TREE CITY USA CERTIFICATION

DEADLINE FOR SUBMISSION

December 15, 2016

SUBMIT APPLICATION & ATTACHMENTS TO:

North Idaho	Central Idaho	South Idaho
Stephen Drinkard 63 Upland Drive Sandpoint, Idaho 83864 208-610-9999 / drinkard.s@gmail.com	**Dave Stephenson** Idaho Department of Lands 3284 W. Industrial Loop Coeur d'Alene, Idaho 83815 208-666-8621 / dstephenson@idl.idaho.gov	**Gerry Bates** 2445 John Adams Parkway Idaho Falls, ID 83401 208-681-5964 / plantingidaho@gmail.com

Dear Applicant City:

Applying for Tree City USA certification can now easily be applied for directly on-line through the Arbor Day Foundation's automated application system at: http://www.arborday.org/programs/treeCityUSA/index.cfm. (Your city should have already received a user name and password and a how-to-instruction guide directly from the Arbor Day Foundation. If you do not have yours, please contact me.) Note that on-line applications do not need to be completed all at once. You can complete parts of it, then come back later as you gather the needed information. Note that you will need to use either MS Explorer or Google Chrome browsers (Firefox is not compatible).

We encourage you to use the on-line application process; this makes review and approval much easier and faster for us and for the Arbor Day Foundation. However, you can still complete and mail the paper version if needed. Following this page is the *Tree City USA Application* and worksheets for Idaho—with step-by step instructions for completing them. Please complete the **on-line application** or submit the completed/signed **Tree City USA Application** along with these **completed worksheets** from the IDL website to the appropriate person for your area shown at the top of this page.

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 Arbor Day Foundation and us just how well your city is doing.

Please complete your application (on-line or via mail) as early as possible, but not later than December 15, 2016. This will allow us time to review applications and ensure your city receives award materials in time for your Arbor Day celebration.

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

If you have any questions, please do not hesitate to contact the representative for your area as listed above. Thank you for cooperating with the requested December 15th deadline.

Sincerely,

Dave Stephenson
Community Forestry Coordinator

Enclosures: Tree City USA Application
                Tree City USA Application Checklist
                Standards Worksheets, Guidelines and Samples

TREE CITY USA® APPLICATION

Select one: ☐ *First Time Applicant* OR ☐ *Recertification*

T REE CITY USA status is awarded for work completed by the community during the calendar year. Please contact your State Urban Forestry Coordinator for your state's deadline, mailing address and any additional information required by your state. The common deadline is December 31 but can vary by state. Completed applications with attachments can be mailed to your State Urban Forestry Coordinator. To apply online and for additional information, please visit **portal.arborday.org**.

Community Information

Community Name (as it should appear on recognition materials)_____

Community Website_____

Mayor or Equivalent

First Name_____ Last Name_____

Professional Title_____

Address_____

City_____ State_____ Zip Code_____

Email Address_____

Phone Number (ex. 402-473-9553)_____ Fax Number_____

City Forestry Contact: Person who is responsible for completing and answering questions about this application.

First Name_____ Last Name_____

Professional Title_____

Address_____

City_____ State_____ Zip Code_____

Email Address_____

Phone Number (ex. 402-473-9553)_____ Fax Number_____

Standard ❶: Tree Board or Department

Frequency of Tree Board Meetings: ☐ Weekly ☐ Bi weekly ☐ Monthly ☐ Quarterly ☐ Semiannually ☐ Annually

Chairperson: If your city or town has a Tree Board, list your chairperson or head board member. If your city or town doesn't have a Tree Board, list your city department or manager.

First Name_____ Last Name_____

Professional Title_____

Address_____

City_____ State_____ Zip Code_____

Email Address_____

Phone Number (ex. 402-473-9553)_____ Fax Number_____

Other Tree Board Members or Staff

First Name_____ Last Name_____

First Name_____ Last Name_____

First Name_____ Last Name_____

First Name_____ Last Name_____

If additional Tree Board members are needed, please attach.

OVER – Page 1 of 2 –

Standard ❷: A Community Tree Ordinance

Date Current Tree Ordinance was established _____

NEW Applicants (required): ❑ Current ordinance is attached.   **RECERTIFICATIONS:**   ❑ Our ordinance as last submitted is unchanged and still in effect.
❑ Our ordinance has been changed. The new version is attached.

Standard ❸: A Community Forestry Program
with an Annual Budget of at Least $2 per capita

Community Population _____

> To review program standards and application resources, visit **arborday.org/treecity**.

Tree Planting and Initial Care ....$ _____

Tree Maintenance ....$ _____

Tree Removals ....$ _____

Management ....$ _____

Utility Line Clearance ....$ _____

Volunteer Time ....$ _____

Other (please explain) _____ $ _____

Total Community Forestry Expenditures ....$ _____

Please attach Annual Work plan (if required by your state) and supporting budget documents.

Trees Planted _____   Trees Pruned _____   Trees Removed _____

Standard ❹: Arbor Day Observance and Proclamation

Date of observation _____

Please attach program of activities, photos, and/or news coverage. Attach Arbor Day Proclamation.

_____   _____   _____
Mayor or Equivalent Signature   **Title**   **Date**

Application Certification To Be Completed By The State Forester:

Community: _____

The above named community has made formal application to this office. I am pleased to advise you that we reviewed the application and have concluded that, based on the information contained therein, said community is eligible to be certified as a Tree City USA community, having in my opinion met the four standards required for recognition.

_____   _____   _____
State Forester Signature   **Title**   **Date**

Mail completed application with requested attachments to your state forester no later than December 31 (unless your state has instituted a different deadline.)

50077103   🌲 **Arbor Day Foundation**®   – Page 2 of 2 –

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 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 <u>unless</u> it has changed. Note—if you complete your recertification application on-line, please scan and upload your most current tree ordinance as per the instructions. Thank you!

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

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, wrapping, 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. <u>Utility Expenses</u>

    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. <u>Undefined Costs</u>

    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. <u>Other</u>

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.)

Signed _____   *Date* _____

Title _____

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
1. 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
1. 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	. . . .	. . . .	. . . .	. . . .	. . . .	. . . .	. . . .	. . . .	. . . .	. . . .	. . . .	. . . .

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: _____

Accomplishment		*Accomplishment*	
1.	**Number of Trees Planted** _____	3.	**Number of Pruned/ Trimmed Trees** _____
2.	**Number of Dead/Dying Trees Removed** _____	4.	*Other: (Specify activity and quantity if appropriate)* _____

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, press coverage and any other information that illustrates how your Arbor Day event was planned and/or carried out).*

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.

√ 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)

√ 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)

(Grant money expended for any of these items may be counted.)

Items _not_ eligible toward Tree City USA
⊗ 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.

Managerial, Administrative & Clerical Support Services
- Grant Project Manager/Coordinator — $15.00/ hr
- Tree Committee Meetings (project planning, etc.) / Secretaries/Bookkeepers — $10.00/hr (per member)

Professional Services
- Engineers & Lawyers — $40.00/hr
- Consultants (Computer Programming, Urban Forestry, Landscape Design, Urban Planning, Marketing/Sales) — $25.00/ hr

Forestry Related Project Services
- Volunteers under age 16 — $5.15/hr
- Volunteers age 16 and older — $8.00/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

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

This year the Community Forestry Assistant in your area will be processing your application instead of IDL's Community Forestry Coordinator. So please submit completed application & forms, by _December 15, 2016_ to the Assistant in your area. Also, contact them for any questions you might have regarding your application.

North Idaho (Serving Benewah, Bonner, Boundary, Kootenai & Shoshone counties)	Central Idaho (Serving Clearwater, Idaho, Latah, Lewis & Nez Perce counties)	South Idaho
Stephen Drinkard 63 Upland Drive Sandpoint, Idaho 83864 208-610-9999 / drinkard.s@gmail.com	c/o **Dave Stephenson** Idaho Department of Lands 3284 W. Industrial Loop Coeur d'Alene, Idaho 83815 208-666-8621 / dstephenson@idl.idaho.gov	**Gerry Bates** 2445 John Adams Parkway Idaho Falls, ID 83401 208-681-5964 plantingidaho@gmail.com

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 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.

COMMUNITY FORESTRY IN IDAHO

2015 Tree City USAs
- Growth Awards
- New Tree Cities
- Tree Cities

WHICH COMMUNITY FORESTRY ASSISTANT SERVES YOUR AREA?

NORTH IDAHO ~ Stephen Drinkard ~ 208-610-9999
CENTRAL IDAHO ~ Position Currently Vacant
SOUTH IDAHO ~ Gerry Bates ~ 208-681-5964

IDL COMMUNITY FORESTRY COORDINATOR
Dave Stephenson 208-666-8621