

# **2009/2010 NEW MEXICO FOREST RE-LEAF GRANT GUIDELINES**

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# **2009/2010 NEW MEXICO FOREST RE-LEAF GRANT GUIDELINES**

**April 20, 2009** -- The Forestry Division of the Energy, Minerals and Natural Resources Department (EMNRD) and the New Mexico Forest Re-Leaf Program invite you to submit a tree planting grant proposal for the 2009/2010-grant cycle.

**Please read and familiarize yourself with all guideline requirements and follow the proposal application requirements carefully.**

## **I. General Information**

The Forestry Division typically receives more grant requests than it has funds available. High quality, accurate, environmentally beneficial proposals 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.**

Projects must be **located on public land.** For example: Public parks, streets, school grounds, etc.

Grant proposal applications must be received at the Forestry Division Santa Fe Office by **3 p.m., on Thursday, August 27, 2009** no exceptions. Fax copies and e-mail copies will **not** be accepted.

A **complete** proposal consisting of the **original and four copies (with copy on CD, if possible), must** be mailed **or** delivered to the following address:

**Mail to:**  
Lance Davisson  
NM Forest Re-Leaf Program Manager  
Forestry Division-Santa Fe Office  
PO Box 1948  
Santa Fe, NM 87504-1948

**Deliver to:**  
Santa Fe Office  
1220 S. St. Francis Drive  
Santa Fe, New Mexico  
(Wendell Chino Building)

The Forest Re-Leaf Program Manager will notify all applicants in **October 2009** of proposal funding status. Successful grant applicants will enter into a Grant Award Agreement (GAA) with EMNRD.

**II. Resources Available for Developing Proposals –** It is important to utilize the people within your community/region who have the technical expertise to determine soil types, spacing, and appropriate species selection.

A. New Mexico State Forestry

District Office	Program contact	Phone
Bernalillo	Todd Haines	505-867-2334
Capitan	Andrew Frederick	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 proposals must be reviewed by the local Soil and Water Conservation District (SWCD).** The SWCD must use the enclosed Technical Review and Approval Form (pages 10-11) and submit with the proposal. SWCD's meet only once a month and need time to review and approve project proposals. Submitting proposals to your local SWCD office by early June should give SWCD's sufficient time for the review process.
- A link to contact information for New Mexico SWCDs is provided on the Re-Leaf Website (<http://www.emnrd.state.nm.us/FD/ReLeaf/Releaf.htm>).

C. Additional technical resources:

Karyn DeBont, New Mexico Tech	505-835-5533
Lance Davisson, NM State Forestry	505-476-3332
Sue Probart, Tree New Mexico	505-265-4554
Dodie Bernal Suhr, Certified Arborist	505-898-2130
Joran Viers, Cooperative Extension	505-243-1386

**III. Re-Leaf Application Description (complete form on page 7-9)--**

- **General Description:**
  - ✓ Project Proposals must be submitted on the attached Application Form. **Any other format will not be considered.** *(Copies of the application in WORD format may be requested from the Re-Leaf Program Manager)*

- ✓ 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 funded proposal project coordinators must attend a mandatory workshop that will be scheduled in November 2009, prior to start of projects.** The workshop will provide program and contract requirements and instructional sessions to assist with tree planting and maximizing project success.
- **Application Description:** *Proposal should 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. State why this project is needed and who will benefit.
    - Projects must show substantial public benefit.
  3. Verify that the planting will be located on public land.
    - Projects will only be designated for public land. For example: Public parks, streets, school grounds, etc.
    - Provide documentation to verify public ownership. Documentation must be signed by an official with authority to provide official funding and / or support for the project.
    - The Forestry Division reserves the right to require easements or leases to ensure public access.
  4. 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.
  6. Provide a description of the planting methods to be used, including.

- 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*);
  - State whether or not a woven weed barrier will be used under the mulch; the use of solid plastic weed barrier is prohibited;
  - Include photographs of the proposed planting location.
7. Identify and describe utilities, structures, right-of-ways, traffic patterns and if there will be any special considerations for the planting site.
- Provide detailed locations on Project Map (number 11)
8. Provide a description of the irrigation plan, including the following:
- Specify method of delivery, and frequency and duration of operation.
  - 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 actually provide all the trees' needs
9. Describe how you plan to use this project for opportunities to inform, involve and educate the general public about tree planting.
10. Show a long-term maintenance plan.
- Tree care and replacement: Indicate who will have the responsibility and how trees will be replaced if mortality occurs.
  - ***All successfully awarded projects will be subject to a 5-year monitoring period to ensure compliance and overall success of the project.***
11. Attach a Project Map.
- Map must include: land ownership, utilities, structures, right-of-ways, existing and planned irrigation system (if necessary), sketch of planting locations and existing plant materials, etc.
12. A complete, accurate budget must be included.
- Grant requests can be submitted for **any amount up to \$6,000.**
  - Costs must be identified as grant money or in-kind contribution.

- Requested funds require a **minimum 20 percent in-kind match** of purchased or donated supplies or labor.
- Grant funds should be utilized to purchase plant materials. 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 your grant request and outlined in the budget. Travel reimbursement, if requested, is excluded from the required 20 percent in-kind match.
- **A sign informing the public** about the project, acknowledging its sponsors and NM Forest Re-Leaf **must be included in the project budget.** This sign must be installed at the time of the planting.

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

**IV. Project Evaluations** -- The State Forester’s Tree Planting Advisory Committee and the Forestry Division, Santa Fe Office will evaluate all proposals based on the following criteria:

1. Project Description and Goal(s) (15 points)
2. Public Benefit (10 pts)
3. Appropriate Species Selection and Planting Methods (15 pts)
4. Irrigation Plan (10 pts)
5. Long Term Maintenance (15 pts)
6. Utilities identified and considered (5 pts)
7. Tree Replacement (10 pts)
8. Complete Budget (10 pts)
9. Public Involvement/Information (5 pts)
10. Work Schedule/Planting Time Frame (5 pts)

**TOTAL POSSIBLE SCORE = 100 points**

**2009/2010  
Forest Re-Leaf Grant Proposal  
Application**

Applicant Name ( <i>Fiscal Agent</i> ):		County, City ( <i>specific planting location</i> ):	
Applicant Mailing Address:			
Phone:	Fax:	Email:	
Federal Tax Identification Number:			
State Identification Number (CRS):			
Project Name:			
Project Coordinator:		Mailing Address:	
Phone:	Fax:	Email:	
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. What <b>public land</b> will this project take place on?			
4. Is this project a new planting or an expansion of an existing planting? ( <i>Check one</i> )			







**GRANT AWARD REPRESENTATIVES**

The following persons will be designated as the official representatives responsible for overall fiscal and programmatic supervision of the Re-Leaf Grant. We may also contact them during the application review process.

<b>FISCAL REPRESENTATIVE</b>	<b>PROJECT REPRESENTATIVE</b>
Name:	Name:
Title:	Title:
Mailing Address:	Mailing Address:
Phone:	Phone:
Fax:	Fax:
Email:	E-mail:
Other Contact Information:	Other Contact Information:

**Our application for Re-Leaf funding is hereby approved for submittal.**

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**Signature of Authorized Representative**

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**Print Name**

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**Title**

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**Date Application Submitted**

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

Re-Leaf Project Name: \_\_\_\_\_  
Project Coordinator: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Project Location: \_\_\_\_\_

**ESSENTIAL PROPOSAL REQUIREMENTS**

The project proposal must include all of the following to receive consideration:

1. Project coordinator with address and phone number.  
\_\_\_\_\_Yes    \_\_\_\_\_No
  
2. A budget document outlining all costs associated with the project. Costs should either be identified as grant money or in-kind contribution.  
\_\_\_\_\_Yes    \_\_\_\_\_No
  
3. 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.  
\_\_\_\_\_Yes    \_\_\_\_\_No
  
4. Documentation to verify public ownership that has been signed by an official with authority to provide official funding and / or support for the project.  
\_\_\_\_\_Yes    \_\_\_\_\_No

A "No" answer to any of the statements above indicates an incomplete proposal. Please return the proposal with an explanation and urge them to complete and resubmit.

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

SWCD Name: \_\_\_\_\_

\_\_\_\_\_  
Signature/Title  
Print Name: \_\_\_\_\_

\_\_\_\_\_  
Date  
Phone #: \_\_\_\_\_

**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:

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**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:

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**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:

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**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:

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**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:

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Worksheet Analysis completed by: \_\_\_\_\_  
Signature

Print Name: \_\_\_\_\_ Telephone No. \_\_\_\_\_

# 2009/2010 Re-Leaf Grant Project Proposal

## PROJECT COORDINATOR'S CHECK OFF FORM

*(Please check items for enclosures/attachments before submitting application to State Forestry)*

- Original plus four (4) copies of Project Proposal Application, including all elements described in Guidelines
  
- Copy of documentation in support of project (if applicable)
  
- Maps – (utilities, structures, right-of-way, irrigation plan, etc.)
  
- Signed SWCD Approval Form and Site Analysis Worksheet

## **New Mexico Forest Re-Leaf Pricing Guidelines**

These guidelines are designed to assist you during your budgeting process. Please note pricing does not include delivery charges. We understand that some communities may be challenged by availability of species, nurseries, or other resources.

Trees larger than 20" to 24" containerized or boxed trees, balled and burlap trees, and trees with a cost of more than \$250 are discouraged.

If you have any further questions, please contact Lance Davisson at 505-476-3332.

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

<b>Size</b>	<b>Price Range</b>
5 gallon	\$20 -- \$35
7 gallon	\$55 -- \$85
10 gallon	\$65 -- \$125
15 gallon	\$80 -- \$145
20 gallon	\$120 -- \$155
20" to 24" boxed	\$150 -- \$250