



TENNESSEE DEPARTMENT OF AGRICULTURE
FORESTRY DIVISION
440 Hogan Road
P.O. Box 40627 Melrose Station
Nashville, TN 37204

May 10, 2013

Dear Urban Forestry Enthusiasts:

The Tennessee Department of Agriculture, Division of Forestry is pleased to announce the availability of its Tennessee Agriculture Enhancement Program (TAEP) grant opportunities for the 2013 – 2014 tree planting season.

The urban forestry program staff will accept TAEP tree planting proposals from city and county governments, and non-profit organizations for planting trees on public land, such as parks, streets, greenways, cemeteries or other local public places.

There are several changes for this year's program. Some of these include cost sharing for water (gator) bags and inclusion of some ornamental trees as part of a project. Please request and review carefully the information and application packet now available for details on these and other changes.

Entities eligible to apply for these grants are local governments, private non-profit organizations, and educational institutions.

Proposals must be received in the Nashville office of the Division of Forestry by 4:30 p.m. on Friday, July 12, 2013.

To request a grant information package or get more information about the TAEP tree planting grants, please call or email the following staff:

- Brian Rucker at 615-837-5439, brian.rucker@tn.gov
- Tom Simpson at 865-908-4434, tom.simpson@tn.gov
- Shawn Posey at 901-754-5185 shawn.posey@tn.gov
- Bruce Webster at 615-837-5436, bruce.webster@tn.gov

Tree Planting funds are provided by the State of Tennessee, Department of Agriculture TAEP program and the Forestry Division.

Sincerely,

Jere Jeter
State Forester

SGS:BLW

GENERAL INFORMATION

Introduction

The TAEP (Tennessee Agricultural Enhancement Program) grant fund for community tree planting is provided by the 2008 State Legislature to the Tennessee Department of Agriculture. The community tree planting component of TAEP will be administered by the Department of Agriculture Forestry Division.

Goal and Objective

The goal of TAEP community tree planting grants is to increase the tree resource base in cities and towns across the State of Tennessee. It is NOT to provide beautification. Trees are work horses for our communities, providing energy savings through shading, storm water mitigation, rain interception, and air quality improvement through filtration and absorption. These are direct cost saving benefits to communities. Beautification should not be used as an objective for a TAEP tree planting project.

Definition of Tree and Shrub

Tree - a woody plant with a single trunk, or multiple trunks capable of growing to a height of 15 feet or more.

Shrub - a woody plant with a multiple stem growing to a height of up to 15 feet.

- TAEP grants are for the planting of trees that will mature at a height of at least 25 feet or more. **Any tree with a mature height below 25 feet is NOT eligible for funding.**

Eligible Grantees

Grants may be awarded to:

- cities and towns
- other local units of government
- approved non-profit organizations such as neighborhood associations, civic groups, and community volunteer tree groups
- Elementary and secondary educational institutions

Available Funds

Eligible applicants may apply for grants up to \$20,000.

Technical Assistance

Potential grantees are encouraged to seek assistance in developing their grant proposals. Sources of assistance include Division of Forestry personnel, arborists, nurserymen, horticulturists, consulting urban foresters, landscape architects and other specialists in related fields.

If the project is going to involve a specialist, please include a letter from him/her to prove they are aware of their commitment.

Eligible Expenses

The following are eligible expenses for grant and match.

- cost of trees
- mulch
- shipping
- contracted labor to plant trees
- acknowledgement sign
- **GATOR BAGS**

Cost Sharing Requirements (Match)

TAEP community tree planting grants require a match equal to the grant (50-50 match). **The match must be cash match.** Match will be allowed for trees, shipping, purchased mulch, and contracted planting only. Grantees can use volunteer labor or city crews to plant, but the value or cost can NOT be included as match. Here are some examples.

Example #1		Example #2		Example #3	
Cost of trees:	\$5,000	Cost of trees:	\$5,000	Cost of trees:	\$5,000
Reimbursement:	\$2,500	Cost to contract plant:	\$3,000	*Cost for city crews to plant:	\$3,000
		Reimbursement:	\$4,000	Reimbursement:	\$2,500
Example #4		Example #5			
Cost of trees:	\$5,000	Cost of trees:	\$5,000		
Mulch	500	*Value of donated mulch	200		
Shipping:	500	Shipping:	400		
Cost to contract plant:	\$3,000	*Value of Volunteer planting time:	2,000		
Reimbursement:	\$4,500	Reimbursement:	\$2,700		

*Costs not allowed for match

A one year guarantee is NOT eligible for reimbursement. If the project includes a one year guarantee, the costs for tree replacement, watering, or other maintenance must be itemized so that these can be deducted from the grant and match components of the project.

Review

Proposals will be reviewed and ranked by the Division of Forestry's Urban Forestry Staff. Projects to be funded will be recommended to the State Forester for final approval.

Proposals will be rated on:

1. General project merit and completeness of the application.
2. Financial documents, such as completeness budget and accuracy of the math.
3. Technical aspects of the application, including the planting map, appropriate species, soil considerations, maintenance and watering plan, and planting specifications.

Reporting Requirements

Successful applicants will be required to complete the following:

1. ACH and Substitute W-9 forms if they are not already on file with the State of Tennessee
2. A final report on the planting project is due when Grantee submits request for reimbursement.

Grant recipients are subject to periodic and post - completion inspections, reviews, and audits by the Tennessee Department of Agriculture, Division of Forestry, and the Tennessee Comptroller's Office.

- **ALL PLANTINGS WILL BE INSPECTED BY A DIVISION OF FORESTRY EMPLOYEE FOR COMPLIANCE WITH SPECIES, LOCATION AND PROPER PLANTING TECHNIQUE.**

With the purchase of quality stock, following proper tree planting guidelines, handling trees with care, planting in a timely manner, and being consistent with watering, you should expect 90% survivability (85% minimum). Due to the vulnerability of transplanted seedlings, we strongly suggest a guarantee from the supplier.

Reimbursement

Funds are reimbursed after completion of the project, not at the time a contract is signed and authorization to proceed is given. An interim payment may be made if the grantee can demonstrate a dire need for a partial reimbursement. To receive reimbursement, a grantee must submit:

- a detailed invoice as outlined in the standard state contract (invoice template is available).
- a summary expense form (provided by the Division of Forestry)
- detailed invoices of tree purchases, planting costs if planting was contracted, shipping, mulch, gator bags, and signage.

A grantee will be reimbursed 50% of the cost of purchasing trees, shipping, mulch, gator bags, contracted labor, and acknowledgment sign.

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GOAL OF THE URBAN & COMMUNITY FORESTRY PROGRAM

The goal of the Urban & Community Forestry Program is to establish Urban & Community Forestry programs in communities in Tennessee and assist existing programs in becoming sustainable. TAEP Community Tree Plantings will support this in response to Tennessee communities wanting to increase awareness and garner the benefits of trees in the urban landscape.

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TIMETABLE

Notification to potential applicants will begin early May 2013. Information packets will be mailed or emailed as soon as requests are received.

Grant proposals and applications will be due in the Tennessee Department of Agriculture, Division of Forestry's Nashville Office by 4:30 p.m. on Friday, July 12, 2013.

Proposals will be reviewed by the State Urban Forestry Staff by early August.

For successful applicants, contracts will be developed in August of 2013. Contract meetings may be required. Contracts should be signed and returned to the Forestry Division State Office as soon as possible. Contracts typically run from November 15, 2013 through September 30, 2014. A later starting date may be required in order to complete contract processing.

Planting must be completed by April 1, 2014. Bills and invoices should be submitted by the end of May, 2014. A final report on the planting project is due when Grantee submits request for reimbursement.