<sup>st</sup> time applicants
- Projects involving volunteers and/or DTE Energy staff in their tree planting.
- Applicants who have not received a grant through this program in the past 3 years
- Proposals that indicate a willingness to promote events and results by involving/using local media (e.g. radio, print, television) and/or social media (e.g. facebook, twitter etc.) resources.

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

Following the review and award recommendation, 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 1-2 months after the application closing date.

Projects meriting funding, 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 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, 2014.**

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 as appropriate.

DTE Energy Foundation and DNR reserve the right to modify the review and selection criteria and to withhold award of available grant monies at any time.

The Michigan Department of Natural Resources (DNR) 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 and Wildlife Service, 4401 North Fairfax Drive, Mail Stop MBSP-4020, Arlington, VA 22203

For information or assistance on this publication, contact Forest Management, Michigan Department of Natural Resources, PO Box 30452, Lansing MI 48909-7952, Telephone 517-373-1275.

This publication is available in alternative formats upon request.



URBAN AND COMMUNITY FORESTRY PROGRAM
DTE ENERGY FOUNDATION TREE PLANTING PROGRAM

GRANT APPLICATION

This information is required by Authority of Part 5, 1994 PA 451, as amended, in order to be considered for a grant.

Form with fields for Applicant Name, Address, City, State, ZIP, County, Federal Employer Identification Number (FEIN), Anticipated Project Start Date, Anticipated Project Completion Date, BUDGET INFO (GRANT AMOUNT REQUESTED, MATCH AMOUNT, TOTAL \$), U.S. Representative, MI State Senator, MI State Representative.

TYPE OF APPLICANT (PLEASE CHECK ONE): Education Institution [ ], Local Unit of Gov't [ ], Non-profit [ ], Tribal Institution [ ], Other (specify) \_\_\_\_\_

PROJECT IS LOCATED WITHIN SERVICE TERRITORY OF (CHECK ALL THAT APPLY): Detroit Edison Electric [ ], Michigan Consolidated Gas [ ]

ARE THESE GRANT FUNDS BEING REQUESTED TO REPLACE ASH TREES LOST DUE TO THE EMERALD ASH BORER (EAB)? Yes [ ] No [ ]

IS YOUR COMMUNITY A TREE CITY USA? Yes [ ] No [ ] Don't know [ ] Will you promote this project/results via local and/or social media (e.g. radio, print, television, facebook, twitter etc..)? Yes [ ] No [ ] Undecided [ ]

APPLICATIONS FOR THE 2014 GRANT PROGRAM MUST BE RECEIVED BY DECEMBER 16TH, 2013. FACSIMILES AND EMAIL WILL NOT BE ACCEPTED.

## PROJECT NARRATIVE

Answer the following questions as concisely as possible in the space provided **OR** attach a maximum of 3 separate pages

**A** Describe the purpose(s) of the project you are proposing (i.e. why are you undertaking this project, what is the need?)

**B** Describe specific project goals, expected outcomes and impacts (i.e. what are the accomplishments, who will benefit, etc...)

**C** Describe the strategy/timeline for completing this planting. Explain any preplanning involved (i.e. preliminary designs, quotes, estimates etc.).

**D** List the names and responsibilities of individuals and organizations involved with the project.

## TREE PLANTING INFORMATION

**A.** TOTAL NUMBER OF TREES TO BE PLANTED: \_\_\_\_\_ **B.** SIZE: (i.e., caliper inches) \_\_\_\_\_

**C.** NURSERY STOCK TYPE: (Check all that apply AND list quantities of each if multiple )

Balled & Burlap  Bare Root  Seedlings  Container: (indicate size below)  
 Small – Medium (<10 gal)  Large (>10 gal)

**D.** TREE SPECIES TO BE PLANTED: (Applicants are **strongly** encouraged to use a diversity of tree species – see pg..4)

**E.** LOCATION OF TREE PLANTING PROJECT: (Check all that apply. **A basic location/site map and planting diagram must be attached.**)

Public right-of-way  Park/Nature Center  Campus  Other \_\_\_\_\_

**F.** ARE THERE ANY UTILITIES PRESENT ON THE SITE OF THIS PLANTING PROJECT? YES  (indicate type below) NO   
OVERHEAD  UNDERGROUND

IF UTILITIES ARE PRESENT, HOW WILL THIS TREE PLANTING AVOID CONFLICTS WITH EXISTING UTILITIES?  
(e.g. right-tree/right-place: <http://www.arboday.org/trees/righttreeandplace/>)?

**CALL MISS DIG AT (800) 482-7171 OR 811 THREE DAYS BEFORE BEGINNING ANY TREE PLANTING OR DIGGING PROJECT!**

### TREE MAINTENANCE PLAN (if applicable):

All planting projects must have a three (3) year maintenance plan in place. A maintenance plan should address watering, pruning, damage control/management, insect and disease monitoring and other routine and corrective actions. **Attach a copy of the tree maintenance plan you intend to use for this tree planting project.**

Indicate who will be responsible for the maintenance activities (i.e., municipality crews, residents, contractors, etc.)

\_\_\_\_\_  
\*The DNR's *Tree Maintenance Guidelines* (IC4108-1) may be used at a minimum if applicant does not have their own.  
Please visit <http://www.mi.gov/ucf> - MI UCF Resource Library section

## BUDGET INFORMATION

A budget chart must be included (see sample budget on pg. 3). Budget detail must specify total project costs, grant amount requested and matching funds. Grant amount request can be no more than 50% of the total project costs. Budgets must identify matching funds (cash, value of in-kind contributions etc.). Matching funds may not be federal monies and must be directly related to proposed project.

In-kind contributions include in-house or volunteer labor costs, goods and services. Volunteer labor/services should be valued as: **Adults** at \$20/hr, **Youths** up to age 16 at \$10/hr. Professional or technical services contributed by consultants, businesses or companies may be estimated at commercial/professional rates that are reasonable and customary, but must be documented.

Some acceptable sources of match may include:

- Labor (in-house, volunteer, contract)
- Program administration
- Equipment (rented, in-house, purchased)
- Tree Maintenance (1<sup>st</sup> year only)
- Supplies (i.e., books, brochures, tools, mulch, food, etc.)
- Facility rental fees
- Travel / Delivery costs
- Donations

**EXAMPLE BUDGET CHART** (attach separate budget sheet as needed)

Project Title: \_\_\_\_\_ Total Project Cost: \$ \_\_\_\_\_

Expenses	Requested Grant Funds	Match	Budget Detail
Personnel/Fringe	\$	\$ _____	_____
Overhead	\$	\$ _____	_____
Volunteer	\$	\$ _____	_____
Trees	\$ _____	\$ _____	_____
Travel	\$	\$ _____	_____
Equipment	\$	\$ _____	_____
Supplies	\$	\$ _____	_____
Contractual Services	\$	\$ _____	_____
Other	\$	\$ _____	_____
<b>TOTAL</b>	\$ _____	\$ _____	_____

Have you received written permission from the landowner (if applicable)?  Yes, provide copy  No, a copy must be supplied before project begins!

\*Non-Profit Organizations: Have you attached a copy of IRS determination ltr. indicating non-profit status? Yes  No

Are you currently debarred or suspended from participation in Federal Assistance Programs? (See pg 2) Yes  No

*As designated representative of above-named Applicant, I hereby agree to implement this project according to the application and to abide by the provisions of the Community Forestry Grant Program, including compliance with all applicable federal and state laws and regulations.*

Applicant's Designated Representative (please print) \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

**APPLICATIONS MUST BE RECEIVED BY DECEMBER 16<sup>TH</sup>, 2013**

**DO NOT ENCLOSE MATERIALS IN FOLDERS OR BINDERS.**

Please return completed application (original and two signed copies) to:

Mailing Address:

Street Address:

**DTE ENERGY FOUNDATION TREE GRANT PROGRAM  
MICHIGAN DEPARTMENT OF NATURAL RESOURCES  
PO BOX 30452  
LANSING MI 48909-7952**

**DTE ENERGY FOUNDATION TREE GRANT PROGRAM  
MICHIGAN DEPARTMENT OF NATURAL RESOURCES  
525 W ALLEGAN STREET  
LANSING MI 48933**

## APPLICATION CHECKLIST

Use the following checklist to ensure that your grant application is complete.

- Have you included a total of three (3) copies of the application (one original, two copies)?
- Did you provide the required contact information (**including FIN#**) and answer all questions on the application?
- Did you include copies of any quotes or bids you received for the project? (*as applicable*)
- Have you verified your budget figures and correctly calculated the required matching funds?
- Did you include a site/location map where the project will be taking place?
- Did you include a tree planting diagram?
- Did you include a tree maintenance plan?
- Have you obtained written approval from landowners? (*as applicable*)
- Are there any letters of support that you would like to include? (*not required*)
- Have you attached a copy of your IRS Letter of Determination? (*nonprofit organizations only*)
- Have you signed and dated the application?

For questions and additional information, contact Kevin Sayers, Urban Forestry Coordinator, Michigan DNR, (517) 241-4632 or [sayersk@mi.gov](mailto:sayersk@mi.gov)