



TREE CITY USA CERTIFICATION



INSTRUCTIONS

DEADLINE FOR SUBMISSION

November 30, 2016 – To Division of Forestry, Fire and State Lands for approval
(Division of Forestry will review and forward materials to the Arbor Day Foundation by their December 31 deadline.)

SUBMIT APPLICATION & ATTACHMENTS TO:

Jeran Farley, Urban & Community Forestry Coordinator
Division of Forestry, Fire and State Lands
PO Box 145703
1594 West North Temple
Salt Lake City, Utah 84114-5703

Dear Applicant City:

In an effort to simplify the TREE CITY USA application and recertification process, we have enclosed step-by-step instructions and worksheets to help you develop the information required. Our hope is that using them will make it easier for you to complete the application for TREE CITY USA. Please note, you must still fill out and sign the official **Tree City USA Application** (which is enclosed). *If your community is currently a Tree City USA you will need to fill out the “Recertification” form; if this is your first year in the program you will need to fill out the “Certification” form.*

One of the great strengths of the TREE CITY USA program is that it encourages and recognizes long-term commitment to community forestry. After becoming a Tree City, annual recertification provides an opportunity for each TREE CITY USA to review its program and to tell the National Arbor Day Foundation and us just how well your city is doing.

Your Tree City USA applications are enclosed (only fill out the one applicable to your community); you can also download a form at the National Arbor Day website, www.arborday.org. Please send in the completed application no later than November 30, 2016. This will allow us sufficient time to review applications and forward them to the State Forester for his signature by the end of December.

When preparing your application, remember to include information for each of the four standards, as listed on the Tree City Application. I have enclosed a checklist for your use to assure your application contains the necessary attachments.

If you have any questions, feel free to contact me at 801.538.5505 or jlfarley@utah.gov. Thank you for cooperating with the requested November 30th deadline.

Sincerely,

Jeran Farley
Urban & Community Forestry Coordinator
Enclosures: Tree City USA Application (Certification/Recertification)
Tree City USA Application Checklist
Standards Worksheets, Guidelines and Samples



FOR APPLICATION OR RECERTIFICATION

STANDARDS #1 & 2 WORKSHEET

STANDARD #1~ TREE BOARD OR DEPARTMENT

A Tree Board (Committee or Commission) is the group of citizens charged by ordinance to develop and administer a tree management program, for trees on public property, in their community. Instead of having such a Board, some communities have a department, such as a City Forestry Department that fulfills this role.

For Standard #1 please indicate (here or on application):

If Tree Board is responsible for program:

Date Tree Board was established (if first-time applicant):

Names of 2016 Tree Board Members:

Dates the Board has met in 2016:

If Department is responsible for program:

Date Department was established (if first-time applicant):

Name of Department:

Name & Title of person holding position in 2016:

STANDARD #2 ~ A COMMUNITY TREE ORDINANCE

Communities are required to have passed a **Tree Ordinance** and to submit a copy of that ordinance with the TCUSA application. First-time applicants should also indicate the date the ordinance was established. Those applying for recertification DO NOT need to attach an ordinance unless it has changed.

For Standard #2 please check appropriate boxes on application and attach copy of ordinance, if required



FOR APPLICATION OR RECERTIFICATION

STANDARD #3 WORKSHEET

STANDARD #3~ A Community Forestry Program with an Annual Budget of at Least \$2 Per Capita

This standard requires the community show they have a community forestry program that expends at least \$2 per capita. To do so, communities must attach their program's 2016 work plan, accomplishment report, and detailed budget that documents fulfillment of the budget requirements.

A list of qualifying expenditures and a list of value standards for volunteers can be found on page 8.

For Standard #3 please indicate (on application):

1. **Total Community Forestry Expenditures** _____

2. **Community Population** _____

Tree City USA Standard #3 Financial Worksheet

Community: _____ Year: _____

To calculate your community tree program expenditures, complete the financial worksheet below. All cash and in-kind expenditures for public tree care may be included.

1. Tree Planting and Initial Care

Include cost of tree purchases, labor (salaries, benefits & volunteer time), equipment for planting, planting materials, stakes, watering, mulching, and competition control, etc.

\$ _____

2. Community Forest Management

Include pruning, public education, professional training, memberships, salaries/benefits, volunteer time, street and park tree inventory, pest management, fertilization, watering, etc.

\$ _____

3. Tree Removals

Include cost of saws and equipment, supplies, and labor (salaries/benefits and volunteer time.

\$ _____

4. Volunteer Time

Value of volunteer labor and other contributions from civic organizations that has not already been included in above categories. (See page 8 for volunteer labor rates.)

\$ _____

5. Administrative Expenses

Include salaries/benefits, volunteer time and all other costs of activities (not documented elsewhere) such as contract management, grant administration, supervision and other forestry program management activities.

\$ _____

Tree City USA Standard 3 Financial Worksheet (Cont'd)

6. Utility Expenses

- a) Line clearance per se is not tree maintenance. Utility trimming expenses are allowed only if the utility is a partner in the city's tree program and has implemented a tree planting program and complies with ANSI A300 pruning standards.

6a. Enter amount here: \$ _____

- b) The maximum allowed for utility expenses is \$1 per capita.

Enter the smaller amount—either 6a or the population of your city. \$ _____

7. Undefined Costs

- a) Costs not already mentioned, such as storm cleanup, brush pick-up from non-public properties, chipping of brush from non-public properties, etc.

Briefly describe:

7a) Enter amount here: \$ _____

- b) The maximum allowed for these other activities is \$.50 per capita.

Enter the smaller number—7a or the city population times .5. \$ _____

8. Other

Include any expenses not already mentioned.

Briefly describe:

\$ _____

TOTAL COMMUNITY FORESTRY EXPENDITURES

(Add budget figures in above right column together) \$ _____

COMMUNITY POPULATION

(To qualify for Tree City USA, total expenditures must be at least twice population. Transfer these two numbers to Standard #3 on application and include this sheet with application.)



FOR APPLICATION OR RECERTIFICATION

**STANDARD #3 WORKSHEET
(Cont'd)**

Tree City USA Standard #3 Annual Work Plan 2016

An annual work plan outlining the community forestry work that was to be carried out during the year 2016 needs to be provided. The worksheet below contains a column for every month (January—December); within each column there are four dots which represent each of the weeks within the month. Consider using a copy of this form to plan next year’s activities.

For each activity, place an “x” on top of the dots for each week of the year your community planned to be involved in that activity (each dot represents one week)

EXAMPLE

		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
I. Annual planning & review session													
a.	Prioritize work to be done	xxxx	x. x.	xxxx
b.	Organize activities, people, dates	x.	x.	xx..	x.	x.	x x..

Please complete the worksheet below (or provide the information in a different format) and include it with your application for Standard #3.

Community: _____ **Year:** _____

		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
I. Annual planning & review session													
a.	Prioritize work to be done
b.	Organize activities, people,
c.	Budget planning /hearings
2. Tree planting													
a.	Survey potential planting sites
b.	Specify locations, species, cultivars
c.	Notify adjacent property owners
d.	Announce & hold public hearings
e.	Create bid specifications/ solicit bids
f.	Order trees
g.	Receive, inspect, store trees
h.	Plant trees, prune & stake
i.	Water as needed
3. Tree pruning													
a.	Survey trees, decide which to prune

b.	Schedule crew, equipment, supplies
c.	Schedule contract tree crews
d.	Supervise pruning & disposal of brush
4. Tree removals													
a.	Survey trees, decide on removals
b.	Notify adjacent property owners
c.	Announce & hold public hearings
d.	Schedule crew, equipment, supplies
e.	Schedule contract tree crews
f.	Stump grinding, reseeding.
5. Public relations													
a.	Report to municipal officials
b.	News releases
c.	News & TV coverage of events
d.	Submit Tree City USA application
e.	Plan, hold, publicize Arbor Day celebration
6. Tree care tasks													
a.	Evaluate/schedule/repair irrigation system
b.	Water most vulnerable trees during droughts
c.	Fertilize deficient trees
d.	Control diseases & insects impacting tree health
e.	Remove stakes/tree wrap
f.	Clean up storm breakage
g.	Mulch trees
h.	Control weeds
7. Other tasks													
a.	Conduct youth education
b.	Develop urban forestry grant projects
c.	Complete urban forestry grant applications
d.	Educational opportunities for tree commission
e.	Training & safety education of tree workers



FOR APPLICATION OR RECERTIFICATION

**STANDARD #3 WORKSHEET
(Cont'd)**

Tree City USA Standard #3 Accomplishment Report for 2016

While the work plan is what your city set out to do for the year, the accomplishment report is an opportunity to state what you were actually able to achieve and to quantify the progress that was made. Please check all of the “accomplishments” that apply, add any not listed, and indicate quantities where appropriate. ***This Accomplishment Report also needs to be included with your application.***

Please check all that apply and indicate quantities where appropriate.

Community: _____

Year: _____

<u>Accomplishment</u>	
Adopted or Revised Community	
1. Tree Ordinance	_____
2. Number of Trees Planted	_____
3. Number of Dead/Dying Trees Removed	_____
4. Number of Pruned/Trimmed Trees	_____
5. Held Arbor Day Celebration	_____
6. Program Planning (Tree Committee Meetings)	_____
7. Distributed Educational Publications	_____ <small>(quantity)</small>

<u>Accomplishment</u>	
8. Attended Educational/Training Programs (specify type and quantity)	_____

9. Other: (Specify activity and quantity if appropriate)	_____

TREE CITY USA QUALIFYING EXPENDITURES

The following expenses for public tree care (street, park, cemetery) may be counted towards the \$2 per capita requirement of Standard 3.

- | | |
|---|---|
| <ul style="list-style-type: none"> √ Administrative time √ Arbor Day program √ Chipping (maximum of \$0.50 per capita) √ Computer inventory software √ Contract work √ Equipment maintenance √ Equipment purchases (large equipment can be depreciated over life span) √ Equipment rental (chipper, bucket truck, stump grinder) √ Fertilizing √ Insect & disease control on trees √ Insurance √ Memberships in and donations to tree organizations √ Mulching √ Pick-up and/or chipping of tree trimmings from private properties (maximum of \$0.50 per capita) √ Prizes for Arbor Day contests √ Tree pruning costs (excluding utility pruning) √ Public education materials—brochures, newsletters, etc. √ Staff salaries and benefits (or portion thereof) to accomplish the tasks listed on this page (subject to noted limits) | <ul style="list-style-type: none"> √ Stump removal √ Survey or inventory expenses √ Tree board salary (most are volunteer, some are paid) √ Tree care conferences and workshops attended by community workers and/or volunteers √ Tree purchases and planting √ Tree removal (excluding utility removals) √ Utility pruning and removals (maximum of \$1 per capita) √ Watering √ Volunteer labor/time (see table below for rates) √ Value of donated materials (including trees) <p>(Grant money expended for any of these items may be counted.)</p> <p>Items <u>not</u> eligible toward Tree City USA</p> <ul style="list-style-type: none"> ⊗ Lawn mowing ⊗ Leaf pick-up ⊗ Tree work on non-public property ⊗ Weed and brush control not related to planting areas (i.e. right-of-ways, etc.) |
|---|---|

Determining Value of Donated Services

Labor Rates—Individuals performing tasks normally paid for, their actual rate of pay may be used.

Volunteer Rates – The national standard for volunteer labor is set at: \$23.07/hr

Equipment Rates— If city has a rate schedule for its equipment, those figures can be used instead.

- | | |
|---|-----------------|
| ▪ Chainsaw | \$35/day |
| ▪ Trencher (for irrigation installation) / Truck Drivers/Heavy Equip. Operators | \$15/hr |
| ▪ Backhoe/Loader | \$25/hr |
| ▪ Gravel/Hoist & Water Truck | \$50/day |
| ▪ Pickup | \$30/day |
| ▪ Brush Chipper/Tree Spade/Stump Grinder | Contractor rate |

FOR APPLICATION OR RECERTIFICATION



STANDARD # 4

STANDARD #4~ AN ARBOR DAY OBSERVANCE & PROCLAMATION

This standard requires that you observe and proclaim Arbor Day in your community and show documentation.

For Standard #4:

Please:

1. **Indicate (on application) date Arbor Day was observed _____**
2. **Attach a copy of your community's Arbor Day Proclamation for 2016.**
3. **Attach documentation that describes event (include items such as agenda, description of event/activities, photographs, press coverage and any other information that illustrates how your Arbor Day event was planned and/or carried out).**

FOR APPLICATION OR RECERTIFICATION



SIGNATURE & CITY INFORMATION

The application needs to be signed (on the line just below standard #4) by the person making the application. Also, fully complete the sections providing information regarding your community's Mayor (or equivalent) and the City Forestry Contact. That contact can be the parks supervisor, city maintenance person, public works director, city manager, volunteer, city forester, etc.

FOR APPLICATION OR RECERTIFICATION



SUBMIT FORMS TO

Jeran Farley, Urban & Community Forestry Coordinator

Division of Forestry, Fire and State Lands

PO Box 145703

Salt Lake City, UT 84114-5703

Please submit completed applications and forms by November 30, 2016!



FOR APPLICATION OR RECERTIFICATION

APPLICATION CHECKLIST

TREE CITY USA APPLICATIONS

Your Tree City USA certification application or recertification application must include the following items. Note: Completing the preceding forms in this packet, will allow you to easily meet the documentation requirements for the application.

- Completed Official Arbor Day Foundation application form**
- Standard 1:** Tree Board or Department information (including Tree Board meeting dates)
- Standard 2:** Tree Ordinance*
- Standard 3:**
 - Financial Worksheets showing program expenditures/annual budget
 - 2016 Annual Work Plan
 - 2016 Program Accomplishments & Breakdown Budget
- Standard 4:**
 - Arbor Day proclamation
 - Arbor Day observance program/agenda and/or news coverage of event

* If your Tree Ordinance has not been revised since your last Tree City USA application, do not attach another copy. Your tree ordinance is on file in the Coordinator's office. All first-time applicants must include an ordinance with their application.
