

Oklahoma Department of Transportation
TREE GRANT APPLICATION

(Revised: April – 2011)

APPLICANT:

Name of Applicant (governmental entity)

Applicant's Federal Tax ID Number

PROJECT LOCATION:

Nearest community: _____

Site Location (street name or highway #): _____
(Approved sites on highways receive highest judging scores. City, County, or Tribal roads score lower, and projects in Parks, Public Walkways, or Connecting Trails score lowest.)

County: _____

IS PROJECT ON ODOT Property: Yes _____* No _____

**If Yes, contact local ODOT Field Division Engineer for an "approved" ODOT Municipality Landscape Agreement OR an ODOT Developer Landscape Agreement, one of which must be approved, signed, and attached to this application. (See page 24 of Grant Instructions for ODOT Field Division information.) Allow 4 to 6 weeks for ODOT approval. (Forms located on website menu: www.okladot.state.ok.us/beauty Tree Grant Program)*

Other (adjacent public land): _____

NUMBER OF TREES TO BE PLANTED: _____ (TREES ARE "TOP" PRIORITY)

SHRUBS: _____ TALL GRASSES: _____

DRIP IRRIGATION SYSTEM: Yes _____* No _____

**If Yes and project is on ODOT Highway Right-of-Way, PRIOR APPROVAL must be obtained from local ODOT Field Division Engineer. (See page 24 of Grant Instructions for ODOT Field Division phone numbers and locations.) Allow 4 to 6 weeks lead time for ODOT approvals.*

GRANT REQUEST:

Highway Grant \$ Requested: \$ _____ (75% of total project to a maximum \$25,000)

Local Match Share \$: \$ _____ (at least 25% of total project)

Total Project Worth: \$ _____ (Highway Grant \$ + Local Match \$)

PROJECT COORDINATOR:

Printed Name and Title

Address

City

State

Zip Code

Phone Number

E-Mail

Fax Number

PROJECT RECORD KEEPER:

Printed Name and Title

Address

City

State

Zip Code

Phone

E-mail

Fax

TREE CARE SUPERVISOR:

Printed Name and Title

Address

City

State

Zip Code

Phone

E-mail

Fax

**Certification Regarding Debarment,
Suspension, Ineligibility, and Voluntary Exclusion
for Lower Tier Covered Transactions**

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 7CFR Part 3017.510, Participants' Responsibilities. The regulations were published as Part IV of the January 30, 1989, Federal Register (pages 4722-4733). Copies of the regulations may be obtained by contacting the agency with which this transaction originated.

(Before completing this Certification, read the instructions on the reverse.)

- (1) The prospective lower tier participant certifies, by submission of this form, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- (2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this form.

Name of Applicant (Local Government)

Printed Name and Title of "Authorized" Local Government Representative

ORIGINAL Signature of "Authorized" Local Government Representative

Date

Instructions for Certification

1. By signing and submitting this form, the prospective lower tier participant is providing the certification set out on the reverse side in accordance with these instructions.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The lower tier participant shall provide immediate written notice to the person to whom this form is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms “covered transaction,” “debarred,” “suspended,” “ineligible,” “lower tier covered transaction,” “participant,” “person,” “primary covered transaction,” “principal,” “proposal,” and “voluntarily excluded,” as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to whom this form is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this form that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this form that it will include this clause titled “Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transactions,” without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Nonprocurement List.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

General Certifications Required of All Recipients of Federal Funds

Legal Authority to Enter into the Agreement. The recipient organization possesses legal authority to enter into the agreement; that a resolution, motion, or similar action has been duly adopted or passed as an official act of its governing body, authorizing the acceptance of the agreement including all understandings and assurances contained therein and directing and authorizing the person identified as the official representative of the recipient organization to act in connection with the agreement and to provide such additional information as may be required.

Conflicts of Interest. The recipient organization shall prohibit employees from using their positions for a purpose that is or gives the appearance of being motivated by a desire for private gain for themselves or others, particularly those with whom they have family business or other ties.

Lobbying Provisions. The recipient organization shall ensure that Federal funds are properly spent. In particular, except nonprofit organizations which are subject to the lobbying provisions of paragraph B.21 of the OMB Circular A-122, it will assure that funds are not used for partisan or political activity purposes.

Member of Congress. No member of, or Delegate to Congress, or Resident Commissioner, shall be admitted to any share or part of this agreement, or to any benefits that may arise therefore; but this provision shall not be construed to extend to this agreement if made with a corporation for its general benefit.

(To the extent of the receipt of the federal funds herein designated the recipient organization hereby agrees.)

Civil Rights Act. The recipient organization shall comply with Title VI of the Civil Rights Act of 1964, 42 U.S.C.2000d, and in accordance with Title VI of that Act, no person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the recipient received Federal financial assistance and will immediately take any measures necessary to effectuate this agreement.

Sex Discrimination. The recipient organization shall comply with Title IX of the Education Amendments of 1972, 20 U.S.C. 1681, and following which prohibits discrimination on the basis of sex in Federally assisted education programs.

Handicap Discrimination. The recipient organization shall comply with section 504 of the Rehabilitation Act of 1973, as amended 29 U.S.C. 794. Section 504 provides that no otherwise qualified handicapped individual shall solely by reason of his/her handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.

Age Discrimination. The recipient organization shall comply with the Age Discrimination Act of 1975, 42 U.S.C. 6101-6107, which prohibits unreasonable discrimination based on age, in programs or activities receiving Federal financial assistance to the extent limited by *Kimel v. Florida Board of Regents*, 120 SCT 631 (2000).

Drug-Free Workplace. The recipient organization shall make a good faith effort to maintain a drug-free workplace by notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the recipient's workplace and specifying that actions will be taken against employees for violation of such prohibition.

Environmental Protection Agency's List of Violating Facilities. The recipient organization shall insure that the facilities under its ownership, lease, or supervision which shall be utilized in the accomplishment of the project are not listed on the Environmental Protection Agency's (EPA) list of violating facilities and that it will notify the Grantor of the receipt of any communication from the Director of the EPA, Office of Federal Activities, indicating that a facility to be utilized in the project is under consideration for listing by the EPA.

National Environmental Policy Act. The recipient organization shall comply with the Public Law 91-190, the National Environmental Policy Act of 1969. The recipient or other party and the Grantor agree to direct their program activities covered by this agreement toward managing and enhancing the environment for the widest range of beneficial uses without its degradation or risk to health or safety or other undesirable consequences. The recipient or other party and the Grantor agree to direct their program activities covered by this agreement toward managing and enhancing the environment for the widest range of beneficial uses without its degradation or risk to health or safety or other undesirable consequences. The recipient or other party further agrees to assist the Grantor in the preparation of environmental statements as required by section 012(2)c of Public Law 91-190 for all major Federal actions taken under this agreement which might significantly affect the quality of the human environment or be highly controversial in regard to unresolved conflicts concerning the use of resources.

Clean Air Act. The recipient organization shall comply with the Clean Air Act of 1970, 42 U.S.C. 7401 and following which requires Federally assisted activities to be in conformance with the State (Clean Air) Implementation Plan.

National Historic Preservation Act. The recipient organization shall assist the Grantor in its compliance with section 106 of the National Historic Preservation Act of 1966, 16 U.S.C. 470, Executive Order 11593, and the Archeologist and Historic Preservation Act of 1974, 16 U.S.C. 469a-1, et. seq., by (i) consulting with the State Historic Preservation Officer on the conduct of investigations, as necessary, to identify properties listed in or eligible for inclusion in the National Register of Historic Places that are subject to adverse effects (see 36 CFR, Part 800.8) by the activity, and notifying the Grantor of the existence of any such properties, any by (ii) complying with all requirements established by the awarding agency to avoid or mitigate adverse effects upon such properties.

Project Summary

1. Describe proposed project in detail. Is project site on ODOT property? If Yes, has an ODOT Field Division Engineer been contacted and an ODOT Landscape Agreement approved, completed, and attached to this Grant Application?

(Forms located on website menu: www.okladot.state.ok.us/beauty Tree Grant Program)

2. What is the primary purpose of planting the trees?

3. If community partners are involved in this project, describe indicated involvement.

4. Describe project schedule and work plan. (Include source of maintenance crews and general maintenance plans).

5. Describe funding of project.

6. Photos of site: 2-4 color photos (color xerox copies are acceptable) of each site, no larger than 8 ½ " x 11" each. (Please identify location of each photo i.e. Duncan: Site A, standing at SW corner looking north.)

TREE CARE QUESTIONNAIRE

- **Who will take care of the trees?**
(List the name, title, and experience of the tree care supervisor and others who will assist.)

- **How will the trees be watered? Is water available at the site? If not, is site accessible for truck watering? Who will pay for water?**
(Explain the system that will be used and the equipment it will require. Is this equipment readily available? *Drip irrigation systems are preferred.) *If drip irrigation is selected and project is located on ODOT Highway Right-of-Way, prior approval must be obtained from local ODOT Engineer.

- **What type of mulch will be used? Is a supply available?**

- **How will weeds and grass be kept away from the trees?**
(Weed eaters may not be used near the base of the tree.)

- **Who will monitor the trees for signs of pests and diseases?**
(List the names, titles, and experience of the monitors and the frequency of their planned inspections. ODAFF foresters, county extension agents, and nurserymen can provide professional help.)

- **Are funds available to treat trees for pests and diseases?**
(Will spraying be hired out or done by staff?)

- **Are funds available to replace trees that die or are severely injured?**
(Describe the plans that have been made to budget for replacements.)

BUDGET WORKSHEET--DEFINITIONS

CASH: Payment made directly to a vendor for labor or materials not already on hand. It is an expense for outside labor or specific materials purchased. An itemized invoice and paid receipt or copy of the front and back of the canceled check will be required to verify the cash expense.

IN-KIND: Use of existing personnel/labor or materials/supplies on the project. In-kind simply means resources on hand or donated resources utilized instead of hiring outside labor or making a specific cash purchase of materials for the project.

DONATED: Personal services, materials, or equipment donated for use on the project.

IRRIGATION SYSTEM: Expenses for parts and installation of an irrigation system for the project. *Drip irrigation only. Gator bags may also be used. *If drip irrigation is selected and project is on ODOT Highway Right-of-Way, prior approval must be obtained from local ODOT Engineer.

LABOR FOR TREE CARE: Includes all personnel services, whether in-kind, donated or cash that occur during the grant period for the maintenance of the trees. Services can be listed by the activity performed rather than the names of the people doing the work.

ADMINISTRATION: Supervisory and clerical personnel.

SUPPLIES: List all supplies used for the project whether they are on hand or will be purchased specifically for the project. Grouping of related items is acceptable. Water costs should be included here.

EQUIPMENT USE: Equipment rental or use should include the type of equipment and the total cost for its use. For in-kind or donated equipment, the cost should be a reasonable estimate of the operating cost.

OTHER EXPENSES: Record expenses, which do not fit in another category, such as the removal of dead trees on the planting site or travel to workshops that are related to the project. Travel may include mileage, overnight lodging and/or per diem required for personnel to work specifically on the project. Travel should be included in Local Match.

LOCAL MATCH: These expenses can include cash, in-kind labor and materials, and donated labor and materials. They should be directly related to tree planting and care, preparation of the planting site, or training of project personnel. The local match must be at least 25 percent of the project cost.

PROJECT COST: This is the sum of the local match and highway funds.

(NOTE: THE ACTUAL TOTAL PROJECT COST MAY BE ANY AMOUNT BUT THE MAXIMUM HIGHWAY GRANT AWARD IS \$25,000.)

SAMPLE TREE GRANT AWARD CHART

Following is a chart showing some possible project sizes and the 75 % Highway Grant Award and required 25 % local match for each. The maximum Highway Grant Award is \$25,000 and the minimum award is \$1,875.

Project Size	Highway Grant at 75%	Local Match at 25%
\$33,334 or more	\$25,000	\$8,334
30,000	22,500	7,500
25,000	18,750	6,250
20,000	15,000	5,000
15,000	11,250	3,750
10,000	7,500	2,500
5,000	3,750	1,250
2,500	1,875	625

KEY PERSONNEL WORKSHEET

(Use this form to compile 3-year figures for the Budget Worksheet)

***Make sure your expenses are for (3) three years.**

***Note "Volunteer" definition and use the "Volunteer Hourly Rate" listed below.**

Name and Position Title	*Hourly Rate	No. of Hours	Total
A. Labor For Tree Care (For 3-year period)			Total: _____
B. Administrative (For 3-year period)			Total: _____

Grand Total: _____

ORIGINAL Signature

Title

Date

(Must be signed by Grant Requestor)

- **Use the wage of \$17.05/hr. for all volunteers.** Volunteer Supervisors with professional tree experience may use their normal rate of pay.
- Inmate labor must be reported at the Department of Corrections rate.

BUDGET WORKSHEET TOTALS*

DESCRIPTION (Itemize estimated cost within category)	LOCAL MATCH (25% of total project cost)		HIGHWAY FUNDS (75% of total project cost)
	CASH (Specific program expenses)	DONATED or IN-KIND (Labor and Materials)	(Trees, tree planting, irrigation)
Cost of trees			
Tree Installation (Circle One) Nursery Contractor (w/1-yr.Warranty) Volunteers Work Staff			
Irrigation System & Installation (Circle One) Nursery Contractor (w/1-yr.Warranty) Volunteers Work Staff			
Labor Costs for Tree Care (3 yrs)			/
Administrative Costs (3 yrs)			/
Supplies (3 yrs) <u>(PLEASE LIST)</u>			
Equipment Use (3 yrs) <u>(PLEASE LIST)</u>			
Other Expenses (3 yrs) <u>(PLEASE LIST)</u>			

COLUMN TOTALS: \$ _____ \$ _____ \$ _____
Cash \$ In-Kind \$ Grant Funds Requested

TOTAL CASH \$ + IN-KIND \$: \$ _____
Local Match \$

TOTAL PROJECT COST \$ _____ (Local Match \$ + Grant Funds Requested)

*** Figures should include expenses for (3) three years.**

CHECKLIST FOR A COMPLETE APPLICATION

(Application must be typed)

NOTES: An ODOT “*approved*” Landscape Agreement MUST be obtained and included with Grant Application IF any part of site location is on highway right-of-way. Allow 4-6 weeks for ODOT approval.

“MUNICIPALITIES” MUST COMPLETE MUNICIPALITY LANDSCAPE AGREEMENT. Allow 4-6 weeks for ODOT approval.

Other qualified entities must complete LANDSCAPE AGREEMENT FOR DEVELOPERS. Allow 4-6 weeks for ODOT approval.

(Forms located on website menu: www.okladot.state.ok.us/beauty Tree Grant Program)

ENSURE ALL PROPER SIGNATURES ARE OBTAINED AND APPROVED FORMS ARE ATTACHED TO GRANT APPLICATION

- Certification Regarding Debarment
- General Certifications Required of all Recipients
- Project Summary
- Trees to be Planted
- Tree Care Questionnaire
- Key Personnel Worksheet
- Budget Worksheet
- Detailed Vicinity Map
- Irrigation plan, if applicable (Drip Irrigation plans MUST have PRIOR ODOT approval if on ODOT highway right-of-way) Allow 4 to 6 weeks lead time for ODOT approval.
- “DETAILED” Site Plan (Include tree placements, tree legend, and “to scale” information)
- Tree Selection Questionnaire
- Color photographs of site
- Include APPROVED Municipality or Developer ODOT Landscape Agreement if project is on ODOT highway right-of-way (See NOTE above) Allow 4 to 6 weeks for approval.

For each separate planting site, attach a:

- Tree Selection Questionnaire
- List of trees to be planted
- DETAILED Site Plan (Include tree placements, tree legend, and “to scale” information)
- Vicinity Map with site location
- Color photographs of site
- All applicable ODOT forms related to each site

SEND COMPLETED APPLICATION (“ORIGINAL” PLUS (5) FIVE COPIES) TO:

**Oklahoma Department of Transportation
Beautification Office – Room 1-D-1
200 NE 21st Street
Oklahoma City, OK 73105**

DUE: 4:00 P.M. FRIDAY, JULY 8, 2011

TREE SELECTION QUESTIONNAIRE

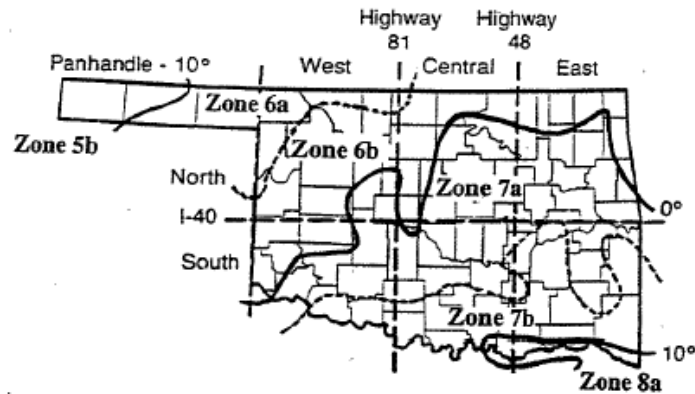
(Copy and complete for each separate site)

Name: _____

Location: _____

WHAT IS THE LOCAL CLIMATE?

1. The USDA hardiness zone is _____.



2. The average annual rainfall is:
Less than 20 inches
More than 20 inches

WHAT ARE THE GROWING CONDITIONS AT THE SITE?

3. Does construction or site preparation need to be completed before the trees are planted?
No.
Yes. It will be _____ months before the site is ready to plant.
4. Are the trees likely to be vandalized?
No.
Yes.
5. How much light will the trees receive?
More than 6 hours of full sun
2 – 5 hours of full sun
2 – 5 hours of full sun plus reflected light from the walls
Less than 2 hours of full sun, or filtered shade all day
6. The trees will be planted:
In the ground
In above ground planters

7. The pH level of the soil is _____.
(Ask your OSU Extension Agent. A soil test can be done at OSU to determine this and the levels of major nutrients.)
8. The soil texture is mostly:
Clay
Loam
Sand
9. The soil density is:
Loose and easy to dig
Hard and compacted
10. Water drains from an 18 inch deep hole:
Slowly (takes longer than a day)
Moderately (takes up to a day)
Fast (takes only an hour or two)
11. The distance between the top of the water table and the soil surface is:
More than 18 inches
Less than 18 inches
- (Test this by digging several holes on the site about 2 feet deep and waiting 2 – 3 hours. If there is no water in the hole, or the distance between the top of the water and the soil surface is greater than 18 inches, then select “More than 18 inches”. If water fills the hole, measure the distance between the soil surface and the top of the water after 2 – 3 hours. If this distance is less than 18 inches, select “Less than 18 inches”.)
12. The trees will be regularly watered by:
Drip irrigation system
Water trucked to the site
Water hoses from hydrants on the site

HOW MUCH SPACE IS AVAILABLE FOR THE TREES?

13. The planting site is:
Along downtown streets
Along residential streets
Along a highway
In an open area such as a schoolyard, park, or golf course
14. Will the trees be planted in a tree lawn (the grassy strip between a curb and sidewalk)?
No.
Yes. It is: 3 – 4 feet wide
4 – 6 feet wide
6 – 8 feet wide
More than 8 feet wide

15. Will the trees be planted along a street without a sidewalk?
No.
Yes. The trees will be _____ feet from the edge of the street.
16. Will the trees be planted in sidewalk cutouts?
No.
Yes. The cutouts will be _____ feet by _____ feet.
17. Will the trees be planted in a parking lot?
No.
Yes. In a parking lot island of _____ square feet.
In a narrow linear strip _____ feet wide and _____ feet long.
18. Will the trees be planted in an open area?
No.
Yes. The approximate size of the area is _____ square feet.
19. Will the trees be planted within 8 feet of a sidewalk, driveway, or other hard surface?
No.
Yes.
20. Is there a swimming pool, vegetable garden, masonry wall, septic tank, or drain field within 50 feet of the planting site?
No.
Yes. It is _____ feet away.
21. Do overhead wires cross or border the site?
No.
Yes. They are transmission lines _____ feet above the ground.
Yes. They are distribution lines _____ feet above the ground.
- (Check with your utility company to be sure, and ask how much clearance they need to maintain the lines. Remember to mark the line location on the site map.)
22. The horizontal distance between the nearest planting hole and the wire is _____ feet.
23. Is there a streetlight or security-type light within 35 feet of a planting hole?
No.
Yes. The pole is _____ feet tall. It is _____ feet away from the planting hole.
24. Will the trees be planted near a building?
No.
Yes. The building is _____ feet away. The building is _____ feet tall.
25. Are underground utilities present?
No. (Call OKIE at 1-800-522-6543 to be sure)
Yes. (Remember to mark them on the site map)

26. Is the planting site next to a stream, lake, pond, or water retention area?

No.

Yes. The water: Rises occasionally.

Keeps the site wet most of the time.

Level fluctuates drastically.

WHAT TREE CHARACTERISTICS ARE IMPORTANT TO YOU?

27. Would you like to eliminate trees that drop messy fruit, large leaves, or lots of twigs?

No. It's not important.

Yes. They would cause maintenance problems.

28. Would you like to avoid trees with drooping branches?

No. They won't cause any conflicts.

Yes. They will be in the way and have to be pruned.

29. Would you like to avoid trees that break easily?

No. They won't be a hazard to people or buildings.

Yes. They would be hazardous.

30. Would you like to avoid trees that require regular pruning when young?

No.

Yes.

31. Would you like to plant trees that provide food for wildlife?

No.

Yes.

32. Would you like to plant only native trees?

No.

Yes.

HOW TO USE THIS QUESTIONNAIRE:

- ❖ **Fill it out for each separate site or for very different parts of the same site.**
- ❖ **Consult with your local forester / nurseryman / OSU Extension agent to choose suitable trees.**
- ❖ **Compare the descriptions of trees in reference books to the choices you have made on the questionnaire.**
- ❖ **This questionnaire allows the judges background information to choose alternative trees if necessary!**

WHEN ARE APPLICATIONS DUE?

Friday, July 8, 2011 - 4:00 p.m.

- All grant applications must be **typed or computer generated.** (Contact the ODOT Beautification Office, (405) 521-4037, or email beauty@odot.org to request a “Word” version of the Tree Grant Application via email.)
- The **“original” and (5) five copies** must be sent to:

**Oklahoma Department of Transportation
Beautification Office – Room 1-D-1
200 NE 21st Street
Oklahoma City OK 73105**

Who do I call if I have questions?

- Oklahoma Department of Transportation – Beautification Office @ (405) 521-4037
- Oklahoma Forestry Services – Urban Forestry Office @ (405) 522-6153