

Tree Planting Projects

NYS Department of Environmental Conservation

Urban and Community Forestry Grant Program (Round 15)

Guidelines for Awardees

Be sure to read 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

1. **Bids** - In general, quotes for trees and tree planting are fairly straightforward as the awardee is able to give the number of trees and the species/cultivar desired to the contractor. A request for bids normally contains the full scope of work including the number and location of trees to be planted (map), trees/type of stock (species, cultivar, size, B&B or bare root), supplies (mulch, soil, stakes, tree bases or bags, labor requirements (if applicable), time frame or seasonal plan and Department of Environmental Conservation (DEC) Minimum Standards for NYS DEC Tree Planting Projects. Structural soil and related tree-friendly materials/installation such as permeable pavement if deemed necessary for tree survival should be included in the request for bids If approved in the application. Awardees can also add these materials to the project at their own cost by including in the bid request and being invoiced separately. Look for nurseries/contractors that understand good root and tree quality, planting depth and overall proper planting. (DEC will not reimburse awardees if trees are planted incorrectly.) See the bid form, below, which can be used as a guide. A bid form helps compare apples to apples when reviewing quotes from contractors. Add extra lines to grid as needed.

Item for Bid	Cost per Unit (Rate)	# of Units	Total Bid (Rate X # of Units)
Example – Tree Species 1 (size 1.5” caliper, specify bare root or balled and burlap)		17	
Example – Tree Species 2 (size 2” caliper, specify bare root or balled and burlap)		12	
Example – Tree Species 3 (size 1.5” caliper, specify bare root or balled and burlap)		20	
Example – Tree Species 4 (size 2” caliper, specify bare root or balled and burlap)		42	
Meetings – initial, phone meetings, kickoff, final, public presentation (items that will be charged) (List out and pricing may be per item or hourly; not to exceed amount approved in DEC contract)			

Delivery and installation (number of trees total)			
Maintenance costs (if approved in application)			
Supplies (stakes, guards etc. if applicable)		1	
CONTRACT TOTAL (MAX)	n/a	n/a	

2. Stock - If bare root trees are desired, bidder should describe how the transport survival will be ensured; staking, guards, gel coating etc. Awardee should be clear as to the work the municipality or not-for-profit (NFP) will perform (pit prep, soil delivery etc.). Please be aware of delivery costs when ordering tree stock and be sure to purchase within New York State or from local nurseries to minimize shipping costs. If your first species choice seems too expensive and not a good deal, please select another appropriate species or cultivar. If in doubt, check with michelle.higgins@dec.ny.gov. Remember that the larger the trees if balled and burlapped, the less likely volunteers are able to lift them.

3. Pre-planting – A planting plan should have been developed prior to bidding which includes what size/species of trees will be planted at each site according to Right Tree, Right Place (pit/lawn size, utility/grey infrastructure conflicts, soil types and environmental conditions). An expert should inspect trees (roots, trunk, and canopy) for damage/health at the time of delivery. Where possible, arrange for your DEC urban forester, if available, to be onsite for tree delivery or first day of planting, especially if there has not been a kickoff meeting with the nursery or consultant.

4. Planting - Awardees and contractors must follow DEC’s Minimum Standards for NYS DEC Tree Planting Projects (UCF-specific section of www.dec.ny.gov/pubs/107360.html) and should also follow the ANSI 300 (Part 6) standards for tree planting. Where underground or above ground utilities are present, contact Dig Safely New York (<https://www.digsafelynewyork.com>). DEC will not be able to reimburse awardee for improperly planted trees.

5. Watering - The awardee can purchase watering equipment with this grant. Newly planted trees will be watered at the time of planting, and for best results, water, soaking the root zone once per week, barring rain, and more frequently during hot weather until they are established. Grant funds can be used for watering for Tree Planting grants for the first season but not beyond. DEC would like to see the awardee use volunteers or other means to cover watering in the long-term support of the project.

6. Warranties – DEC recommends getting a one-year warrantee from the nursery if possible. Most tree nurseries give warranties only if they or a certified landscaper/arborist will be planting and watering. Clarify what the warrantee covers during the bidding process.

7. DEC Inspections – The correct tree planting and expected survival rate is 95%. DEC reserves the right to inspect trees up to 5 years after planting, but the actual tree inspection that is done by DEC regional urban foresters will be performed at the conclusion of planting and prior to the awardee requesting final reimbursement. It is preferred that there is a full season in between final planting and final reimbursement, but it is not mandatory. Tree planting is generally done in stages – spring, fall, spring, fall so for most awardees a large percentage of trees planted will have been in the ground for at least one season. If survival rates are not met, DEC offers partial reimbursement, or the awardee can replace at their own cost first, then request reimbursement. If trees are planted incorrectly, for instance, too deep, the regional DEC urban forester will not be able to approve successful completion of the project. Final reimbursement cannot be made until the regional DEC urban forester signs off that the project was completed properly. Please supply before and after photos. Most of the before photos you may already have from the original application so they can just be sent again. Also keep a running worklist of Tree Maintenance and Tree Planting in case the DEC urban forester can make an interim inspection.
8. Outreach – if Tree Pruning Workshops will be provided by a consultant, a guide for pricing is about \$1000 for a four-hour class, plus tools. This is the price we pay Trees NY who are the only accredited citizen tree pruning organization in NYC. 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 and then either the consultant, nursery owner or ISA arborist should be the main focus of 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 DEC urban forester.
9. 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 portion of the 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 digging, chipping etc.). If left until after the grant funded portion of the project, 15% of the total grant amount is withheld from reimbursement until the match is completed. Planning for match-related activities should occur early on, when internal meetings are taking place. Match-related activities should be completed in a timely fashion so they won't delay project completion and final reimbursement.

End.