

# T A E P

## Tennessee Agricultural Enhancement Program GRANT INFORMATION | APPLICATION PACKAGE



**Community Tree Planting Projects on Public Land**  
Cities Towns Counties Community Organizations  
Non-Profit Organizations

**CLOSING DATE FOR PROPOSALS: July 1, 2016**

TENNESSEE DEPARTMENT OF AGRICULTURE  
DIVISION OF FORESTRY



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### **Changes and notes from last year's program.**

- All grant contracts will start on November 1, 2016 and end on April 30, 2017.
- Riparian tree planting on public or private land is now available for funding with TAEP funds.
- Tree labels for an arboretum or outdoor classroom can be purchased using TAEP funds.
- Title VI training is required for all approved proposals.
- In an effort to fund more projects **if proposals exceed available funds**, maximum grant funds on Gators Bags will be \$15/bag and \$150 for Signage.
- Eligible expenses to be reimbursed are the **cost** and **shipping** of trees, **contracted planting, mulch, gator bags, tree labels** and **signage** for FY 2017. Any other expenses not covered under the grant, cannot be used for match.
- Tree species with a maturing height between 20-40 feet are allowed under TAEP, but can only consist of 25% of the total submitted project. Projects with a higher percentage will be evaluated on a case by case basis.
- **Private Non-Profit** land with public access can be planted using TAEP funds.
- Certain species of trees will not be funded. See species list on page 7.
- Upon completion of the tree planting, all sites will be visited and inspected by a Division of Forestry employee to affirm tree numbers, species, location, and proper planting.

## GENERAL INFORMATION

### **Introduction**

The TAEP (Tennessee Agricultural Enhancement Program) grant fund for community tree planting is provided by the 2008 State Legislature to the Tennessee Department of Agriculture. The community tree planting component of TAEP will be administered by the Department of Agriculture Forestry Division.

### **Goal and Objective**

The goal of TAEP community tree planting grant is to increase the tree resource base in cities and towns across the State of Tennessee. It is NOT to provide beautification. Trees are work horses for our communities, providing energy savings through shading, storm water mitigation, rain interception, and air quality improvement through filtration and absorption. These are direct cost saving benefits to communities. Beautification should not be used as an objective for a TAEP tree planting project.

### **Definition of Tree and Shrub**

**Tree** - a woody plant with a single trunk, or multiple trunks capable of growing to a height of 15 feet or more.

**Shrub** - a woody plant with a multiple stem growing to a height of up to 15 feet.

- TAEP grants are for the planting of trees that will mature at a height of at least 20 feet or more. **Any tree with a mature height below 20 feet is NOT eligible for funding.**

### **Eligible Grantees**

Grants may be awarded to:

- cities and towns
- other local units of government
- approved non-profit organizations such as neighborhood associations, civic groups, and community volunteer tree groups
- Elementary and secondary educational institutions

### **Available Funds**

Eligible applicants may apply for grants up to \$20,000.

### **Technical Assistance**

Potential grantees are encouraged to seek assistance in developing their grant proposals. Sources of assistance include Division of Forestry personnel, arborists, nurserymen, horticulturists, consulting urban foresters, landscape architects and other specialists in related fields.

If the project is going to involve a specialist, please include a letter from him/her to prove they are aware of their commitment.

## **Eligible Expenses**

The following are eligible expenses for grant and match.

- cost of trees
- mulch
- shipping
- contracted labor to plant trees
- acknowledgement sign
- gator bags
- tree labels

## **Tree Labels**

With the growth of the arboretum program administered by the Tennessee Urban Forestry Council (TUFC), the urban staff is accepting grant proposals for the purchase of tree labels for an arboretum or outdoor classroom.

## **Planting Locations**

The intent of TAEP grant funds is to increase tree canopy on public land but trees can be planted elsewhere. TAEP funds can be used to plant on Private Non-Profit lands that has public access. Special consideration is also given toward private property that is frequently used for community events. Riparian areas are also acceptable planting locations for TAEP funds.

## **Riparian Buffer**

A riparian buffer is the transitional area between land and water that contains a mix of trees, shrubs, grasses and wildflowers. This vegetated strip of land “buffers” a waterway from human impacts. The function of a riparian buffer is to stabilize the banks of a waterway, create habitat, filter stormwater pollutants, and provide flood storage.

The urban staff in an effort to mitigate stormwater, improve terrestrial and aquatic life, stabilize the banks of waterways, and improve water quality is accepting grant proposals to plant trees in riparian buffers on public and private lands. Eligible grantees remain cities & towns, Non-Profits, and institutions of higher learning. A riparian buffer consists of an area within a 35 foot zone extending out from the bank of a waterway. Individual landowners do not qualify for this program.

The Tennessee Urban Riparian Buffer Program began with a federal grant from the USDA Forest Service to reclaim and protect eight defined watersheds within Davidson County. Over a three year span almost 28,000 trees were planted with nearly 2,800 volunteers within 30,451 feet of buffer along waterways. At the conclusion of the project the Tennessee Urban Riparian Buffer Handbook was produced. An online copy is available at:

<http://www.tn.gov/assets/entities/agriculture/attachments/UrbanRiparianBufferHandbook.pdf>

**Cost Sharing Requirements (Match)**

TAEP community tree planting grants require a match equal to the grant (50-50 match). **The match must be cash match.** Match will be allowed for trees, shipping, purchased mulch, contracted planting, acknowledgement sign, and gator bags only. Grantees can use volunteer labor or city crews to plant, but the value or cost can NOT be included as match. Here are some examples.

Example #1		Example #2		Example #3	
Cost of trees:	\$5,000	Cost of trees:	\$5,000	Cost of trees	\$5,000
Reimbursement:	\$2,500	Cost to contract plants:	\$3,000	*Cost of city crews to plant:	\$3,000
		Reimbursement:	\$4,000	Reimbursement:	\$2,500
Example #4			Example #5		
Cost of trees:	\$5,000	Cost of trees:		Cost of trees:	\$5000
Mulch:	\$500	*Value of donated mulch:		*Value of donated mulch:	\$200
Shipping:	\$500	Shipping:		Shipping:	\$400
Cost to contract plant:	\$3,000	*Value of Volunteer planting time:		*Value of Volunteer planting time:	\$2000
Reimbursement:	\$4,500	Reimbursement:		Reimbursement:	\$2,700

**\*Costs not allowed for match**

A one year guarantee is NOT eligible for reimbursement. If the project includes a one year guarantee, the costs for tree replacement, watering, or other maintenance must be itemized so that these can be deducted from the grant and match components of the project.

**Review**

Proposals will be reviewed and ranked by the Division of Forestry’s Urban Forestry Staff. Projects to be funded will be recommended to the State Forester for final approval.

Proposals will be rated on:

1. General project merit and completeness of the application.
2. Financial documents, such as completeness budget and accuracy of the math.
3. Technical aspects of the application, including the planting map, appropriate species, soil considerations, maintenance and watering plan, and planting specifications.

**Reporting Requirements**

Successful applicants will be required to complete the following:

1. In accordance with Federal and State guidelines all grantees must be Title VI compliant.
2. Supplier Direct Deposit Authorization and Substitute W-9 forms if they are not already on file with the State of Tennessee
3. A final report on the planting project is due when Grantee submits request for reimbursement.

Grant recipients are subject to periodic and post - completion inspections, reviews, and audits by the Tennessee Department of Agriculture, Division of Forestry, and the Tennessee Comptroller’s Office.

- **ALL PLANTINGS WILL BE INSPECTED BY A DIVISION OF FORESTRY EMPLOYEE FOR COMPLIANCE WITH SPECIES, LOCATION AND PROPER PLANTING TECHNIQUE.**

With the purchase of quality stock, following proper tree planting guidelines, handling trees with care, planting in a timely manner, and being consistent with watering, you should expect 90% survivability (85% minimum). Due to the vulnerability of transplanted seedlings, we strongly suggest a guarantee from the supplier to replace trees within the first year.

**Reimbursement**

Funds are reimbursed after completion of the project and all invoices are submitted, not at the time a contract is signed. An interim payment may be made if the grantee can demonstrate a dire need for a partial reimbursement. To receive reimbursement, a grantee must submit:

- a detailed invoice as outlined in the standard state contract (invoice template is available).
- a summary expense form (provided by the Division of Forestry)
- detailed invoice(s) of tree purchases, planting costs if planting was contracted, shipping, mulch, gator bags, tree labels, and signage.
- invoice(s) and work must be dated within the grant period within the contract dates.

A grantee will be reimbursed 50% of the cost of purchasing trees, shipping, mulch, gator bags, contracted labor, tree labels, and acknowledgment sign.

**Title VI Compliance**

Title VI of the 1964 Civil Rights Act requires that “No person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.”

In accordance with Federal and State guidelines all grantees must be Title VI compliant. Grantees must have the following:

- Have an individual on staff that has been through Title VI training
- Identify who will handle complaints
- Procedures in place to handle complaints
- Display an equal opportunity statement with contact information

**A Title VI Pre-Award Self-Survey found in the Title VI packet must be completed and submitted with your grant packet.**

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**GOAL OF THE URBAN & COMMUNITY FORESTRY PROGRAM**

**The goal of the Urban & Community Forestry Program is to establish Urban & Community Forestry programs in communities in Tennessee and assist existing programs in becoming sustainable. TAEP Community Tree Plantings will support this in response to Tennessee communities wanting to increase awareness and garner the benefits of trees in the urban landscape.**

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## TIMETABLE

Notification to potential applicants will begin mid May 2016. Information packets will be available on the State of Tennessee website, mailed or emailed as soon as requests are received.

Grant proposals and applications will be due in the Tennessee Department of Agriculture, Division of Forestry's Nashville Office by 4:30 p.m. CST on Friday, July 1, 2016.

Proposals will be reviewed by the State Urban Forestry Staff by the end of July.

For successful applicants, contracts will be developed in August of 2016. Contract meetings may be required. Contracts should be signed and returned to the Forestry Division State Office as soon as possible. Contracts will have a start date of November 1, 2016 through April 30, 2017.

Planting of bare root seedlings must be completed by March 30, 2017 and balled and bur lapped by April 15, 2017. Bills and invoices are required to be submitted by May 31, 2017. A final report on the planting project is due when Grantee submits request for reimbursement.

## PROJECT APPLICATION DETAILS

These grants are for tree planting in cities, towns and communities across Tennessee. The goal of the program is to bolster local tree planting efforts to increase the urban tree resource canopy.

For successful tree planting projects, attention must be paid to the planting site. Applications should describe the conditions of the site and the soil where the trees will be planted. As an example, consider most mall trees or most parking lot trees, these trees are typically planted in soils so compacted; they never grow to their full potential and often fail to survive more that 15 years. If the project under consideration has these or similar conditions, a plan for site modification should be included.

Grantees will follow the Tennessee Department of Agriculture, Forestry Division's tree planting guidelines and practices. A shortened version is attached to the back of this information packet.

Grantees will use Tennessee grown trees. Evidence of trees grown in-state can be provided by submitting an invoice of an in-state nursery at the time of grant reimbursement. Trees must also meet the minimum ANSI standards for nursery stock.

Citizen Oversight - To help ensure that State tax dollars are spent effectively and efficiently, each grantee will appoint a committee of at least 3 citizens from the community. These committee members may be existing local tree boards. Individuals who have a direct interest in purchasing or planting trees can not serve on this local committee.

All projects must provide an acknowledgment of the Tennessee Department of Agriculture, Division of Forestry. All projects must provide an acknowledgement sign placed at the planting site that states, **"This tree planting project was completed by (your local community name) with funding by the Tennessee Agricultural Enhancement Program as provided by the Tennessee Department of Agriculture, Forestry Division."** The sign may be removed after 3 years.

All plantings must be watered for one growing season during dry periods. Watering during years 2 & 3 must be planned for as well. Who will undertake the watering must be identified.

All applications proposing to use trees larger than 2" caliper must explain why larger stock is needed. "Because the plan calls for them" is not a justification.

In addition, the application must include all the items in the next section entitled FORMAT FOR PROPOSALS.

All projects must provide a letter from any person who is expected to assist in completing the project. This letter acknowledges that the individual has been contacted and is aware of his/her anticipated participation in the project.

### **SPECIES OF TREES NOT FUNDED**

Green & White Ash- Emerald Ash Borer

Black Walnut- Thousand Cankers Disease

Leyland Cypress- seridium canker

Hemlock- Hemlock Woolly Adelgid

American Elm- The threat of Dutch Elm Disease (resistant varieties can be used)

Silver Maple- undesirable urban species

Bradford Pear- undesirable urban species

### **FORMAT FOR PROPOSALS**

A complete proposal will include the following, in the order listed.

- A. Completed application and budget. Match does not have to equal grant in each line, but the match must equal the grant in the total.
- B. Completed bid sheet.
- C. A project narrative; 1 page maximum, describing the project. Be sure to indicate **who** will plant the trees. If it is a contractor, be sure to indicate who the intended planting contractor is, even if bidding circumstances dictate a change after securing the grant. Also in this one page narrative include a note that you understand a sign will be erected acknowledging the Tennessee Department of Agriculture, Forestry Division.
- D. The soils and site form. 1 page maximum, and how grantee will address problems. This narrative needs to be site specific, not generalities. Applicant may need to dig a couple of test holes to be able to report on underlying rock, buried asphalt layers, degree of compaction, amount of buried brick, concrete, etc. This report must note the presence or absence of overhead power lines, and underground utilities, if known.
- E. The three year maintenance plan form, including **who** will do **what**.
- F. A list of the citizen oversight committee. Include their names, addresses, and phone numbers.
- G. A detailed planting layout map. The best layout maps show where each individual tree will be planted.
- H. Additional supplemental material such as pictures, letters, etc. Too much supplemental material detracts from your proposal. More than 7 pages could hurt your rating.

Submit original and 3 copies (total 4 sets) of the proposal to Nashville Office of the Tennessee Department of Agriculture, Forestry Division. Send proposals to:

**Delivery address:** Kelly Lang, Grants Management Specialist  
TN Dept. of Agriculture, Division of Forestry  
Ellington Agriculture Center, Bruer Bldg.  
406 Hogan Road  
Nashville, TN 37220

**Mail address:** Kelly Lang, Grants Management Specialist  
TN Dept. of Agriculture, Division of Forestry  
P. O. Box 40627  
Nashville, TN 37204

Proposals must be **RECEIVED** in the Tennessee Department of Agriculture, Division of Forestry's Nashville office **by 4:30 p.m. CST on Friday, July 1, 2016**. Faxed or emailed materials will **NOT** be accepted.

Delivery notes: Proposals sent via US Postal Service to the mailing address, account for an extra day for packages to be received since they initially go to a Post Office Box.

### **APPLICATION CHECKLIST**

The components of a proposal must be arranged in the order shown under Format for Proposals.

- \_\_\_\_\_ 1. Application/Budget Form
- \_\_\_\_\_ 2. Bid List (or attached bid from a Tennessee Nursery)
- \_\_\_\_\_ 3. Project Narrative with who will plant and who will water the trees
- \_\_\_\_\_ 4. Soils and Site Form
- \_\_\_\_\_ 5. Maintenance Plan Form, including who will do what
- \_\_\_\_\_ 6. List of the citizen oversight committee with addresses and phone numbers
- \_\_\_\_\_ 7. Detailed planting layout map
- \_\_\_\_\_ 8. Supplemental materials (Recommended Max. 7 pages)
- \_\_\_\_\_ 9. Title VI Pre-Award Self-Survey (Page 2 in the Title VI  
packet)
- \_\_\_\_\_ 10. An original proposal, clearly marked, and 3 copies (4 sets total)

For assistance call or email:

- |                |              |  |                  |
|----------------|--------------|--|------------------|
| • Brian Rucker | 615-837-5439 | <a href="mailto:Brian.Rucker@tn.gov">Brian.Rucker@tn.gov</a> | Middle Tennessee |
| • Tom Simpson  | 865-908-4434 | <a href="mailto:Tom.Simpson@tn.gov">Tom.Simpson@tn.gov</a>   | East Tennessee   |
| • Shawn Posey  | 901-754-5185 | <a href="mailto:Shawn.Posey@tn.gov">Shawn.Posey@tn.gov</a>   | West Tennessee   |

**APPLICATION - FY 2017**

**TAEP COMMUNITY TREE PLANTING PROGRAM**

Number of Trees to be Planted \_\_\_\_\_

Applicant Category (check one): \_\_\_ City or town \_\_\_ Non-Profit Organization \_\_\_ County

Contact Person \_\_\_\_\_

Contact Person's Title \_\_\_\_\_

Name of Applicant \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Email Address \_\_\_\_\_ Phone No. (\_\_\_\_) \_\_\_\_\_

Fax No. (\_\_\_\_) \_\_\_\_\_ Federal Identification Number \_\_\_\_\_  
(Not your TN Sales Tax Number)

\_\_\_\_\_  
\*Name of Authorized Representative

\_\_\_\_\_  
Title of Authorized Representative

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Date

\*Person who will sign a grant agreement if applicant is successful

**Abbreviated State Budget form**

<b>PROGRAM AREA:</b>	TAEP Community Tree Planting			
Refer to <i>Department of Finance and Administration Policy 03, Uniform Reporting Requirements and Cost Allocation Plans for Subrecipients of Federal and State Grant Monies, Appendix A</i> for further definition of each expense object line-item in the model budget format. Policy 03 can be found on the Internet at: <a href="http://www.state.tn.us/finance/rds/ocr/policy03.pdf">http://www.state.tn.us/finance/rds/ocr/policy03.pdf</a>				
<b>THE FOLLOWING IS APPLICABLE TO EXPENSE INCURRED IN THE PERIOD: November 1, 2016 through April 30, 2017</b>				
<b>POLICY 03 Object Line-item Reference</b>	<b>EXPENSE OBJECT LINE-ITEM CATEGORY</b> (detail schedule(s) attached as applicable)	<b>GRANT CONTRACT</b>	<b>GRANTEE MATCH (participation)</b>	<b>TOTAL PROJECT</b>
4, 15	Professional Fee/ Grant & Award (contract planting)			
5, 6, 7, 8, 9, 10, 11 & 12	Supplies (trees, mulch, shipping & sign)			
<b>25</b>	<b>GRAND TOTAL</b>			

For more explanation of budget line items, see the following: <http://www.state.tn.us/finance/rds/ocr/policy03.pdf>

### Additional Information

Entity Name as it is registered in Dun & Bradstreet (DUNS): \_\_\_\_\_

*"DUNS number* is the nine-digit number established and assigned by Dun and Bradstreet, Inc. (D&B) to uniquely identify entities. A non-Federal entity is required to have a DUNS number in order to apply for, receive, and report on a Federal award. A DUNS number may be obtained from D&B by telephone (currently 866-705-5711) or the Internet (currently at <http://fedgov.dnb.com/webform>)."

DUNS Number: \_\_\_\_\_

Fiscal Year Ends (Month/Day): \_\_\_\_\_

In order to comply with state and federal laws, certain contracts are requiring fiscal year end information for the grantee. To clarify, a fiscal year is the completion of a one-year, or 12-month, accounting period. A fiscal year-end does not necessarily need to fall on December 31, and can actually fall on any day throughout the year. For example, the federal fiscal year is from October 1 to September 30.

Approved contract to be (check one):       Mailed       Emailed



## Soils and Site Form

1. What is the soil pH? (If unknown, put unknown) \_\_\_\_\_

2. Is the soil: (check all that apply)

Sandy  Dries very quickly

Rocky  Stays wet

Heavy clay

Contains brick, concrete, or other construction residue

3. Rate the soil compaction on the site (check one):

very compacted  somewhat compacted  no compaction

(Note: We assume the soil around any new construction is compacted, and you should assume the same.)

Please comment on your plan to address compaction. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

4. Are there barriers to normal root growth: (check all that apply)

Concrete or pavement on all four sides, and less than 16 sq ft of soil surface.

Concrete or pavement on all 4 sides, but more than 16 sq ft of soil surface.

Concrete or pavement on two parallel sides less than 4 ft apart.

Concrete or pavement on two parallel sides greater than 4 ft apart

Underlying rock within 2 ft of the surface

Comment \_\_\_\_\_

\_\_\_\_\_

5. Are overhead lines in the area where trees are to be planted:  yes  no

6. Are underground utilities in the area where trees are to be planted:  yes  no

**NOTE: Be advised that traditional soil maps do not take in account the present condition of urban soils.**

## Three Year Tree Maintenance

Please answer the following questions for your three year maintenance plan.

1. Please comment on who will water the trees, and the frequency the trees will be watered for the first three years.

Year 1: \_\_\_\_\_

Year 2: \_\_\_\_\_

Year 3: \_\_\_\_\_

2. Please comment on whether you will stake the trees, and if they are staked, when stakes will be removed.

\_\_\_\_\_  
\_\_\_\_\_

3. Mowers and string trimmers can severely damage or kill trees. Please comment on what steps you will take to educate your maintenance people, or other steps you will take to prevent damage or death of trees.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Please comment on your plan to conduct pruning on your new trees after planting. (Pruning should follow the 3 cut method if necessary, and cuts should be made at the branch collar.)

Year 1: \_\_\_\_\_

Year 2 & 3: \_\_\_\_\_

5. Please comment on your plan to fertilize your new trees

Year 1: \_\_\_\_\_

Year 2 & 3: \_\_\_\_\_

6. Please comment on your plan to re-mulch (or not) in years 2 and/or 3.

\_\_\_\_\_  
\_\_\_\_\_

7. Please comment on your plan to inspect and treat if necessary any insect or disease problem that may arise. Be sure to include the frequency of expected inspections

\_\_\_\_\_  
\_\_\_\_\_

Other tree maintenance comments: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

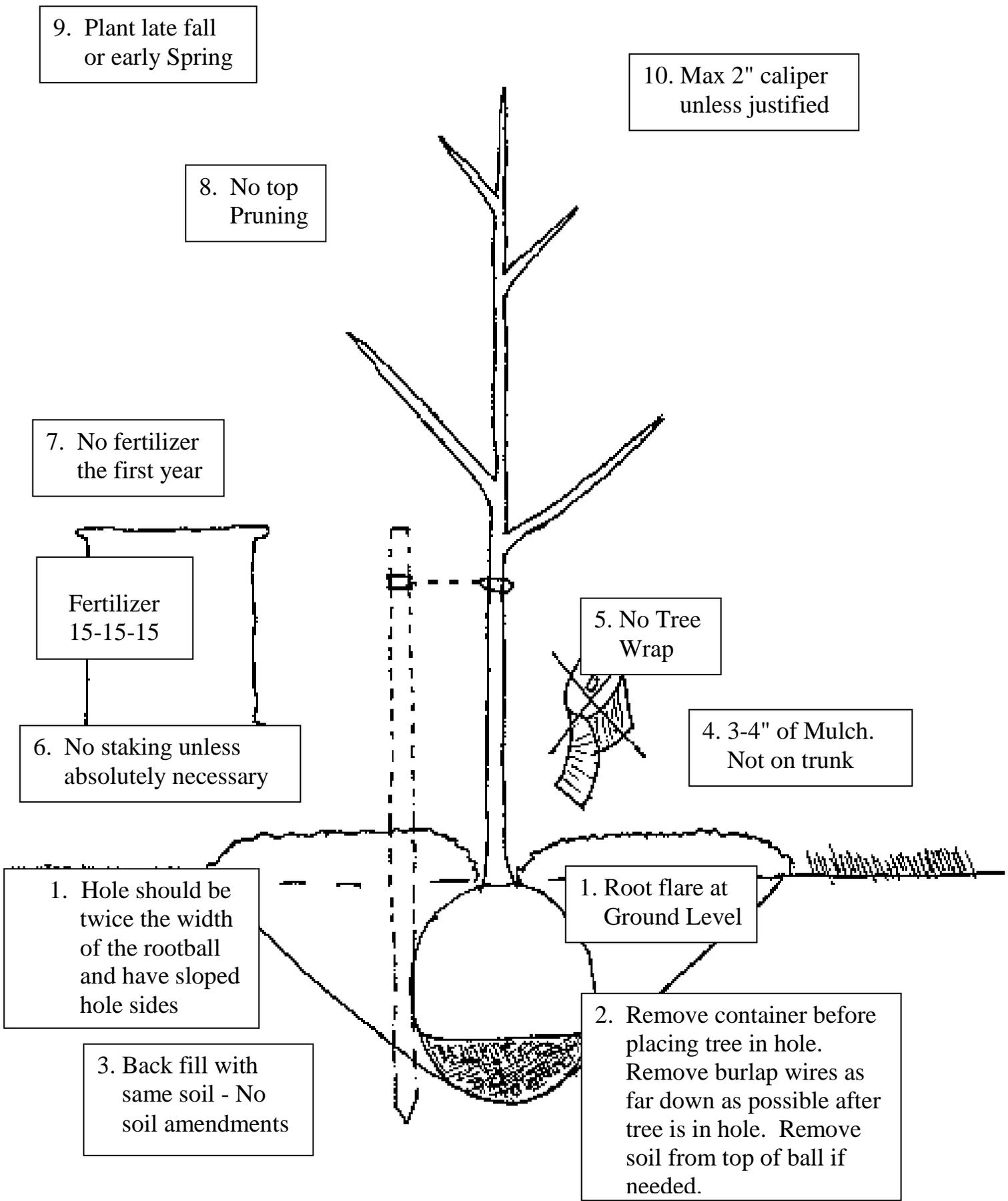
## Tree Planting Guidelines

### Tennessee Department of Agriculture, Forestry Division

NOTE: TREES PLANTED USING A GRANT FROM THE DEPT OF AGRICULTURE FORESTRY DIVISION MUST FOLLOW THESE GUIDELINES.

In order to have a healthy tree in the future; the tree must be planted properly. The following are guidelines to assist you in planting your tree properly. Prior to planting remember to move the tree by the root ball or the container. Never grab it by the trunk.

1. **Digging the Hole:** The planting hole should be at least twice the width of the rootball or container to encourage the roots to grow into the surrounding soil. The sides of the planting hole should be sloped. The depth of the hole should be the same as the distance from the root flare of the tree to the bottom of the container or ball. Most trees have the root ball below the top of the ball or soil in the container, so digging a hole the same depth of the ball or soil in the container often results in planting the tree too deep. One can check the root flare depth by digging down next to the trunk to find the flare.
2. **Tree Preparations:** For container trees, remove the container. Place the root "ball" in the hole. Cut the circling roots in the outer part of the ball with 4 to 6 cuts, or gently pull the roots out of the ball and plant them in trenches leading away from the planting hole. (A planting hole does not have to be round.) For B&B trees, place the ball in the hole, then remove the rope around the trunk, and then reach down in the hole and cut away as much burlap as possible. Also, use wire cutters to remove as much of the wire basket as possible. This should be done after the tree is in its final position and ready to be back filled.
3. **Backfill:** Use the same soil that was taken out of the hole. If the soil is very poor and appears to need topsoil, increase the hole size and sparingly mix in some local topsoil (avoid using potting soil, peat moss, and soil amendments). Remove stones and other debris. Fill the hole halfway with backfill, then water. Finish filling the hole with the backfill and water again. Make sure to work the soil around the ball firmly to eliminate any air pockets. Also, make sure the tree is vertical and properly supported, but do not pack the soil around the trunk.
4. **Mulch:** The area around the tree should be mulched with woodchips, barkchips, or pine mulch. The mulch should be 3 to 4 inches thick and cover the entire planting area and beyond. The mulch needs to be placed in a donut or tire shape around the trunk of the tree. The mulch must be kept away from the trunk of the tree to keep insects away and prevent the trunk from being excessively wet. Mulch helps conserve soil moisture, reduces the competition from unwanted weeds, keeps lawn mowers and string trimmers from damaging the trunk, and moderates soil temperature extremes. ***Do not use sawdust, black plastic, or grass clippings as mulch. Do not make mulch volcanos.***
5. **Trunk Wraps:** Research indicates there are no benefits from using trunk wraps and it may encourage damaging insects or diseases.
6. **Staking:** Staking is not necessary if the tree has a proper size rootball and has not been pruned too high. Stakes may help prevent lawnmowers and string trimmers from damaging the tree. If staking is needed for support, attach them so the tree has some sway. **NEVER** leave wires or straps on the tree for more than one growing season.
7. **Fertilizing:** Generally new trees do not need fertilizers. Using the wrong product could damage the already reduced root system. Fertilize the first year only if a specific problem develops.
8. **Pruning:** Prune only the branches that are dead, broken or severely deformed during the first growing season. Buds produce hormones that stimulate root growth, so keep the removal of buds to a minimum.
9. **Timing for Planting:** The best time of year to plant your tree is November through March.
10. **Tree Size:** Trees 2 inch caliper or less are recommended unless a larger size is justified. Smaller trees recover from transplant shock and commence with normal growth more quickly.



9. Plant late fall or early Spring

10. Max 2" caliper unless justified

8. No top Pruning

7. No fertilizer the first year

Fertilizer  
15-15-15

6. No staking unless absolutely necessary

5. No Tree Wrap

4. 3-4" of Mulch. Not on trunk

1. Hole should be twice the width of the rootball and have sloped hole sides

1. Root flare at Ground Level

3. Back fill with same soil - No soil amendments

2. Remove container before placing tree in hole. Remove burlap wires as far down as possible after tree is in hole. Remove soil from top of ball if needed.