



T.R.I.M.

Tree Resource Improvement and Maintenance ■ Cost-share Application

The Tree Resource Improvement and Maintenance (TRIM) Program is a competitive cost-share program provided and administered by the Missouri Department of Conservation in cooperation with the Missouri Community Forestry Council and the U.S. Forest Service. The purpose of the program is to provide financial assistance for the management, improvement, or conservation of our community forests.

Program Goals

1. To assist Missouri communities in initiating or significantly improving their efforts to care for the community forest
2. To encourage communities to have a sustainable, balanced, and comprehensive community forestry program. A sustainable, balanced, and comprehensive community forestry program ideally should be based on a current tree inventory and managed with the guidance of a community forestry professional
3. To promote community forestry benefits through the proper management and care of trees in Missouri communities

Eligible Applicants

- All units of government
- Public schools
- Non-profit groups with appropriate permission documented. Such organization must be a 501(c)(3) with a federal identification number.

NOTE: All projects must be located on publicly owned Missouri property.

Eligible Activities

Activities are listed in order of priority.

- Municipal tree ordinance development by a forestry consultant
- Development and adoption of a written community tree management plan or community readiness plan for addressing exotic insect or disease outbreaks
- Community tree inventories (hazardous tree survey and maintenance needs survey). The format for all inventory projects must be compatible with i-Tree software (for more information, go to itreetools.org).
- Management of ash (*Fraxinus sp.*) trees based on an existing community tree inventory
Emerald ash borer is an exotic beetle found in many states, including Missouri. Since its discovery, emerald ash borer has killed millions of ash trees, caused regulatory agencies to enforce quarantines and fines to prevent movement of the pest out of area, and cost municipalities, property owners, nursery operators, and forest products industries tens of millions of dollars. For more information, go to emeraldashborer.info
- Training of city employees and volunteers to improve community forestry practices



Eligible Activities continued

- Purchase of tree-care education materials, such as books, videos, and computer software
- Initial costs of certification for in-house employees by the International Society of Arboriculture
- Development and/or distribution of tree-care-related educational materials, such as pamphlets, brochures, videos, PSAs, or door hangers (not produced for resale)
- Removal of hazardous trees
- Pruning according to ANSI A300 specifications — no topping
 See American National Standards Institute A300 *Standard Practices for Woody Plant Maintenance* (ANSI A300). Copies available from: International Society of Arboriculture, PO Box 3129, Champaign, IL 61826, phone 217-355-9411, isa-arbor.com
- Tree-planting projects as part of a comprehensive tree management program. Planting of ash (*Fraxinus sp.*) is ineligible for funding.
- The Missouri Forest Action Plan sets the strategy for tree management in Missouri by MDC. Other activities not specifically listed here but that meet Issue Theme Eight needs in the Plan are desired. See the Plan at mdc.mo.gov/node/9437.

Deadlines

- May 13** — Applicants must have consulted with a local Department of Conservation forester.
- June 3** — Applications, complete with a Department of Conservation forester's signature, must be postmarked on or before **June 3** and sent to:
Community Forestry Coordinator
Forestry Division
Missouri Department of Conservation
PO Box 180, Jefferson City, MO 65102-0180
- Applications can be submitted online at <http://mdc7.mdc.mo.gov/applications/trim>
- Mid-September** — Applicants will be notified of approval status.
- May 1 of the following year** — Approved applicants must have projects completed.

Program Guidelines

- *All trees and all projects must be located on publicly owned Missouri property.* Nonprofit organizations may apply, but all work must be performed on publicly owned property, and a letter of permission from the affected municipality must accompany the application.
- Three to six grants of \$25,000 maximum (MDC share) will be authorized. All other grant funds will have a \$10,000 maximum and a \$1,000 minimum. Applicants interested in both a \$25,000 and a \$10,000 grant must apply separately for each.

- All entries will compete for available funds using established criteria.
- Successful applicants will be reimbursed for the appropriate share amount after the project is completed and all vendors are paid.
- All applicants must consult with a local Missouri Department of Conservation forester and obtain his or her signature on the enclosed **Cost-share Request Form** before applying for funding. Please contact your local Forestry Division office to set up an appointment for consultation (see listing of regional offices enclosed).
- Tree-planting projects must conform to the *How to Plant a Tree* enclosure.
- All projects will be subject to follow-up inspections to assess their effectiveness. Future funding may be denied if projects are poorly managed.
- Planted trees must be between 1 and 3 inches in stem diameter for deciduous trees (about 6 to 16 feet tall), and between 4 to 16 feet in height for evergreen trees. Shrubs and other plants are not eligible for cost-share assistance.
- Planted trees must be guaranteed for one year after planting. Such guarantee must be provided by the nursery, contractor, or applicant and clearly indicated on their estimates or in the narrative.
- All hazardous trees must be identified by a certified arborist, forester, or similarly qualified person.
- Letters of support should be limited to those involved directly with implementing the project.
- Faxed or emailed submissions are not accepted.

Matching Funds Guidelines

- Funds are awarded on a matching basis. All projects are eligible for a 60 percent match. Projects located in communities that currently have Tree City USA designation are eligible for an additional 15 percent bonus match. Projects submitted by a winner of a Missouri Arbor Award of Excellence are eligible for a one-time additional 5 percent bonus match. Applicant must have received Missouri Arbor Award within the last 12 months.
- Funds may not be used to purchase equipment; however, equipment purchase costs may be used as an applicant's share of the total cost of a project.
- Applicants may match cost-share funds with cash, donations, in-kind contributions, and administrative costs directly related to the approved project.
- Any costs incurred prior to the formal approval of the project are ineligible for matching purposes or reimbursement, except for tree-planting plan preparation fees.

- All project costs approved for funding must be documented, whether the costs apply to the Department of Conservation's portion or to the applicant's match.
- Maintenance of newly planted trees will not be cost-shared.

Payment Process

Applicants will be reimbursed for the appropriate share amount after the project is completed. After completion, applicants must notify their local Department of Conservation Forestry Division contact in writing and provide copies of **paid** receipts and itemized documentation of in-kind matches and donations. Inspection of the completed project and approval will be made by the local Department of Conservation Forester.

Judging Criteria

The application process is competitive. A panel of Department of Conservation Forestry Division employees and members of the Missouri Community Forestry Council will judge all proposals.

Applicants will be evaluated by the following criteria:

- Inclusion of all required information (see Application Procedure, page 4)
- Proposals demonstrating that the project is a component of a total tree management program
- Project's capacity for promoting, improving, and developing a community's urban forest resource
- Technical merit
- Relative value to the site and community
- Educational value and opportunities
- Percentage of community or census block with household income below poverty level (2010 U.S. Census Data)
- Thoroughness and completeness of management plan or planting and three-year maintenance plan
- Reasonable estimates for all expenditures
- Plan for publicizing project
- Applicants funded in the previous five years will be given lower priority but may still be funded

Not all criteria will apply to all projects. Conservation Department funds will be awarded based upon the number of applications and available funds. Requested funds may be reduced if cost estimates are judged to be excessive.

Application Procedure

Applications must include all eight of the following elements. Incomplete applications will not be evaluated. **Two copies of the eight required elements must be submitted.**

1. Estimated Project Cost Worksheet and Cost-share Request Form

2. Concise Narrative (maximum 1,800 words)

A concise narrative clearly states the purpose and objectives of the project and explains how the project impacts long-range community forestry goals. Projects that address one or more “Program Goals” are desirable. Be sure that your description addresses the judging criteria and includes detail on the following:

- End product or result
- How this project fits into your present tree-management program
- Participants and their roles (such as employees, contractors, volunteers, and business or civic sponsors)
- Facilities and equipment needed to accomplish project
- Name and address of person charged with administering the project

3. Maps

- All applications must include a location map that shows how the project site relates to the surrounding area and the community as a whole.
- Planting projects must also include an accurate plan-view drawing to scale, with a north arrow of the proposed project. Plans must include buildings, above- and below-ground utilities, streets, walks, and existing trees on and adjacent to project site as well as proposed trees to be planted.
- Maintenance projects, such as a street tree inventory, hazard tree removals and pruning activities, must also include a city map showing the location of proposed work and street address.

**Use the TRIM Workbook to help you complete the application. Find it at mdc.mo.gov/node/11123
For a printed copy, write or call:**

Community Forestry Coordinator
Missouri Department of Conservation
PO Box 180
Jefferson City, MO 65102-0180
573-522-4115, ext. 3306

4. Itemized Budget

- An itemized budget, including all expenses and sources of funds, should clearly identify activities and their associated costs. For example, include the purchase and installation of trees according to specifications, a complete list of the trees to be planted (including tree size and species) and numbers of trees to be pruned or removed. All costs must be documented. Describe all in-kind matches (such as administration and materials) and donations.
- Provide an estimate on commercial bid form or letterhead of all contracted costs. Tree-planting projects must include a nursery estimate listing all trees to be planted and guaranteeing one year’s survival on all trees.
- If employees will complete work, please estimate these labor costs separately. If volunteer labor will be used, please estimate volunteer time at the rate of \$15 per hour per person.

5. Three-Year Maintenance Plan

Tree-planting and invasive-species-eradication projects must include a written three-year tree-maintenance plan that details procedures and identifies caretaker(s). *Costs for these activities are not eligible for cost share.*

- Minimum maintenance for tree planting includes watering, monitoring for insect and disease problems, and re-mulching for three years after planting.
- Minimum maintenance for invasive species eradication includes frequent routine monitoring and aggressive removal of all sprouts for three years after the initial eradication efforts.

6. Permission Letter

A letter of permission from the affected municipality must be included if the proposed project is located on land not owned by the applicant.

7. Publicity Plan

All applications must outline how the work completed will be shared with citizens in the community. Be sure to address how the Conservation Department's contribution will be acknowledged.

8. Two copies of entire package are required.



T.R.I.M. Estimated Project Cost Worksheet

Applicant _____ Contact person _____

Address _____

Email _____

Phone _____ County _____

City/State _____ ZIP (9-digit ZIP required) _____

Project location _____

Project Type (check all that apply):

- Inventory Removal Pruning Education Planting Other

Provide costs only for items associated with your project.

A. Reimbursable Costs

Amount

- | | |
|----------------------------------------------------------------------------------|-----------------|
| 1. Contract fee (<i>tree management plan, material development, inventory</i>) | _____ |
| 2. Contracted labor (<i>tree removals, pruning, planting, inventory</i>) | _____ |
| 3. Purchased materials for inventory or tree work | _____ |
| 4. Equipment rental (<i>inventory, planting, or other tree work</i>) | _____ |
| 5. Education (<i>training course fees, program materials</i>) | _____ |
| 6. Tree planting plan preparation fee | _____ |
| 7. Trees for planting and delivery, less any discount | _____ |
| 8. Purchased materials for planting (<i>stakes, mulch</i>) | _____ |
| SUBTOTAL | \$ _____ |

B. Non-reimbursable Costs

- | | |
|----------------------------------------------------------------------------|-----------------|
| 1. Administrative costs (<i>tree care, education, inventory</i>) | _____ |
| 2. Paid employee labor (<i>tree care, education, inventory</i>) | _____ |
| 3. Donated labor (<i>tree work, planting, or inventory (at \$10/hr)</i>) | _____ |
| 4. Donated equipment costs | _____ |
| 5. In-kind equipment | _____ |
| 6. Donated materials (<i>stakes, mulch, etc.</i>) | _____ |
| 7. Discount or credit for trees or tree planting | _____ |
| 8. Other | _____ |
| SUBTOTAL | \$ _____ |

C. Total Estimated Project Costs

(Add above and round to nearest dollar.)

\$ _____

Transfer total to back side of form

Please complete Cost-Share Request Form on reverse side.

T.R.I.M. Cost-Share Request Form

Applicant _____ Contact person _____

Project location _____

C. Total Estimated Project Costs

\$ _____
Amount from front side of form

D. MDC Cost-Share Computation

Missouri Department of Conservation's Cost Share (60% X Total estimated project cost) \$ _____

Tree City USA Bonus (15% X Total estimated project cost) \$ _____

NOTE: To qualify for bonus, project must be located in a community that is currently certified as Tree City USA.

Missouri Arbor Award of Excellence Bonus (5% X Total estimated project cost) \$ _____

NOTE: To qualify for bonus, applicant must be the winner of an MAAE award within the last 12 months.

SUBTOTAL

Add all amounts in D (above): \$ _____

SUBTOTAL REIMBURSABLE COSTS

Enter the SUBTOTAL from A on front side: \$ _____

TOTAL MDC COST SHARE \$ _____

Enter the smaller of the above two lines. Total MDC Cost Share cannot exceed Reimbursable Costs. Maximum available is \$10,000 unless specifically authorized.

E. Local Cost-Share Computation

Total MDC Cost Share subtracted from Total Estimated Project Costs \$ _____

I certify that funds received through the Tree Resource Improvement and Maintenance program will be used only for the care of trees or planting of trees on public property, as noted in this application. I certify that all trees subject to this contract will be pruned in accordance with American National Standard Institute A300 *Standard Practices for Wood Plant Maintenance* specifications and that trees will be planted in accordance with the enclosed *How to Plant a Tree* brochure.

Name and Title of Representative

Signature of Representative Date

Signature of Missouri Department of Conservation Forester Date

TRIM Application Workshops 2016

We will be best able to help you if you come prepared with a project idea and some familiarity of the application process. Participants will receive a TRIM workbook to help finalize their application.

BELLE

Wednesday, April 6, 10 a.m. to noon
Belle City Hall
200 East 3rd Street

Registration is required.

For more information, please contact
Ann Koenig at Ann.Koenig@mdc.mo.gov
573-815-7900, ext. 3479

JOPLIN

Monday, April 11, 10 a.m. to noon
Wildcat Glades Conservation and Audubon Center
201 W. Riviera Drive

Registration is required.

For more information, please contact
Jon Skinner at Jon.Skinner@mdc.mo.gov
417-629-3423

SPRINGFIELD

Tuesday, April 12, 10 a.m. to noon
Missouri Department of Conservation
Southwest Regional Office
2630 N. Mayfair

Registration is required.

For more information, call 417-895-6880

WEST PLAINS

Wednesday, April 13, 9 to 11 a.m.
Missouri Department of Conservation
Ozark Regional Office
551 Joe Jones Blvd.

Registration is required.

For more information, call 417-256-7161

LEE'S SUMMIT

Tuesday, April 19, 10 a.m. to noon
Missouri Department of Conservation
Kansas City Regional Office
12405 SE Ranson Road

Registration is NOT required.

For more information, call 816-759-7300

KIRKWOOD

Tuesday, April 26, 6 to 8 p.m.
Powder Valley Conservation Nature Center
11715 Cragwold Road

Registration is required.

For more information, please contact
Mark Grueber at Mark.Grueber@mdc.mo.gov
314-301-1500

COLUMBIA

Tuesday, April 26, 10 a.m. to noon
Missouri Department of Conservation
Central Regional Office
3500 E. Gans Road

Registration is required.

For more information, please contact
Ann Koenig at Ann.Koenig@mdc.mo.gov
573-815-7900, ext. 3479

CAPE GIRARDEAU

Tuesday, May 10, 9 a.m. to noon
Missouri Department of Conservation
Southeast Regional Office
2302 County Park Drive

Registration is required by May 9.

For more information, call 573-290-5730

Regional Community Foresters to Help Your City

In the Central Region

- Ann Koenig, 573-815-7900 ext. 3479

In the Joplin area

- Jon Skinner, 417-629-3423, ext. 27

In the Kansas City Region

- Chuck Conner, 816-655-6250, ext. 1250
- Wendy Sangster, 816-759-7305, ext. 1134

In the Southeast Region

- Jennifer Behnken, 573-290-5858, ext. 4421

In the Springfield area

- Cindy Garner, 417-895-6880, ext. 1632

In the northern part of the St. Louis Region

- Daniel Moncheski, 636-300-1953, ext. 4112
Warren, Lincoln, St. Charles, and St. Louis counties
(north of I-64)

In the southern part of the St. Louis Region

- Mark Grueber, 314-301-1506, ext. 4210
Jefferson, Franklin, Washington, Crawford, and
St. Louis counties (south of I-64)

Resource Foresters around the state are here to help you. Here is partial list, but you are welcome to contact any MDC Forester.

- Chillicothe — Phil Sneed, 660-646-3140, ext. 1362
- Hannibal — Kyle Monroe, 573-248-2508, ext. 6373
- Kirksville — Yvette Amerman, 660-785-2424, ext. 6517
- Rolla — Mike Fleischhauer, 573-368-2225, ext. 1582
- St. Joe — Lonnie Messbarger, 816-271-3111, ext. 1444
- West Plains — Michael Hullinger, 417-255-9561, ext. 226

Missouri Department of Conservation Contact Information



Central Region

3500 East Gans Road
Columbia 65201
573-815-7900

Northeast Region

3500 S. Baltimore
Kirksville 63501
660-785-2420

Ozark Region

551 Joe Jones Blvd.
West Plains 65775
417-256-7161

Southwest Region

2630 N. Mayfair
Springfield 65803
417-895-6880

Kansas City Region

12405 SE Ranson Road
Lee's Summit 64082
816-622-0900

Northwest Region

701 James McCarthy Drive
St. Joseph 64507
816-271-3100

Southeast Region

2302 County Park Drive
Cape Girardeau 63701
573-290-5730

St. Louis Region

2360 Highway D
St. Charles 63304
636-441-4554

How to Plant a Tree

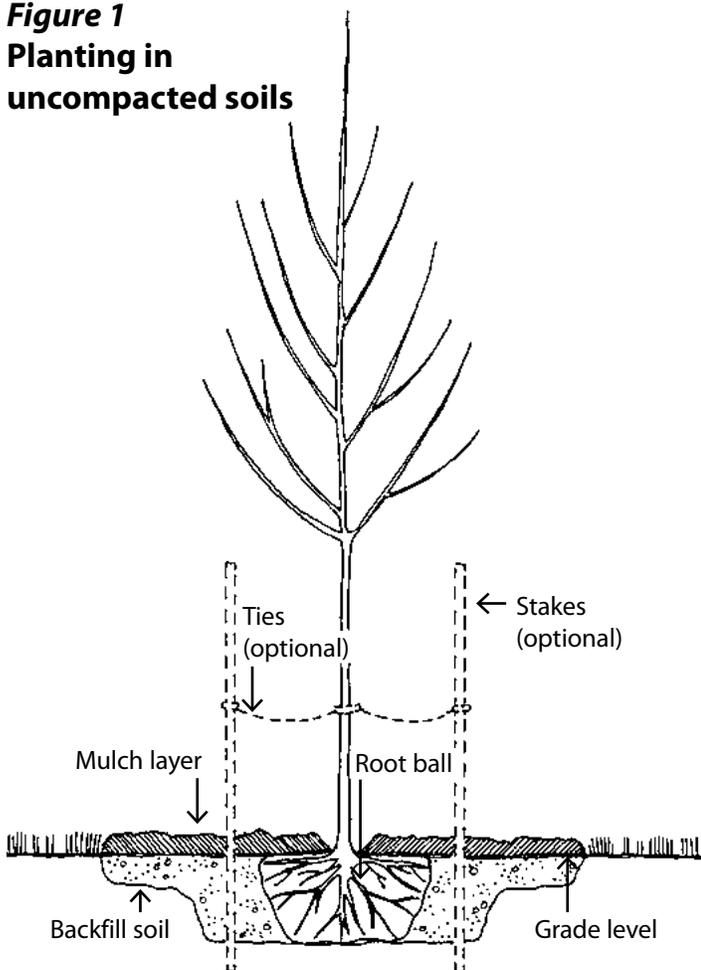
Selecting trees

Consider the limitations of the planting site, the purpose for the tree, and each tree's unique growing requirements before selecting the type of tree to be purchased. Before purchasing, check to be sure that the new tree does not have a great deal of soil added over the root flare. The root flare is the point where the top major roots extend out from the tree trunk (see figure 2). Unfortunately, many new trees have the root flare buried under several inches of soil. This is to be avoided at all times.

Determine the proper planting depth

Trees should be planted with their top major roots even with the soil line (see Figure 1). Trees planted at the wrong depth do not develop well and may have shortened life spans. Excess soil should be removed before planting.

Figure 1
Planting in uncompact soils

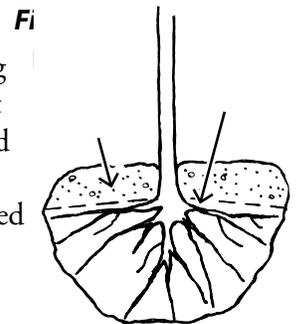


For balled-and-burlap trees, gently poke a stiff wire through the burlap next to the tree trunk until you hit a root. Note the distance between the top of the root ball to the first root. Check in two or more locations around the trunk to make sure you've located the top major roots. Leave the burlap in place to do this to make moving the tree easier. The distance from the top-most root to the bottom of the ball is the correct depth to dig your hole. Carefully remove the excess soil from the top of the root ball once it is in the planting hole. Container trees should have the soil carefully removed from the top, exposing the root flare, and then planted.

The planting hole

Dig a spot at least twice the diameter of the root ball and deep enough to place the root flare even with (or up to 1 inch higher than) the soil line. Place the tree in the hole, taking care to handle it by the root ball — not by the trunk. In order to prevent settling after planting, make sure the root ball or container soil rests on solid ground — not fill dirt.

Carefully cut the twine wrapped around the stem at the top of the root ball.



Be sure to remove the following:

1. All tags, labels, and strings
2. The wire basket from around the root ball
3. Any container holding the root system
4. Burlap from at least the top half of the root ball to prevent wicking of moisture from the soil
5. All excess soil on top of the ball, exposing just the root flare (see Figure 2)

Backfill soil

Make sure the tree is straight before backfilling. Use the same soil that came out of the pit. Finely chop the soil and remove any stones or debris. Avoid potting soil, peat moss or other amendments. Fill the hole halfway, watering thoroughly as you go, then finish backfilling. Work the soil around the ball gently so that no air pockets are left. Firm the soil so the tree is vertical and adequately supported, but do not pack the soil.

Water

Saturate the entire backfilled soil with water. A slow, gentle soaking is best. Add more soil, if needed, to compensate for settling.

Mulch

Cover smoothed soil with 3 inches of wood compost or bark chips. Shape the mulch into a doughnut 2 to 3 feet wide, leaving a small gap near the trunk. Do not mound mulch onto the trunk of the tree. Mounding encourages root girdling, which can weaken and kill trees. Black plastic, grass clippings, or sawdust should not be used as mulch. Keep mulch weeded. Replace as needed.

Pruning

Remove only broken or badly deformed branches the first year. Begin a regular pruning program the second or third year after planting.

Optional procedures

Stakes

Stakes may be used to prevent shifting of the root ball or to protect the stem from mowing equipment. If needed, the tree should be guyed strongly enough to provide support, but flexibly enough to allow 6 to 8 inches of sway. Drive one or more stakes near the tree, but not through the roots.

The best guying materials are wide and flexible, such as plastic horticultural tape or canvas webbing.

Remove guys/ties as soon as the tree can stand alone — about three months, but no longer than one year after planting. Guys/ties ultimately can kill your tree if not removed.

Trunk wrap

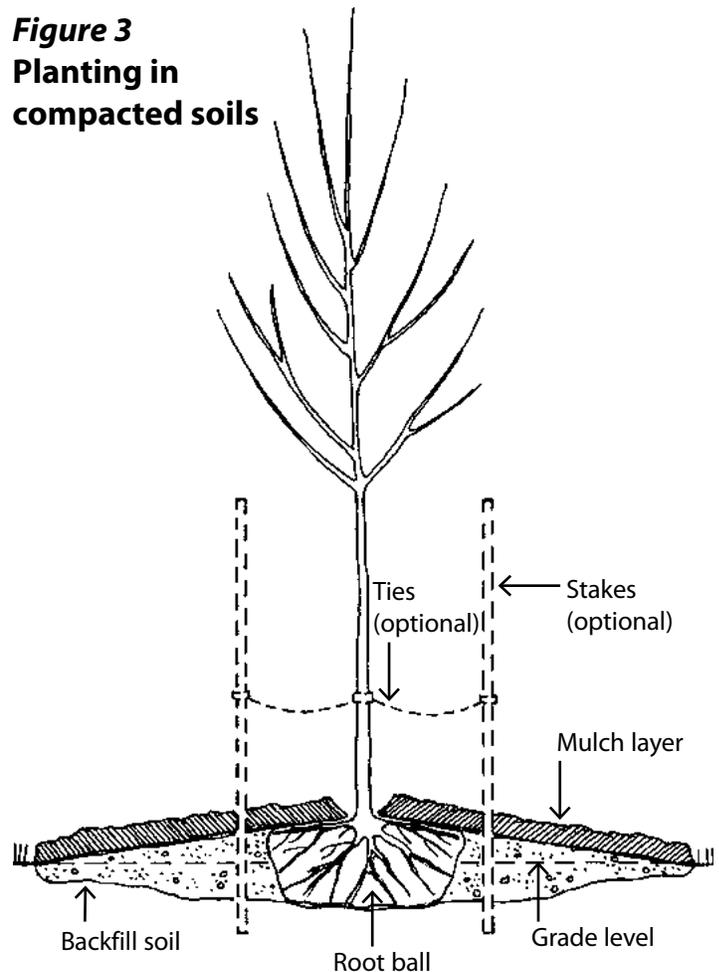
Research indicates that trunk wraps provide little, if any, benefit to trees. In fact, they can encourage damaging insects or disease-causing fungi. Avoid using trunk wraps unless specifically recommended.

Planting in compacted soils

To test for compacted soil, do a simple percolation test. Dig a hole 12 inches to 18 inches deep and fill it with water. If any water is still in the hole 12 to 18 hours later, then you have compacted or heavy clay soils.

Roots need oxygen, so dig a wide, shallow hole three to four times the width of the root ball or container and only half as deep. Mound backfill soil slightly to the top of the root flare, covering the entire excavation. This creates a raised planting bed, which will improve the tree's performance (see Figure 3). Soils that hold excessive moisture may need a subsurface drain tube installed below the root ball, or look for alternative sites.

Figure 3
Planting in compacted soils



Equal opportunity to participate in and benefit from programs of the Missouri Department of Conservation is available to all individuals without regard to their race, color, national origin, sex, age, or disability. Questions should be directed to the Department of Conservation, PO Box 180, Jefferson City, MO 65102, 573-751-4115 (voice) or 800-735-2966 (TTY), or to the U.S. Fish and Wildlife Service Division of Federal Assistance, 4401 N. Fairfax Drive, Mail Stop: MBSP-4020, Arlington, VA 22203.

Missouri Department of Conservation
PO Box 180
Jefferson City, MO 65102-0180
mdc.mo.gov
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