

**RESOLUTION NO. R03-07 CMS**

**A RESOLUTION AUTHORIZING THE CITY OF OBERLIN TO FILE AN APPLICATION AND ENTER INTO AN AGREEMENT WITH THE OHIO DEPARTMENT OF NATURAL RESOURCES FOR THE PURPOSE OF ACQUIRING FUNDS THROUGH THE DIVISION OF FORESTRY'S URBAN FORESTRY ASSISTANCE PROGRAM AND DECLARING AND EMERGENCY**

**WHEREAS, the quality of urban life is enhanced by the proper management of the urban forest resource; and**

**WHEREAS, the City of Oberlin recognizes the importance of providing tree and shrub related benefits to its citizens; and**

**WHEREAS, funding for the purchase, installation and care of trees and other urban vegetation is available through the Ohio Department of Natural Resources, Division of Forestry.**

**NOW THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF OBERLIN, COUNTY OF LORAIN, STATE OF OHIO, five-sevenths (5/7ths) of all members elected thereto concurring:**

**SECTION 1. That the City Manger is hereby authorized to apply for and, if awarded, execute an agreement with the Ohio Department of Natural Resources to administer a grant to implement an Urban Forestry Program.**

**SECTION 2. That it is hereby found and determined that all formal actions of this Council concerning or relating to the adoption of this Resolution were adopted in an open meeting of this Council, and that all deliberations of this Council and of any of its committees that resulted in such formal action, were in meetings open to the public in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.**

**SECTION 3. That this Resolution is hereby declared to be an emergency measure necessary for the preservation of the public peace, health, and safety of the citizens of the City of Oberlin to wit:**

**"to allow for the timely submission of a grant application",  
and shall take effect immediately upon passage.**

**PASSED:        1<sup>st</sup> Reading – April 21, 2003 (E)  
                  2<sup>nd</sup> Reading –  
                  3<sup>rd</sup> Reading –**

ATTEST:

  
CLERK OF COUNCIL

  
CHAIR OF COUNCIL

POSTED: 4/22/03

EFFECTIVE DATE: 4/22/03

a:/RES03-07UrbanForestryPro

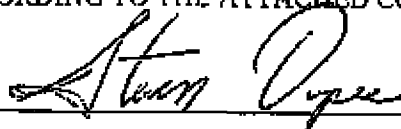
OHIO BICENTENNIAL LEGACY TREE PLANTING INITIATIVE

Web Version

2003 APPLICATION FORM

COMMUNITY Oberlin TAX I.D. 34-60020703  
ADDRESS 85 South Main Street  
CITY Oberlin ZIP CODE 44074  
COUNTY Lorain  
MAYOR Bill Jindra  
CONTACT Steve Dupee  
E-MAIL sdupee@omlps.org  
PHONE (440) 775-7260  
POPULATION 8,200  
ANNUAL TREE CARE BUDGET \$70,000.00 PER CAPITA -  
**GRANT AMOUNT REQUESTED** \$15,000.00  
COMMUNITY MATCH (DIRECT CASH) \$885.00 (IN-KIND) \$15,885.00  
NUMBER OF TREES PURCHASED WITH GRANT FUNDS 125  
TOTAL NUMBER OF TREES PLANTED ON PROJECT 131

AS DESIGNATED REPRESENTATIVE OF SAID APPLICANT, I HEREBY AGREE TO IMPLEMENT THIS PROJECT ACCORDING TO THE ATTACHED COST AND TECHNICAL PROPOSALS.

SIGNATURE   
TITLE OMLPS Director DATE 5-5-03



OBERLIN MUNICIPAL LIGHT AND POWER SYSTEM ♦ 289 SOUTH PROFESSOR STREET ♦ OBERLIN, OHIO 44074


Phone (440)775-7260

Fax (440)775-1546

### Memorandum

To: Rob DiSpirito, City Manager

Re: Bicentennial Tree Grant

From: Steve Dupee, Director 

Date: April 10, 2003

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The Ohio Department of Natural Resources is offering a tree planting grant called the Ohio Bicentennial Legacy Tree Planting Initiative. The purpose of this initiative is to leave a true and lasting legacy for future generations of Ohioans related to the bicentennial celebration. The grant goals are:

- To contract with municipalities for purchasing and planting trees on land owned or controlled by local governments.
- To celebrate Ohio's Bicentennial through the planting of its urban forests.
- To improve Ohio's air quality.
- To enhance the quality of life in Ohio cities and villages.
- To promote urban forestry benefits through the proper planting and care of trees.
- To strengthen and support existing comprehensive tree care programs.

The grant is a 50/50 matching fund grant with the requirement that a municipality must pledge a minimum of \$2,000 up to a maximum of \$15,000. The deadline for filing the grant application is May 5<sup>th</sup> and all work is required to be completed by June, 2004.

As you know, the City had a street tree inventory performed in 2002 by Davey Resource Group. The street tree inventory provided an analysis of the general health and condition of our urban forest. Davey Resource Group also provided a five-year management program for maintaining and renewing our urban forest. The results of the street tree inventory revealed that 131 trees needed to be removed for a variety of reasons. The inventory also revealed that over 1000 vacant planting sites are available in the City for tree planting. This grant provides an excellent opportunity to begin the process of replacing the trees that need to be removed and to begin the process of filling in the vacant sites.

To that end, I am recommending that OMLPS pledge \$15,000 of matching funds for the purpose of purchasing trees to jump start the City's replanting effort. If we were awarded this grant, we would have a total of \$30,000 available to purchase trees. Based on quotations I have received for large, medium and small trees, I believe we could purchase approximately 200 trees. Davey Resource Group has plenty of experience in preparing these tree grant applications for municipalities and I recommend utilizing their services.

For your information, the Public Utilities Commission has reviewed the grant information and are in support of our efforts. Attached is the grant application for your review. Also attached is a resolution that would authorize the City to file the grant application. I respectfully request that this resolution be placed on the next City Council agenda for emergency consideration.

If you have any questions, please call me.

/sd

**OHIO BICENTENNIAL LEGACY TREE PLANTING INITIATIVE**  
**An Urban Forestry Grant Program**

2003 Application and Guidelines



ADMINISTRATIVE AGENCY  
OHIO DEPARTMENT OF NATURAL RESOURCES  
DIVISION OF FORESTRY



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## *INTRODUCTION*

This guide has been developed to assist communities applying for tree purchasing and planting grants under the Urban Forestry Grant Program. Funding is provided through a percentage of air pollution fines collected by the Ohio Environmental Protection Agency (OEPA). The Ohio Department of Natural Resources (ODNR), Division of Forestry is the grant administrator.

This initiative is part of Governor Bob Taft's Bicentennial Legacy Tree Planting Program. Its purpose is to leave a "true and lasting legacy" for future generations of Ohioans. Governor Taft challenged state agencies to plant one new tree for each Ohio school child - more than two million - by the state's Bicentennial in 2003. Through a cooperative effort, the **Ohio Bicentennial Commission**, **OEPA**, and **ODNR** are providing communities an opportunity to participate in Ohio's Bicentennial with the planting of their urban forests.



## *GRANT PROGRAM GOALS*

1. To contract with municipalities for purchasing and planting trees on land owned or controlled by local governments.
2. To celebrate Ohio's Bicentennial through the planting of its urban forests.
3. To improve Ohio's air quality.
4. To enhance the quality of life in Ohio cities and villages.
5. To promote urban forestry benefits through the proper planting and care of trees.
6. To strengthen and support existing comprehensive community tree care programs.

## GENERAL CRITERIA

1. The deadline for receipt of proposals is **May 5, 2003**. Postmark is acceptable.
2. All applicants will be notified of their status by late August 2003.
3. All work must be completed by June 30, 2004.
4. This is a 50/50 match program based on *reimbursable costs*.  
Example: A community must match at least \$2,000 in eligible project costs to receive a \$2,000 grant. As a result, the community must document expenditures of at least \$4,000 to be reimbursed \$2,000.
5. Grant requests must not exceed \$15,000 nor be less than \$2,000.
6. No part of the grant can be used to pay for land or land charges.
7. Tree purchases must be made from a commercial nursery and be a minimum of 1 3/4 inches in caliper (ANSI Z60.1-1990 American Standard for Nursery Stock). Smaller caliper sizes are acceptable if necessary to obtain desirable species, and if approved by the Grant Administrator.
8. Only non-Federal/State Money (defined as funds acquired from other than the Federal or State Government) can be used as part of a community's grant match.
9. In-kind labor contributions (from volunteers) must not exceed a rate of \$15.00 per hour.
10. Partial funding of proposals is possible.
11. Application approval will be based on scoring and previous grant performance.
12. Communities that received an ODNR Urban Forestry Grant during the preceding year are **not** eligible to apply during this year.

## APPLICATION REQUIREMENTS

Your proposal package must include all of the following:

1. A *Cost Document* that outlines the proposal request, and includes the specifics of the cost share match. The cost share match may include additional tree purchases, contract installation, and in-kind contributions directly associated with the project. If applying for funds to accomplish more than one project, separate the costs by project.

**EXAMPLE:** If the identified community project will cost \$10,000, then the grant request and match may appear as follows:

\$10,000 Project

\$5,000 Grant Request - To purchase trees

\$5,000 City/Village Match -

\$3,000 for additional tree purchases

\$2,000 for installation

2. A *Technical Narrative* responsive to the following criteria:

- a. Clearly state the objective(s) of the project(s).

- b. Describe the location(s) where the tree-planting project(s) will take place, how many trees will be planted, and the species and size of the trees to be planted. The proposal shall include vicinity maps showing planting site locations.

- c. Specify standards for site selection, site preparations, planting stock care and selection. The proposal must also certify that planting methods and overall care and maintenance conform to industry standards that are reasonable and customary.

d. Specify the personnel, their qualifications and experience, and who will be responsible for supervising the project.

e. Describe a cost-effective approach toward accomplishing the objective(s) of the project(s).

f. Accommodate periodic inspection and post-audit by the Division of Forestry.

3. A brief statement describing the components of your comprehensive tree care program, if applicable, i.e., legal authority, funding, staffing, projects, etc.

4. A signed statement from a designated community official certifying responsibility for 100% of the maintenance of the proposed plantings.

5. A letter from the local tree board, commission, or council supporting this project.

6. One original and one collated copy of everything in your proposal. All material, excluding maps, must be no larger than 8 1/2 by 11 inches.

7. An authorizing resolution by council (sample provided).

8. A completed application form.

9. Applications must be postmarked no later than **May 5, 2003**. A complete proposal consisting of the original and one copy should be mailed to the Urban Forestry Grant Administrator:

Drew Todd  
Ohio Department of Natural Resources  
Division of Forestry  
1855 Fountain Square Court, H-1  
Columbus, Ohio 43224-1383

### RATING CRITERIA

Your application will be rated based on how well it addresses the following:

1. A legally responsible department and citizen commission charged with the development and administration of a comprehensive community tree care program.
2. A community tree care ordinance which, as a minimum, describes public policies for installation, maintenance, and removal.
3. An ongoing urban forestry program funded by a minimum of \$2.00 per capita (potential grant monies not included). This need not be a line item amount in the community budget, but could include expenditures for tree removal, administration expenses, volunteer labor, and other activity involved in managing a community's forest resource.
4. Any proposed tree-planting plan must incorporate answers to the following questions:
  - a. How will the project trees be maintained during the transplant establishment period?
  - b. If the site needs to be modified to ensure a successful planting, how will this be accomplished?
  - c. How are the selected species appropriate for the site?
  - d. How is the tree commission/board involved with this project(s)?
  - e. How are public utilities appropriately considered? *Never plant large trees underneath utility wires.*
  - f. How do the selected planting sites provide maximum public access and visual impact?
  - g. How is the project designed to improve the species diversity of your urban forest resource?
  - h. How will project trees be replaced if they die outside the guarantee period?
  - i. How is the project innovative? (partnerships, public/private involvement, unique approach, etc.)
  - j. How were the aesthetic, architectural, climatic, and/or engineering plant functions considered for the sites?

## PROPOSAL RATING

Your proposal will be evaluated and ranked by the Urban Forestry Assistance Program. The criteria listed below will be used to rate each project. A multiplier assigned to each criterion will be used to determine a project's final score: the highest possible score is 220. *The following factors, in the order listed, will be used to break any scoring ties: a) the number of trees planted per grant dollars requested, and b) the date the proposal was received.*

Criteria. (from 0-5)	Multiplier	Highest Possible Score
1. Legal Authority	5	25
2. Street Tree Ordinance	5	25
3. Program Funding	5	25
4. Early Maintenance	4	20
5. Site Modifications	4	20
6. Species Selection	4	20
7. Tree Commission	3	15
8. Utility Wires	3	15
9. Public Access	3	15
10. Species Diversification	2	10
11. Replacement Budget	2	10
12. Innovative	2	10
13. Plant Functions	2	10
<hr/>		
TOTAL		220

## *AWARD AND EXECUTION OF CONTRACT*

The highest rated community proposals, based on stated criteria and minimum requirements, will be recommended for funding with available monies. Following approval from the Director of the Ohio Department of Natural Resources, applicants will be notified of their status.

Two agreements (contracts) shall be signed by the successful grant recipient and returned promptly to the Division of Forestry for final execution. Receipt of a fully executed contract will serve as official notification for the community to begin their project. *Do not start the approved project or incur any match costs prior to receiving a fully executed agreement*

Partial funding of proposals is possible.

## PAYMENT

Payment shall be made only to the contracted community for invoices paid by the city/village. Communities can expect payment within 45 days after the Ohio Department of Natural Resources' receipt of completed reimbursement forms containing valid invoice(s) and/or canceled check(s). Only *one reimbursement payment* will be made to the contracted community upon completion of all phases of the project.

The purchase and planting of trees, as well as all installation materials and soil amendments to be used along public rights-of-way or other public lands, are the only eligible reimbursement costs.



## *ELIGIBLE COMMUNITY MATCHING COSTS*

The following costs are allowable as a community's match for the project:

1. Additional tree purchases for the specified project(s).
2. Additional tree installation for the specified project(s).
3. Site modifications directly related to the project.
4. Administrative cost directly related to the project.

*Future maintenance and any project costs incurred prior to the formal approval of this proposal are ineligible for matching purposes.*

*CHECKLIST*

Your proposal should include two collated sets of the following material:

- \_\_\_\_\_ Application Form
- \_\_\_\_\_ Cost Document
- \_\_\_\_\_ Technical Narrative
- \_\_\_\_\_ Signed Maintenance Agreement
- \_\_\_\_\_ Letter of Support
- \_\_\_\_\_ Description of Tree Department/Commission
- \_\_\_\_\_ Community Tree Ordinance
- \_\_\_\_\_ Program Funding Information
- \_\_\_\_\_ Council Resolution