

Tree Maintenance Projects

NYS Department of Environmental Conservation

Urban and Community Forestry Grant Program (Round 15)

Guidelines for Awardees

Be sure to read the General Guidelines for All Awardees in the Urban and Community Forestry (UCF) section of the Grantee Resources webpage. www.dec.ny.gov/pubs/107360.html

- Maintenance projects should prioritize risk trees identified in the Tree Inventory and Management Plan, and 30% should be located in Environmental Justice or underserved areas if promised in the grant application.

Tree Removal list – the list of trees that was given in the application should be revisited prior to bidding as there may be quite a time lapse since the original evaluation/tree inventory. Some of the high-risk trees may have been taken down in the interim and there may also be trees that have become high risk and are now a higher priority. Please have a conversation with the regional Department of Environmental Conservation (DEC) urban forester at this time, before going to a contractor. If there are changes to be made from the original list, please document recommendations (from the tree inventory if possible) and the forester will review. If pruning is a suitable alternative to mitigate the risk and maintain a healthy tree, it should be done, rather than removal. If removal is necessary but was not called for originally, please document, preferably including a risk assessment form and photos so DEC can more easily approve the request of change in work. The International Society of Arboriculture (ISA) Basic Tree Risk Assessment Form can be found at www.isa-arbor.com/education/onlineresources/basicreeriskassessmentform.

- Bidding – If the bids are below the award amount, further tree removal and pruning can be done. A (secondary) list should be discussed with the regional DEC urban forester and a final list be sent to the DEC Grants Administrator. Please plan ahead, and do not proceed to work without a DEC email approving the extra work. Costs can be kept down if all the work is done at the same time.

Please use the following table as a guide for requesting bids and attach a list of trees with inventory details and include stump diameter by inches (Edit as necessary):

Item for Bid	Cost per Unit (Rate)	# of Units	Total Bid (Rate X # of Units)
Tree removal – dbh 6”-10”		6	
Tree removal dbh 11”-15”		21	
Tree removal dbh 16”– 20”		40	
Tree removal dbh 21” – 25” (add more boxes for different sizes as needed)		0	

Tree Pruning – attach a list with location, dbh, condition and risk to determine work needed. Price per tree or average price.		56	
Stump removal - average or exact price per dbh including cleaning to 8"-12" pits) Attach a list.		7	
Meetings – initial, phone meetings, kickoff, final, public presentation (anything that may need to be charged such as training) (List out and pricing may be per item or hourly; not to exceed amount approved in DEC contract)		2	
Training (if applicable)		1	
CONTRACT TOTAL (MAX)	n/a		

3. Contractors - In general, quotes for tree removals are fairly straightforward as the awardee is able to give the number and size of trees involved to the contractor. At least two (2) bids should be sought from certified arborists for tree maintenance. A bid request should contain number and location of trees (map, tree list with addresses), dbh (diameter at breast height), removal instructions (if applicable), hours allowed to work, insurance requirements, any restrictions, etc. Stump removal typically refers to stump grinding and the bid request should indicate depth of grinding, whether pits will be clean and ready for new plantings or designed to be left bare and filled with grindings. Street tree pits should be clean including as much root removal as possible, and back filled with either topsoil or with other suitable substrate such as structural soil. Open grown park tree stumps do not need top priority except where a trip hazard exists.

Tree pruning – Arborists and contractors should adhere to the ANSI A300* pruning standard and will not:

- leave branch stubs
- make unnecessary heading cuts
- cut off the branch collar (not make a flush cut)
- top or lion’s tail trees (stripping a branch from the inside leaving foliage just at the ends)
- remove more than 25 percent of the foliage of a single branch
- remove more than 25 percent of the total tree foliage in a single year
- damage other parts of the tree during pruning
- use wound paint, unless on an oak tree to prevent the spread of oak wilt
- prune without a good reason
- climb the tree with climbing spikes

4. Understand the varying costs for stump removal; based on depth, diameter at ground level, soil replacement, detritus removal, known hazards, etc. Awardees should be clear as to all the work the contractor, municipality or not-for-profit (NFP) will need to perform (cleaning/chipping of brush, stump removal, etc.).

5. Local tree removal companies with low travel time for heavy machinery will typically be the most cost effective and should be sought out in the bidding process. Make sure the companies bidding have the equipment necessary to complete the job. A list of companies and individuals having the needed ISA Certified Arborist and that have worked with us in the past or bid on recent projects is available from the DEC grants administrator. This list should not be considered an endorsement by DEC.

6. It is recommended that awardees arrange a kick off meeting with all parties, including the DEC urban forester. This valuable step allows all parties to review the project steps, confirm roles, and clarify questions.
7. Credentials – An ISA certified arborist (<https://www.treesaregood.org/findanarborist>) needs to supervise any tree removal and tree pruning projects. They can be affiliated with the hired tree company or be employed by the applicant (City, Town, Village or NFP arborist). Any tree work around power lines requires EHAT/EHAP certification. It is also recommended that awardees contract with Tree Care Industry Association (TCIA)-accredited companies. All work should follow the ANSI 300 and Z133 standards* for tree care operations.
8. DEC Inspections – The expected outcome for tree removal is 100%. The regional DEC urban forester may inspect while the work is being done and will inspect when the contractor is finished. The regional DEC urban forester will need a confirmed removal list that matches the number and location of the tree list originally applied for or amended after award. Please supply before and after photos. Most of the before photos you will already have from the original application so they can just be sent again. It is helpful to keep a running worklist of Tree Maintenance and Tree Planting in case the regional DEC urban forester can make an interim inspection.
9. Outreach – if tree pruning workshops for Tree Board or other volunteers are to be included as part of the grant funding – the guideline is \$1000 for a four-hour-long class, including fieldwork, plus tools. This is the price we pay Trees NY who are the only accredited citizen tree pruning organization in New York City. Grant funding can also pay for department of public works (DPW) classroom and fieldwork training such as, but not limited to pruning, chainsaw, bucket truck etc. This can be decided after bidding if there are remaining funds. It is recommended that a final presentation should be made at a public meeting for Village or Town Board, City Council, Community Board or similar. The awardee should take good quality photos during the project process. The consultant or ISA arborist could be the main speaker at the presentation. We have found this to be very successful and it gives the local officials a chance to ask questions. Invite the media and the regional DEC urban forester.
10. Match – Match is the non-grant-funded portion of the project that accounts for 25% of the total project cost. Match can take place prior to the grant funded project and accounted for early (salary and fringe, training, supply purchase, DPW set up costs etc.) or it can be done in conjunction with the funded project (DPW equipment hire, labor for stump removal, chipping etc.). If left until after the grant funded portion of the project, 15% of the total grant amount is withheld from payment until completed. Match schedules should be factored in at the early part of the grant when internal meetings are taking place.

*** ANSI 300 and Z133 standards are available from the International Society of Arboriculture and the Tree Care Industry Association, respectively, for a fee. Certified professionals will have access to their industry standards.**

End.