

2012/2013 NEW MEXICO RE-LEAF

*A Tree Planting Grant Program Offered
Through
New Mexico Forest Re-Leaf*

*Energy, Minerals and
Natural Resources Department,
Forestry Division*



*Planting Trees to Help New Mexico Improve the
Environment*

RE-LEAF GRANT GUIDELINES

The Energy, Minerals and Natural Resources Department (EMNRD), Forestry Division's (Forestry Division) New Mexico Forest Re-Leaf Program invites applicants to submit a tree planting grant application for the 2012/2013 grant cycle.

Grant applications are due by Wednesday, August 22, 2012 at 3 p.m. at the address below. The Forestry Division will notify applicants of funding status by October 2012.

EMNRD, Forestry Division
Wendell Chino Building
1220 S. St. Francis Drive
Santa Fe, NM 87505

Applicants shall read and familiarize themselves with all guideline requirements and follow the application requirements carefully. An electronic copy of the guidelines and application can be found on the Forestry Division's Forest Re-leaf website at: <http://www.emnrd.state.nm.us/FD/ReLeaf/Releaf.htm>.

CONTENTS

- I. General Information
- II. Resources Available for Developing Applications
- III. Re-Leaf Application Form Description
- IV. Project Evaluation Criteria

Attachments

- 1. 2012/2013 New Mexico Re-Leaf Project Application
- 2. SWCD Technical Review & Site Analysis Worksheet
- 3. Project Coordinator Check-off Form
- 4. New Mexico Re-Leaf Pricing Guidelines

I. General Information

The Forestry Division typically receives more grant requests than it has funds available. **High quality, accurate grant applications will have the best chance of being selected.**

Grant requests can be submitted for **any amount up to \$6,000 with a 20% in-kind match required.**

This program awards project funds on a reimbursement basis. Before any work begins on the project, EMNRD and successful applicants shall enter into Grant Award Agreements (GAAs). Upon satisfactory completion of services, EMNRD will reimburse funds expended as outlined in the GAA.

Projects must be **located on public land** (for example: public parks, streets, school grounds, and public open space and public trail systems, etc.).

Completed grant applications, including Soil Water Conservation District (SWCD) Technical Review forms (refer to the Re-Leaf Grant Guidelines for additional guidance), must be received at the Forestry Division's Santa Fe Office by **3 p.m., Wednesday, August 22, 2012**, no exceptions. The Forestry Division will not accept fax copies or e-mail copies.

Applicants must submit one original application **and four copies, as well as a copy on CD,** to the following address by the date and time specified above:

Forest Re-Leaf Program Manager
EMNRD, Forestry Division
Wendell Chino Building
1220 S. St. Francis Drive
Santa Fe, NM 87505

The Forest Re-Leaf Program Manager will notify all applicants in **October 2012** of application funding status.

II. Resources Available for Developing Applications

To encourage project success, the Forestry Division strongly urges applicants to use the people within their community/region who have the technical expertise to determine soil types, spacing, and appropriate species selection.

A. EMNRD, Forestry Division

Office	Program Contact	Telephone
Re-Leaf Program Coordinator	Kelly Washburn	505-476-3332
Bernalillo	Karen Lightfoot	505-867-2334
Capitan	Frank Silva	575-354-2231
Chama	Joe Carrillo	575-588-7831
Cimarron	Arnie Friedt	575-376-2204
Las Vegas	Shannon Atencio	505-425-7472
Socorro	Nick Smokovich	575-835-9359

B. Local Soil and Water Conservation District (SWCD), or County Extension agent.

- **All applications must be reviewed by the local SWCD.** The SWCD must use the enclosed Technical Review and Approval Form (pages 10-11) and the applicants submit it with their applications.
- SWCDs meet only once a month and need time to review and approve project applications. **The Forestry Division highly recommends applicants contact their local SWCDs prior to June 2012** to learn when their regularly scheduled monthly meetings are held and schedule time on their agenda in order to provide sufficient time for the review process.
- Contact information for local SWCDs can be found at: www.nmacd.org/swcds.
- Contact information for County Extension offices can be found at: <http://aces.nmsu.edu/county/>

C. Additional technical resources available from the Tree Planting Advisory Committee (TPAC):

- Karyn DeBont, New Mexico Institute of Mining and Technology
575-835-5533 or kdebont@admin.nmt.edu
- Sue Probart, Tree New Mexico
505-265-4554 or tnm@treenm.com
- Dodie Bernal Suhr, Certified Arborist
505-898-2130 or bryan.suhr@verizon.net
- Joran Viers, New Mexico State University Cooperative Extension – Bernalillo County
505-243-1386 or jviers@nmsu.edu
- Sue Hansen Putze, Ciudad SWCD
505-761-5446 or Sue.Hansen@nm.nacdnet.net
- Jeff Clark, Certified Arborist
575-421-2965 or refugioverde@plateautel.net

III. Re-Leaf Application Description

• **General Description:**

Applications must be submitted on the attached Application Form. The Forestry Division will not consider **any other format**. **Applications shall be in Word format (PDF applications will also be accepted but must be submitted in addition to a Word application).**

- ✓ Identify the **project coordinator** and list experience.
 - a) Project coordinator must understand and adhere to the sponsoring agency's fiscal procedures, be actively involved in the actual tree planting, and familiar with the entire project.
 - b) **All project coordinators of funded applications must attend a mandatory workshop to be scheduled November 8, 2012 from 12PM to 5PM and Friday, November, 2012 from 8AM to 12PM by the Forestry Division, prior to starting projects.**
The workshop will include program and contract

requirements and instructional sessions to assist with tree planting and maximizing project success.

- **Application Description:** Application shall contain detailed information pertaining to each of the following items (numbers coincide with application form).
 1. Project description and goal(s)
 - Emphasis will be on community tree planting projects including street plantings, windbreaks, park plantings, living snow fences, riparian rehabilitation, wildlife habitat, energy conservation, and community green belts.
 - Clearly identify the goals of the project. For example: beautification, reduce soil erosion, community enhancement, energy conservation, etc.

2. Why is this project needed? Who will benefit?

State why this project is needed and who will benefit.

- Must show substantial public benefit.
- Must show how this project builds a legacy for future generations in applicant's community.

3. What **public land** will this project take place on?

Verify that the planting will be located on public land.

- Projects will only be approved for public land.
- Provide documentation to verify public ownership of property. Documentation must be signed by an official with authority to provide official funding or support for the project.

4. Is this project a new planting or an expansion of an existing planting?

State whether the project is a new planting or an expansion of an existing planting.

- Grants can be used for partial funding of larger projects but cannot be used to maintain existing projects.

5. Provide a list of all species to be planted and the size and quantity of each. ***Please note that only trees and shrubs are qualifying plant material that can be purchased with Re-Leaf grant monies.** For example, grasses, forbs, etc. do not qualify.
6. Provide a description of the planting methods to be used.

The description shall include:

- size and depth of planting holes relative to size of trees;
 - justification for the size of trees being planted;
 - any amending or fertilizing that will be done to the soil prior to or with planting;
 - mulching methods, including mulch material(s) to be used, width of mulched area, depth of mulch (*organic mulch is recommended*);
 - whether or not a woven weed barrier will be used under the mulch (*the use of solid plastic weed barrier is prohibited*); and
 - photographs of the proposed planting location.
7. Project map must be attached.

Attach a project map that includes land ownership, utilities, structures, right-of-way (if applicable), existing and planned irrigation, sketch of planting locations, and any existing trees or shrubs.

8. Provide a description of the irrigation plan.

The irrigation plan shall include the following:

- method of delivery, and frequency and duration of operation; and
- recommendations –
 - Well-designed drip irrigation that can be added to as the tree grows is ideal.
 - Passive water harvesting should be incorporated into the plan as much as possible, but will not be enough in most cases to provide for all the trees' needs

9. How will applicant inform, involve, and educate the public about applicant's tree-planting project?

Describe how applicant plans to use this project for opportunities to inform, involve and educate the general public about tree planting.

- Show invested public involvement by listing partner individuals or organizations.
- Show how community involvement and volunteers will be involved in the project.

10. Describe the long-term maintenance plan.

Successful applicants must replace any trees that die within the first five years following planting. The Forestry Division shall monitor all successfully awarded projects for five years to ensure compliance and overall success of the project.

- Tree care and replacement: Indicate who will have the responsibility and how trees will be replaced if mortality occurs.

11. Describe proposed project budget by item.

Include a complete and accurate budget.

- Grant requests can be submitted for **any amount up to \$6,000.**
- Identify costs as grant money or in-kind contribution.
- Specify amount of in-kind match. (Requested funds require a **minimum 20 percent in-kind match** of purchased or donated supplies or labor.)
- Grant funds should be used to purchase plant materials (trees and shrubs only). Proportional use of grant funds for labor and non-plant materials will be accepted.
- Travel reimbursement up to a maximum of \$100.00 to attend the mandatory Project Coordinator's workshop can be included as part of applicant's grant request and outlined in the budget. Travel reimbursement, if requested, is excluded from the required 20 percent in-kind match.

- The Forestry Division awards project funds on a **reimbursement basis**. Before any work begins on the project, EMNRD shall enter into a GAA with the successful applicant. Upon satisfactory completion of services, EMNRD shall reimburse funds expended as outlined in the GAA.
- **A sign informing the public** about the project, acknowledging its sponsors and the EMNRD Forestry Division Forest Re-Leaf Program **must be included in the project budget**. Successful applicants must install this sign at the time of the planting.

12. Work schedule.

Develop a work schedule and planting time frame. Identify who will be involved in the planting and when it will take place.

IV. Project Evaluation Criteria

The State Forester's TPAC and the Forestry Division, Santa Fe Office shall evaluate all applications based on the following criteria:

1. Project description and goal(s) (15 points)
2. Public benefit (10 points)
3. Appropriate species selection and planting methods (15 points)
4. Irrigation plan (10 points)
5. Long-term maintenance and tree replacement (10 points)
6. Project map [utilities must be identified and considered] (10 points)
7. Complete budget (10 points)
8. Public involvement/outreach and education (15 points)
9. Work schedule/planting time frame (5 points)

TOTAL POSSIBLE SCORE = 100 points

**2012/2013
NM Re-Leaf Project
Application**

Applicant Name (<i>Fiscal Agent</i>):		County, City (<i>specific planting location</i>):	
Applicant Mailing Address:			
Telephone:	Fax:	E-mail:	
Federal Tax Identification Number:			
State Tax Identification Number (CRS):			
Project Name:			
Project Coordinator:		Mailing Address:	
Telephone:	Fax:	E-mail:	
Grant Amount Requested		\$	
In-Kind Match - 20%		\$	
Total Project Costs		\$	
1. Project description and goal(s):			
2. Why is this project needed? Who will benefit?			
3. On what public land will this project take place?			

4. Is this project a new planting or an expansion of an existing planting? (*Check one*)

New Planting _____ Expansion of an existing planting _____

5. Provide a list of all species to be planted and the size and quantity of each.

Species	Size (use nursery specifications)	Quantity

6. Provide a description of the planting methods to be used.

7. Project map must be attached. (*Include land ownership, location of utilities, structures, right-of-way if applicable, existing and planned irrigation, sketch of planting locations and existing trees or plants*)

8. Provide a description of the irrigation plan (*Include on project map*):

9. How will applicant inform, involve, and educate the public about applicant's tree-planting project?

10. Describe the long-term maintenance plan:

11. Describe proposed project budget by item:

1. ITEM	2. RE-LEAF GRANT AMOUNT	3. IN-KIND MATCH (at least 20% of total project amount)	4. TOTAL ITEM COST
Grand Total			

12. Work schedule:

GRANT AWARD REPRESENTATIVES

Applicant designates the following persons as the official representatives responsible for overall fiscal and programmatic supervision of the Re-Leaf Grant. The Forestry Division may also contact them during the application review process if application items required clarification.

FISCAL REPRESENTATIVE	PROJECT REPRESENTATIVE
Name:	Name:
Title:	Title:
Mailing Address:	Mailing Address:
Telephone:	Telephone:
Fax:	Fax:
E-mail:	E-mail:
Other Contact Information:	Other Contact Information:

This application for Forest Re-Leaf funding is hereby approved for submittal.

Signature of Authorized Representative

Date

Printed Name

Title

**SOIL AND WATER CONSERVATION DISTRICT
TECHNICAL REVIEW FORM
NEW MEXICO FOREST RE-LEAF**

Re-Leaf Project Name: _____

Project Coordinator: _____

Address: _____

Telephone Number: _____

Project Location: _____

ESSENTIAL APPLICATION REQUIREMENTS

The project applications must include all of the following information to receive consideration. Check if complete:

- Project coordinator with address and telephone number.
- A budget document outlining all costs associated with the project. Costs must be identified as grant money or in-kind contribution.
- An accurate map of the area that includes utilities, structures, right-of-ways, irrigation plan and location of existing plant materials and proposed plant materials.
- Documentation to verify public ownership that has been signed by an official with authority to provide official funding or support for the project.

As stated in New Mexico Forest Re-Leaf Act, NMSA 1978, Section 6-2-32(C), the below-mentioned SWCD has hereby reviewed and approves of this New Mexico Forest Re-Leaf project.

SWCD Name: _____

Signature/Title _____ Date _____
Printed Name: _____ Telephone #: _____

SOIL AND WATER CONSERVATION DISTRICT SITE ANALYSIS WORKSHEET

Site inspection: An on-site inspection of the proposed project must be conducted with the project coordinator.

Date: _____

Comments:

Planting Objectives: Assure that the project objectives are in agreement with the Re-Leaf Grant Guidelines and that there is reasonable expectation of success.

Comments:

Appropriate Species and Tree Sizes: Tree species and numbers to be used must be clearly identified. Use species that have proven successful in local district plantings. Selected tree sizes must be appropriate for the project objectives.

Comments:

Irrigation Plan: Confirm that the proposed irrigation method will meet the anticipated water demands for the planting and that the water source is reliable.

Comments:

Soil Compatibility with Selected Species: The soil type must be evaluated for structure, compaction and drainage, as well as other related factors that may adversely affect planting success.

Comments:

Worksheet Analysis completed by: _____
Signature

Printed Name: _____

Telephone No. _____

2012/2013 Re-Leaf Grant Project Application

PROJECT COORDINATOR'S CHECK OFF FORM

(Please check items for enclosures/attachments before submitting application to the Forestry Division)

- Original plus four copies of Project Application, including all elements described in guidelines

- Copy of documentation in support of project

- Project map – (utilities, structures, right-of-way, land ownership, irrigation plan, etc.)

- Signed SWCD approval form and site analysis worksheet

New Mexico Forest Re-Leaf Pricing Guidelines

These guidelines are designed to assist applicants during the budgeting process. Please note pricing does not include delivery charges. The Forestry Division strongly recommends applicants obtain actual prices quotes when developing their applications in order to help ensure application budgets are as accurate as possible.

The Forestry Division discourages use of trees 20 gallon or larger because they require extensive training and the use of equipment to plant safely and successfully. Without this equipment and training, the Forestry Division has found it difficult to successfully establish trees of this size for a community and volunteer planting project.

Applicants with additional questions may contact the Re-Leaf Program Manager at 505-476-3332.

Prices will vary by species, supplier, and time of year.

Size	Price Range
5 gallon	\$20 -- \$45
7 gallon	\$55 -- \$90
10 gallon	\$65 -- \$125
15 gallon	\$80 -- \$175
20 gallon	\$120 -- \$225