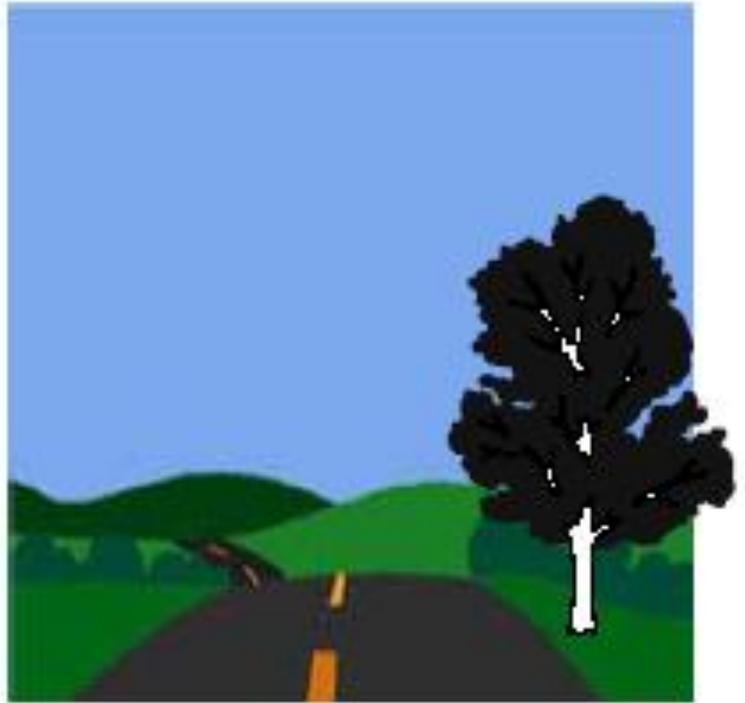


# Oklahoma Department of Transportation

## 2012 TREE GRANT



## ROUND SIXTEEN GRANT INSTRUCTIONS

**SPONSORED BY:**

**OKLAHOMA DEPARTMENT OF TRANSPORTATION  
200 NE 21<sup>ST</sup>  
OKLAHOMA CITY, OK 73105-3204**

Administrative assistance provided by: Oklahoma Department of Agriculture, Food, and Forestry (ODAFF) -Forestry Services, P.O. Box 528804, Oklahoma City, OK 73152 Phone: (405) 522-6153

**APPLICATIONS DUE: 4:00 PM – JULY 6, 2012**

# Oklahoma Department of Transportation

## 2012 TREE GRANT

### Questions and Answers

#### What is the purpose of the Tree Grant?

- To beautify Oklahoma's public roadways and public transportation corridors.
- To improve your community's public roadways and transportation corridors through the use of trees; i.e. screening, aesthetics, erosion control, noise barrier, etc.

#### Who can apply?

- Any unit of state or local government (EX: City Parks Dept., Public Works, Municipal Hospitals)
- Public Schools and Universities
- Tribal Nations
- Must have a Federal Employer Tax Identification Number
- Individuals are not eligible
- Corporations are not eligible
- Nonprofit groups are not eligible

#### How can I spend the money?

- Buying and/or planting trees
- Some large shrubs and large ornamental grasses are acceptable, but preference is given to trees
- Installing a drip irrigation system\* (recommended), or purchasing gator bags
- \*Drip Irrigation along ODOT Highway Right-of-Way must have prior approval of local ODOT Engr.\*
- (See page 24 of these instructions for ODOT Field Division information)

#### Does the project have to go out for bid?

- Yes, a project utilizing federal dollars must be COMPETITIVELY BID. All bids are subject to audit.

#### How much money can an applicant receive?

- \$1,875 minimum to \$25,000 maximum in any one grant year

#### What is an applicant required to contribute?

- Grantee entity must contribute a match that equals 25% of the project total (\$625 to \$8,334). This local match can include the cost of maintaining the trees and administrative support for the project.

#### What are some examples of how to make a match?

- Cash
- Donated or in-kind labor and materials
- Care and maintenance of the trees
- Installing a drip irrigation system or gator bags for the trees

#### Where can the trees be planted?

- On **public property or right-of-way** along public roadways and public transportation corridors.
- All sites and plant material must be clearly visible and clearly linked to the corridor.

### **Who can plant the trees?**

- Tree Nursery Contractors, city/county crews, or volunteers

### **Who takes care of the trees?**

- As required by this grant and/or ODOT's Landscape Agreement, your group will be responsible for caring for the trees for at least a five-year period. This will help assure that the trees survive and stay healthy during the establishment period. In some cases, where the site design requires a high level of maintenance, the applicant may be required to provide maintenance on a permanent basis.

### **Are there any risks?**

- **There must be a minimum 80% survival rate at final inspection, otherwise your group will have to replant comparable trees or pay back the federal grant funds.**
- Your group may be prevented from applying for any other federal grant if the terms of the grant agreement are not fulfilled.

### **Who can help plan the project?**

- Local ODOT Maintenance Offices in your area (see the map on page 24 of these instructions)
- ODAFF - Urban Forestry Office @ (405) 522-6153
- Local Foresters in your area (see the map on page 23 of these instructions)
- County Extension Offices
- Oklahoma Conservation District Offices
- Local nurserymen and consulting foresters

### **How long does this project last?**

- Schedule planting between Nov. 15, 2011 and April 15, 2012.
- Trees should be planted within one year after receiving the Purchase Order for the grant.
- Your group will care for the trees until March 31, 2017 (5 years from planting date).

### **What criteria are used to judge proposals?**

- **Impact on transportation beautification is of primary importance.**
- Proposals will be judged on completeness, financial commitment, obtaining necessary approval (example: ODOT Landscape Agreement), having a well thought out and detailed site plan, an appropriate species list, and a strong maintenance plan that shows expertise and commitment.
- Projects on Highway Right-of-Ways will receive highest judging scores; City, County, or Tribal roads score lower; and projects in Parks, Public Walkways, or Connecting Trails score lowest.

### **Who selects the projects that receive funding?**

- A committee of knowledgeable forestry, landscape design, and highway professionals will evaluate the proposals.

### **What does an application involve?**

- Applicants must fill out the ODOT Tree Grant Application **completely**, using these instructions and provide the following items for each site being proposed.
  - Approved ODOT Landscape Agreement (if on highway r/w) \*Allow 4-6 weeks for approval\*
  - Detailed Vicinity Map - see examples within these instructions
  - Detailed Site Plan - see examples (Must have Tree Legend and planting locations noted)
  - Tree Selection Questionnaire
  - 2-4 color photographs of each site no larger than 8 ½" x 11" each. (Please identify locations i.e. Duncan, US 81: standing at the southeast corner of site looking west.)

### **What is a Landscape Agreement?**

- It is a formal, legally binding contract, between ODOT and the party sponsoring the landscape project. There are two types of Landscape Agreements, one for Municipalities only, and the other is for all other qualifying entities (Developers). This contract addresses liability, safety, and maintenance issues. It must be signed by the community/qualifying entity and approved by ODOT. It requires that a plan and a maintenance schedule be submitted with the contract. **ODOT Landscape Agreements MUST BE approved by ODOT PRIOR to grant submission, and must be attached to the Grant Application, if applicable, therein. Please allow 4 to 6 weeks lead-time for ODOT approval.** (Forms located on website menu: [www.okladot.state.ok.us/beauty](http://www.okladot.state.ok.us/beauty) Tree Grant Program)

### **There are power lines above the chosen site in my community. Is there anything I can substitute for trees?**

- Large shrubs, large ornamental grasses, small trees or a tree/shrub mixture (mature plant height lower than that of power lines) may be used.

### **Is a Landscape Agreement needed if some of the landscaping is on adjacent public property?**

- A Landscape Agreement is needed only for the portion of the project that is on highway right-of-way.

### **Does installation of a drip irrigation system on ODOT highway right-of-way require prior ODOT approval?**

- YES. A drip irrigation system along ODOT highway right-of-way MUST have PRIOR approval of the local ODOT Field Division Engineer. Contact the local ODOT Division Headquarters in your area for initial information concerning suggested project irrigation plans. (See page 24 of these instructions for this referenced contact information.) Allow 4 to 6 weeks lead time for ODOT approval.

### **Is \$25,000 the maximum project size or is that the maximum Tree Grant award?**

- The maximum grant award is \$25,000. The applicant would need to provide a minimum of 25 percent of the project total as either cash or in-kind services. (Example: if \$25,000 is the grant award then the 25 percent match would be \$8,334 and the total project would equal \$33,334.) The project cost could be higher if the applicant chooses to spend more of their local funds.

### **Can more than one tree grant request be submitted per applicant?**

- Yes. But the total of the award(s) for each applicant will not exceed \$25,000 total.
- If additional sites are selected, list all sites within only one grant request. (\$25,000 total)

### **How long do we have to complete the tree grant?**

- Complete installation by April 15, 2012. Remember that your maintenance commitment to ODOT continues for a total of five years from the date of installation. A final grant inspection will be performed during the growing season of the third year. Any final replacements shall be done at that time.

### **The engineers keep mentioning the “clear zone,” what does that mean?**

- “Clear zone” refers to the area adjacent to the pavement that needs to be kept clear of any obstructions that might be dangerous to motorists that leave the pavement. This safe recovery zone varies in width depending on the speed of the car, the curve of the road and the slope of the right-of-way. Engineers have a formula they use to determine the width of the “clear zone.”

### **How much total money is available for the 2011 ODOT Tree Grant?**

- Approximately \$435,000 is available to award in Round Fifteen. The ODOT Tree Grant funds are part of the Federal Enhancement Program.

# When are Grant Applications due?

**FRIDAY, JULY 6, 2012 = 4:00 p.m.**

- All applications must be **typed or computer generated.** (Contact the ODOT Beautification Office, (405) 521-4037, or email [beauty@odot.org](mailto:beauty@odot.org) to request a **“Word” version** of the Tree Grant Application via email.)
- The **“original” and (5) five copies** must be sent/delivered to:

**Oklahoma Department of Transportation  
Beautification Office  
Room 1-D-1  
200 N. E. 21st Street  
Oklahoma City OK 73105**

## **Who do I call if I have questions?**

- Oklahoma Department of Transportation – Beautification Office @ (405) 521-4037
- Oklahoma Forestry Services – Urban Forestry Office @ (405) 522-6153

# ODOT Landscape Agreement Process

To plant trees on a highway right-of-way, an **approved** Oklahoma Department of Transportation (ODOT) Landscape Agreement is needed before proceeding with the project. **(Forms located on website menu: [www.okladot.state.ok.us/beauty](http://www.okladot.state.ok.us/beauty) Tree Grant Program)** This is true even if the area is maintained by a city or entity other than ODOT. During the planning stages, ODAFF's Urban Forestry Office (405-522-6153) can assist with site plan ideas. For assistance with the Landscape Agreement process, contact ODOT's Beautification Office (405-521-4037).

The Landscape Agreement is a formal contract between ODOT and the sponsor of the landscaping project. It must be approved **before** a grant application is awarded, and attached to the Grant Application. If required, **please submit the completed proper Landscape Agreement form and site plan to your local ODOT Field Division (see map & related information, page 24) as soon as possible.** Please allow 4 to 6 weeks lead-time for ODOT approval.

## ODOT Landscape Agreement and "Detailed" Site Plan Notes:

1. Approval (and signatures) from four different ODOT offices **MUST BE OBTAINED** on the Landscape Agreement, so **allow plenty of time for ODOT to process**: 4 to 6 weeks is usually adequate. This means the approval process should be started as soon as possible. (See page 24 of these instructions for which ODOT Field Office to contact for your area).
  2. Start this process by calling the local ODOT Division Headquarters to discuss possible landscape locations. Ask to speak to the Maintenance Engineer. (A list of the Field Division phone numbers and addresses is located on page 24 of these instructions.)
  3. Call the ODAFF's Urban Forestry Office (405-522-6153) if you need help getting started.
  4. Some of the Landscape Agreement items may not apply to your landscape location. Items to be crossed out or added will be determined during the landscape agreement process and then both parties must initial each changed item to show agreement.
  5. **A \$175,000 liability insurance policy is required for "Developers". Municipalities will provide an insurance policy providing coverage for liabilities set out in the Governmental Tort Claims Act, Title 51 O.S. §151, et seq.**
  6. Notice that the Landscape Agreement requires a five-year maintenance plan. The maintenance plan submitted with the Landscape Agreement may also be used with the Grant Application.
  7. If it is determined that the site design requires a high level of maintenance, the Municipality or Developer may be required to provide maintenance on a permanent basis. Check with the local ODOT Field Division Engineer to see if the project requires a five-year or a permanent site maintenance commitment.
  8. A **detailed** site plan must also be attached and submitted with the Landscape Agreement. Include species lists and all pertinent spacing distances (how far the trees are from the pavement and how far they are planted from each other). See sample plans on pages 9 thru 12 of these instructions. **(Use Google Maps)**
- DO NOT RELY ON A SCALE BUT DO NOTE ACTUAL DIMENSIONS (DISTANCES) ON PLAN.**
9. Please include information about who will pay the cost of water.

# Making a Landscape Plan

**A detailed plan is required for each separate site where trees will be planted.** Each plan should show where the individual trees will be placed in the landscape, along with a corresponding tree legend. (Sample site plans are shown on pages 9 thru 12 of these instructions.)

To make a good site plan, first, decide why the trees are needed. Trees could provide sight and sound barriers, windbreaks, shade, erosion control or aesthetic improvements. Next, place trees on a map of your site where they will help meet your goals. For example, put rows of trees at right angles to the prevailing wind direction to make a good windbreak. Making the map to scale will help you decide on the number of trees that will fit the space available for planting. Showing the locations of underground and overhead utilities is important because they often limit the growing space that is available for trees. An accurate site map also will help you request an appropriate amount of grant money to purchase the trees.

## SITE PLAN REQUIREMENTS

The site plan must include these items. Failure to meet these minimum requirements may result in the application not being considered. Please ensure that all tree details are noted and listed on plans.

1. North arrow.
2. A scale that is large enough to show where the individual trees will be planted (example: 1 inch = 50 feet)--a large planting location may require a smaller scale.
3. **DO NOT RELY ONLY ON THE SCALE BUT ALSO SHOW DIMENSIONS FROM PAVEMENT TO TREES AND BETWEEN TREES.** However, please indicate the scale.
4. A legend that explains any code you use for identifying the different tree species (example: AP = Austrian Pine).
5. The locations of overhead and underground utilities that cross or border the site (example: electric lines, gas lines, phone lines).
6. The location of water lines or hydrants on the site.
7. Note any slopes or drainage areas on site.

## TREE SPACING GUIDELINES

1. Trees need to be planted far enough from the pavement to satisfy federal "clear zone" safety requirements. In many cases this means at least 30 feet from the edge of the pavement. The distance is dependent on the terrain and/or slope. Check with your local ODOT Field Division Engineer for highway areas or the City Planning Office for other public roadways for the exact distance for your location.
2. Trees should not be planted within 20 feet of utility poles or fire hydrants.
3. For ease of mowing, trees should be planted at least 20 feet apart, large trees even farther apart.
4. If planting shrubs or small trees, and closer spacing is desired, plant in beds where all existing vegetation has been killed and mulch covers all of the space between the plants.
5. No tree which will attain a mature trunk diameter greater than 12 inches should be planted in a tree lawn (grassy area between sidewalk and curb) less than three feet wide.
6. Trees should not be planted within 30 feet of an intersection or within 15 feet of driveways & alleys.
7. Along streets, trees must be planted a minimum of 30 inches from the curbs to prevent damage from bumpers and doors.
8. Trees should be placed so they won't block an official sign even when the tree reaches its mature size.

## **VICINITY MAP**

The vicinity map shows where the tree-planting site is within the community. It provides the general location of the project and helps us find your site. See page 8 for an example. A detailed Vicinity Map must be included with the Grant Application. (Use Google Maps)

## **UTILITIES**

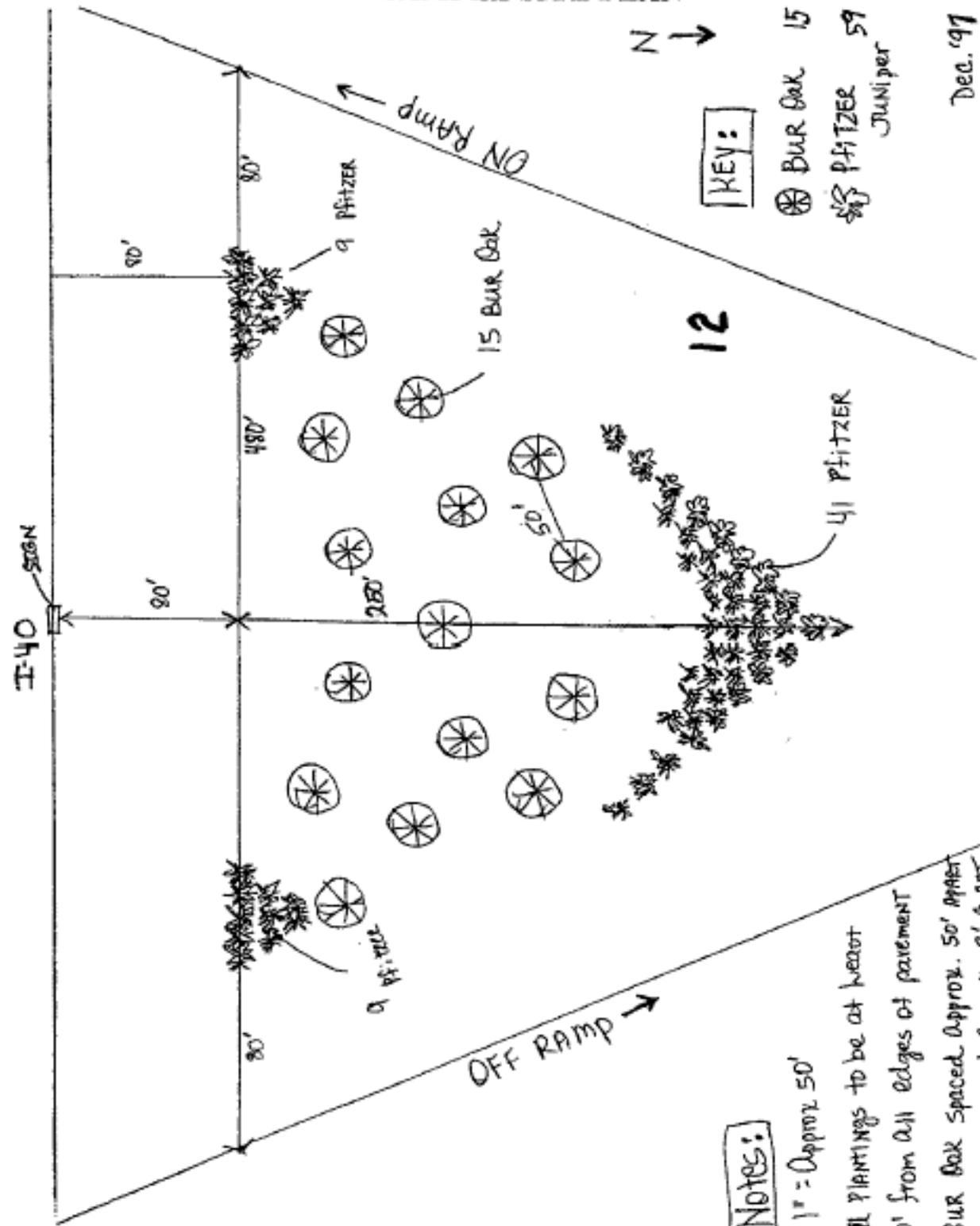
Most trees should not be planted under electric transmission lines for this project. Ask your local utility company and Public Works Department for approval to plant under other utility lines. Submit a copy of that approval with your landscape agreement detailed site plan.

Tree locations must also avoid underground utilities. Call OKIE before you design your project. In the OKC metro area, call (405) 840-5032. Call 1-800-522-6543 in the rest of the state. They will send someone to mark the location of underground utilities at your site. This is a FREE SERVICE.

Please note all “above” ground and “below” ground utilities on the site plan.



# SAMPLE SITE PLAN



KEY:

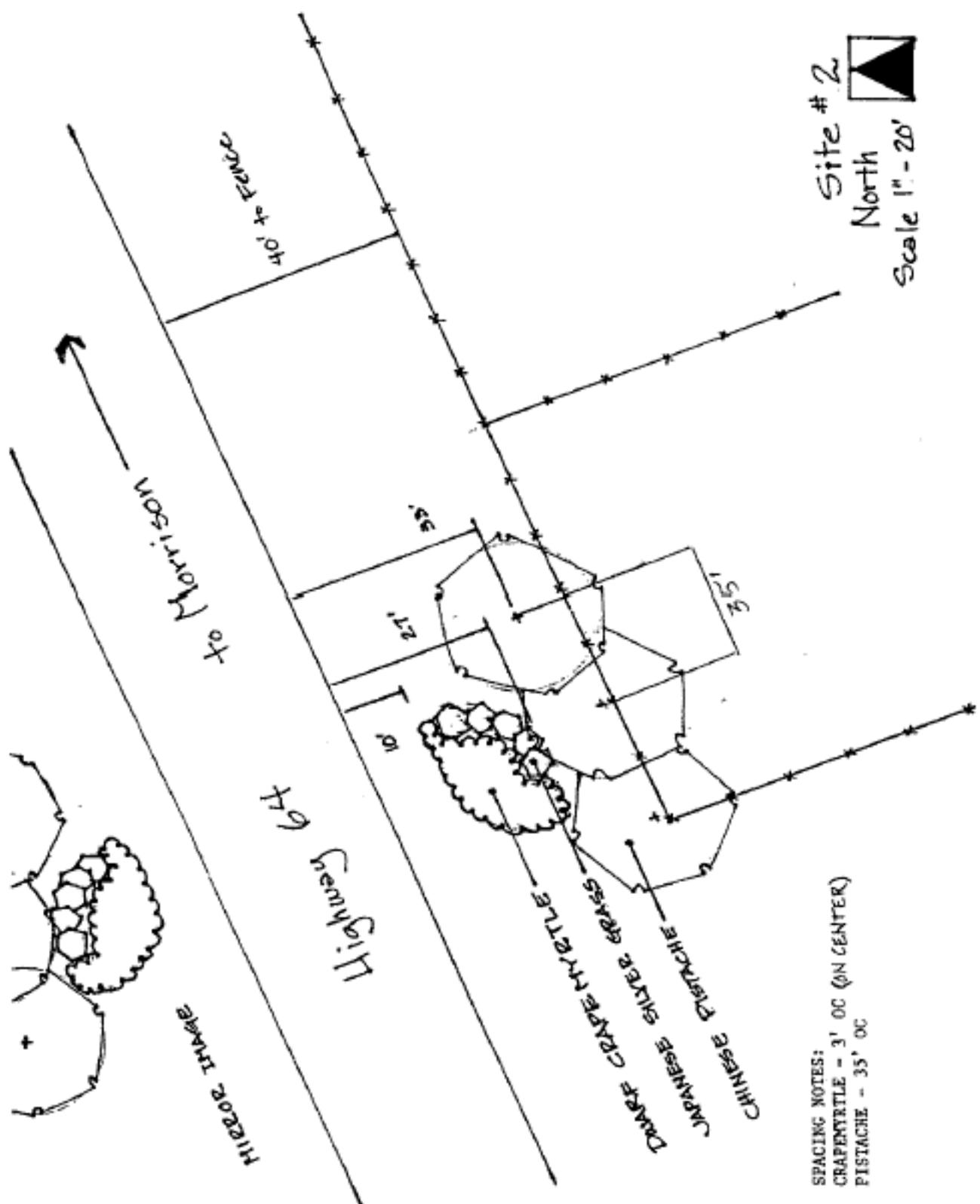
-  Burr Oak 15
-  Pfitzer 59
-  Juniper

Dec. '97

NOTES:

- 1" = Approx. 50'
- ALL PLANTINGS TO BE AT LEAST 30' FROM ALL EDGES OF PAVEMENT
- BURR OAK SPACED APPROX. 50' APART
- PFITZER SPACED APPROX. 8' APART

# SAMPLE SITE PLAN



Site # 2  
 North  
 Scale 1" = 20'

SPACING NOTES:  
 CRAPEMYRTLE - 3' OC (ON CENTER)  
 PISTACHE - 35' OC

# SITE PLAN

Muskogee Turnpike (A.S.H. 165)  
 Chandler Road  
 Landscape Proposal '98



SCALE: 1" = ~350'

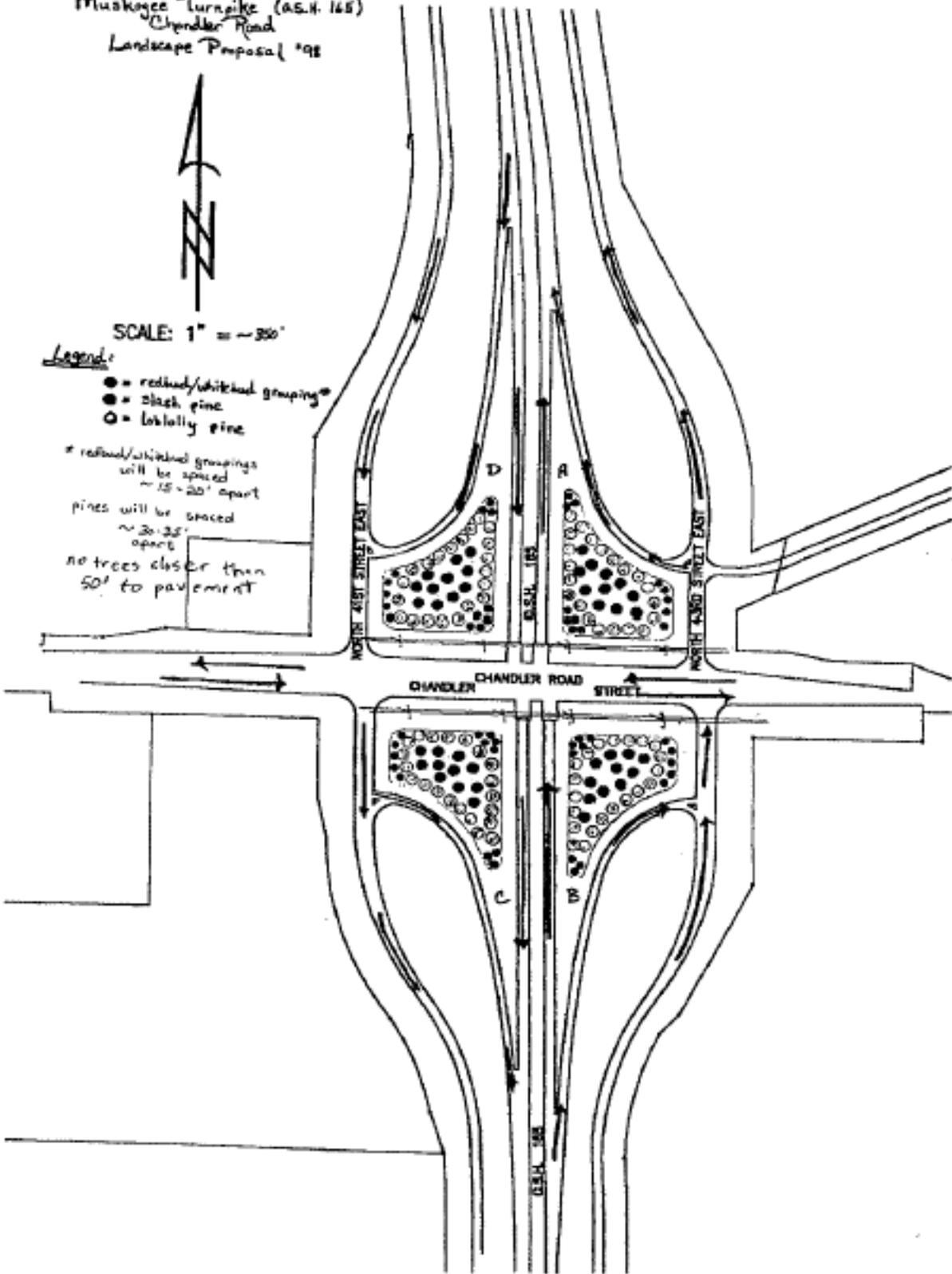
Legend:

- = redbud/whiteoak grouping\*
- = slash pine
- = loblolly pine

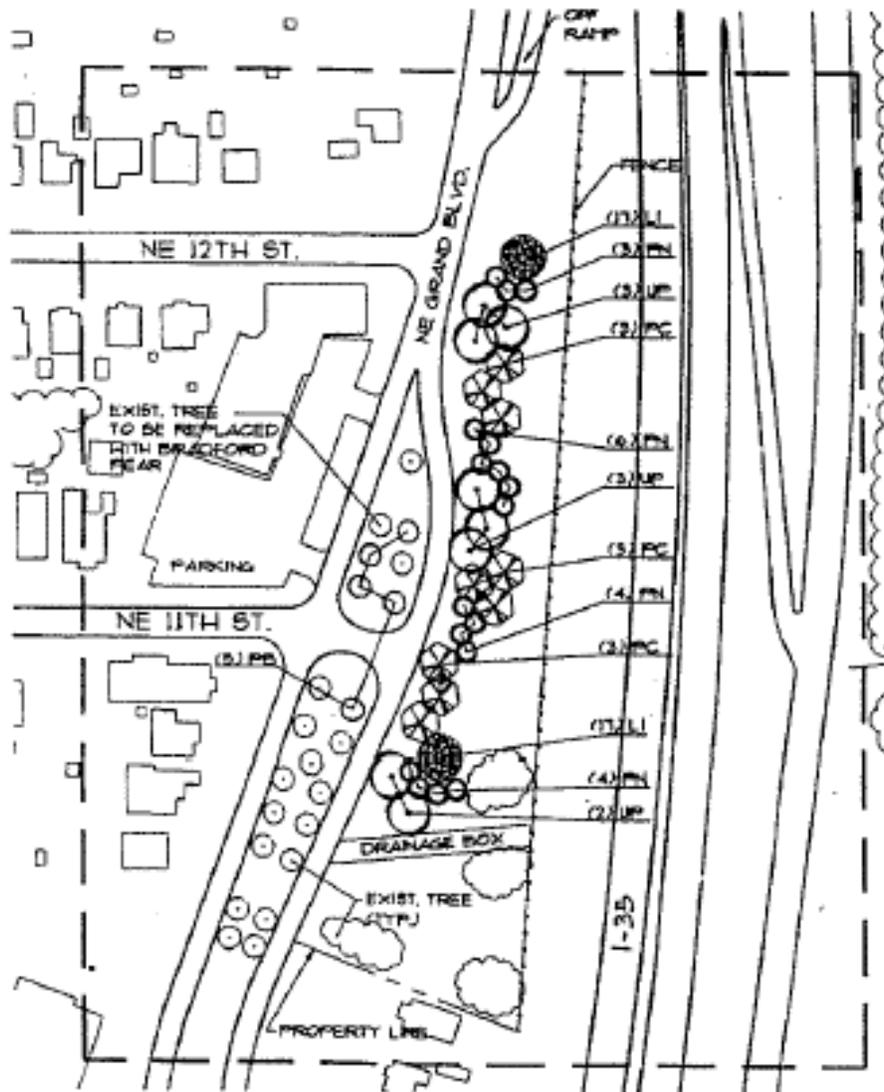
\* redbud/whiteoak groupings  
 will be spaced  
 ~15-20' apart

pinus will be spaced  
 ~20-35'  
 apart

no trees closer than  
 50' to pavement



# SITE PLAN



**NOTE TO GRANT APPLICANTS:**  
 DIMENSIONS SHOULD HAVE BEEN INCLUDED ON THIS PLAN AND/OR IN THE LEGEND OR AS "NOTES" i.e.:  
 - TREES AT LEAST 30' FROM PAVEMENT  
 - CRAPE MYRTLE - 6' OC ETC.



PLANTING LEGEND					
SYMBOL	QUANTITY	SCIENTIFIC NAME	COTTON NAME	SIZE/PACKS	REMARKS
	11	Pinus nigra	ALBIFLORA PINE	3'-6" HL	AS BUCKLE B-10
	4	Parrotia chinensis	CHERRY PISTACHE	7' CA	AS BUCKLE B-10
	6	Pyrus calleryana 'Bradford'	BRADFORD PEAR	7' CA	AS BUCKLE B-10
	8	Abies balsamea	LACINIAE B.S.P.	7' CA	AS BUCKLE B-10
	34	Lagerstroemia indica	CRAPE MYRTLE (TREE FORM)	3'-6" HL	AS BUCKLE B-10 Hollandale Red 10' GAL Container (75%)

**Joint Project: OKC Beautiful & OKC Parks & Recreation**

NE 10th St. & I-35 South Bound Off Ramp

AUG. 1998

# Choosing Trees

## TREE/SHRUB/TALL ORNAMENTAL GRASSES SELECTION

Trees/shrubs/tall ornamental grasses must be suited to the climate and soil at your site. Trees/shrubs/tall ornamental grasses should fit into the available planting area. The planting area may be restricted by utility lines, buildings, and sidewalks that will make it advisable to choose smaller trees or shrubs or tall ornamental grasses. The trees should be hardy where you live so they won't require expensive treatments to remain healthy. Remember, the roadside areas are typically harsh environments for growing plants. **Only the toughest, drought resistant species should be planted. In many cases native Oklahoma species are the best adapted to our variable climate and soils.** And, of course, they should help achieve your purpose in planting them. Be advised that this is a "TREE GRANT" and applications requesting all trees will be judged highest as top priority. Shrubs and tall ornamental grasses will be considered as lower priority items and so judged accordingly.

## SOURCES OF HELP

Your local library or forestry office has reference books you can use to select trees. You may request a site visit from the local forester to help you plan the selection and placement of trees. Local garden centers and tree nurseries display new varieties of trees that should do well in your area. County extension offices have fact sheets about different trees and their special requirements.

### Reference Materials:

OkPLANTtrees website: [www.okplanttrees.org/resources/educational](http://www.okplanttrees.org/resources/educational) (Maintained by the OSU Department of Horticulture and Landscape Architecture)

A Guidebook to Oklahoma Landscaping, by Tom Clote, Jr., 1987, Outside Etc. Features color photographs of common landscape trees. (Order from Outside Etc., P.O. Box 2522, Norman, OK 73070-2522. Cost is approximately \$11.45)

Forest Trees of Oklahoma, edited by Elbert L. Little, Jr., Oklahoma Forestry Services, 2800 N. Lincoln Blvd., Oklahoma City, 73105. This book features a guide to identifying all the native tree species. (Cost is approximately \$4.00) (405) 521-3864

Know It and Grow It, III a Guide to the Identification and Use of Landscape Plants, by Carl E. Whitcomb, Ph.D., 1996, Lacebark Publications, Rt. 5, Box 174, Stillwater Ok 74074.

Manual of Woody Landscape Plants: Their Identification, Ornamental Characteristics, Culture, Propagation and Uses, 4th edition, by Michael A. Dirr, 1990, Stipes Publishing Co., Champaign, Illinois 61820.

Oklahoma Gardener's Guide, by Steve Dobbs, 1999. Cool Springs Press, Tennessee.

Street Tree Fact Sheets, edited by Henry D. Gerhold, Willet N. Wandell, and Norman L. Lacasse, 1993, Pennsylvania State University. Features color photographs of trees that perform well in urban areas. (Order from Publications Office, 112 Agricultural Admin. Bldg., University Park, PA 16802. Cost is approx. \$20.00)

Landscaping with Native Trees, by Guy Sternberg and Jim Wilson, 1995, Chapters Publishing. (Cost is approx. \$25.00.)

## **TREE/SHRUB/TALL ORNAMENTAL GRASSES SPECIES TO BE PLANTED**

Community-wide species diversity is important to strive for in order to help prevent outbreaks of disease and insect problems that can decimate species at one time. However, on a small project, a single species may be appropriate.

After you decide on the tree species you would like to plant, list them on the “Trees to be Planted” form in the Grant Application. If you have more than one site, such as the highway north of town and the highway east of town, duplicate the blank form and fill one out for each site. A completed sample is included (see page 15 of these grant instructions).

- The recommended planting size for deciduous trees (those that lose their leaves in winter) is 1 ½ to 3 inches in trunk diameter measured at 6 inches above the ground. Evergreens, like pines and junipers, are usually specified by height. The recommended height is five to seven feet. Smaller trees may be necessary on some sites; but in all cases they must be large enough to be seen from the highway or public transportation corridor at the time of planting.
- Shrubs and tall ornamental grasses are generally container grown with 5, 7, and 10-gallon sizes being the most commonly planted. Species of shrubs and grasses must be 4-foot or taller at maturity. Larger materials may be ball-and-burlapped and should be listed by height in the application plant list.
- Annual and perennial flowers, bulbs, etc. are not funded by the grant nor can they be used as a match. However, they may be included in the project if funded by another source.

# SAMPLE TREES/SHRUBS/TALL ORNAMENTAL GRASSES TO BE PLANTED

(Fill one form out for each site)

**Planting location:** I-40 two miles east of Henryetta--eastbound

SPECIES (Common and Latin Names)	SIZE (inches) (list evergreen by height)	EST. COST PER TREE	QUANTITY (#) and TOTAL TREE COST
Shumard Oak <i>Quercus shumardii</i>	1 ½ inches	\$175	7 = \$1,225
Chinese Pistache <i>Pistacia chinensis</i>	1 ½ inches	\$150	6 = \$ 900
Lacebark Elm <i>Ulmus parvifolia</i>	1 ½ inches	\$150	7 = \$1,050
Oklahoma Redbud <i>Cercis canadensis</i> "Oklahoma"	1 ½ inches	\$125	20 = \$2,500
Loblolly Pine <i>Pinus taeda</i>	6 ft.	\$80	10 = \$ 800
Crape Myrtle <i>Lagerstroemia indica</i>	3 gal.	\$75	5 = \$ 375
Switchgrass <i>Panicum Virgatum</i>	5 gal.	\$22	6 = \$ 132
<b>TREE COST TOTALS:</b>			<b>61 = \$6,982</b>

**Note:** Deciduous trees of 1 ½ - 3 inches in diameter or Evergreens 5 to 7 feet in height are preferred. Shrubs should be 3-gallon size minimum. Shrubs and tall ornamental grasses must be 4-foot or taller at maturity. Smaller or larger trees may be acceptable depending on the site, species availability or design requirements. Justify any deviation from recommended sizes.

# Planting Specifications

The following specifications are directions on the best way to plant trees. As a minimum, these specifications must be part of the written agreement with any contractor.

## **Certification of Stock Source**

All trees shall be container grown, balled and burlapped, grow bag, or tree spade stock obtained from a recognized nursery using good horticultural practices. Trees and shrubs and grasses will be healthy, vigorous stock grown under climatic conditions similar to conditions in the locality of the project and free of disease, insects, eggs, larvae injury, freeze damage, sunscald and defects such as abrasions or disfigurement. Trees and shrubs will have appropriate rootball size in relation to stem caliper. Plant materials shall comply with the recommendations and requirements of ANSI Z60.1-1990 "American Standard for Nursery Stock." All trees must be uniform in size and shape. The grant recipient and/or ODAFF-Forestry Services has the right to inspect all trees at the place of growth and/or point of purchase for compliance with requirements for name, size and quality. **Upon delivery to the planting site, the grant recipient reserves the right to reject any plant material that does not meet the above standards, or plants that have been damaged during shipment.**

## **Product Delivery, Storage and Handling**

All trees are to be delivered from the growing site to the planting site with special care so as to prevent the rootball from excess drying and limit wind damage to the foliage. Tarps or covered vehicles are recommended. Always pick up the tree by the container or rootball, not by the trunk. If planting is delayed more than six hours after delivery, the trees shall be covered with moist soil or mulch or stored in a protected area. Do not remove container-grown stock from containers until planting time. All plant material shall be watered as necessary until planted.

## **Maintenance Instructions**

All trees and shrubs shall be maintained in a first class condition until final acceptance of the total project is granted and a final inspection is made.

## **Coordination with Existing Trees/Lawns**

Care shall be taken to protect existing trees and plant materials from all mechanical damage and unnecessary soil compaction. Protect turf areas and promptly repair damage resulting from planting operations.

## **Tree and Shrub Quality**

The contractor will provide trees that comply with the following standards:

### **Trunks and Branches (Trees)**

- ◆ Co-dominant stems are not acceptable.
- ◆ Single, straight trunk, well formed and sturdy. Multi-trunked specimens are acceptable only if specified.
- ◆ Lateral branching plentiful and uniformly distributed. At least half the trunk should have lateral branches.

- ◆Crotches shall not have included bark.
- ◆Sprouts cleanly removed.
- ◆Pruning scars clean cut leaving little or no protrusion from the trunk or branch.
- ◆Trees shall be free of cold injury and sunscald.
- ◆Sprouts cleanly removed.
- ◆Pruning scars clean cut leaving little or no protrusion from the trunk or branch.
- ◆Caliper of trunk shall be taken six (6) inches above the ground up to and including four (4) inch caliper size, and twelve (12) inches above the ground for larger sizes.
- ◆No wounding to the tree trunk and branches.
- ◆Variations due to site requirements may be allowed but must be submitted in writing and authorized by ODAFF-Forestry Services/ODOT prior to planting.

### **Trunks and Branches (Shrubs)**

- ◆Sprouts cleanly removed.
- ◆Pruning scars clean cut.
- ◆Shrubs shall be free of cold injury and sunscald.

### **Foliage (Trees and Shrubs)**

- ◆Trees and shrubs densely supplied with healthy, vigorous leaves of normal size, shape, texture and deep color appropriate to the species.
- ◆No chlorosis present.
- ◆Pest and mechanical injury not to affect more than 5% of total foliage.

### **Root system (Trees, Shrubs, and Grasses)**

- ◆Shall be sturdily established in container.
- ◆Shall not be excessively root bound.
- ◆Shall have no kinked or circling roots.
- ◆Shall have no large roots growing out of container.
- ◆Rooting medium shall be weed free.
- ◆If balled and burlapped, the rootball will not be cracked or broken.
- ◆The size of the rootball shall be in proportion to the stem caliper as outlined in ANSI Z60.1-1996

## **Planting Procedure**

### **1) Dig a large planting hole.**

The planting hole should be dug as deep as the rootball, but **no deeper**. The hole should be **two to three times as wide** as the diameter of the top of the rootball. Roughen the sides of the hole if it is smooth.

\*Shrub beds- if planting shrubs in beds, thoroughly loosen and till the soil to a depth of 8 to 10 inches. Thick and existing turf should be removed prior to tilling. The entire bed should be mulched to a depth of 4 to 6 inches.

### **2) Prune sparingly.**

Examine the tree closely for injury to roots or branches. If any roots are crushed, cut them at a point just in front of the break. On the top, prune only broken branches, making sure to leave the branch collar (swollen area where one branch meets another) intact.

**3) Prepare the planting hole and soil.**

While some newly transplanted trees may benefit from an application of plant food, it is best not to use fertilizer until the tree or shrub is well-established. The original, native soil placed in the hole is usually adequate. Never apply a high nitrogen fertilizer at planting time. It may burn tender roots.

To avoid damage when setting the tree in the holes, always lift the tree by the rootball. Never lift or carry the tree by the trunk. Add a sufficient amount of soil to the planting hole to bring the tree or shrub to its original growing level. This level is indicated by a dark stain on the trunk, which marks the difference between root and trunk bark (root collar). Keep in mind that on balled and burlapped trees or shrubs, the point at which the burlap is tied can be much higher than the original soil line. In heavy, clay soils, the rootball may be planted slightly higher than the surrounding ground level, but soil must be added to slope from the top of the rootball to ground level. **Not more than 1/4 of rootball may be above ground.**

- 4) **Fill the hole firmly but gently.** If the tree is balled and burlapped, cut the string and remove all burlap on the top of the rootball. **1/3 to 1/2 of the burlap must be removed from all sides of the root ball.** No burlap may be exposed to direct air contact. Completely remove all containers, peat pots, and root control bags. A minimum of 1/3 of the wire basket must be removed from the rootball **after** the tree has been set in the hole. Fill the hole and settle the soil around the roots with water to eliminate any air pockets. Add soil to the hole until the tree is firmly positioned. Do not excessively tamp around the tree base. Tamping will compact the soil and may inhibit the spread of roots. Create a tree well by raking a ridge of soil around the margin of the hole (outside the root area), to create a reservoir to hold water.

- 5) **Stake the tree if necessary.** Staking a tree can cause bark damage, so avoid where possible. On windy sites, most trees require staking for the first growing season.

Nylon webbing or strapping must be used if the staking material comes in contact with the main trunk. Wire threaded through garden hose is acceptable if it is formed into a circle large enough to **avoid all contact with tree bark!** The circle of hose may be centered around the trunk and then wired to stakes that are placed outside the perimeter of the tree well. The circle of hose should be suspended just below the bottom branch. Leave at least 3 ½ feet of the stake above ground. Remove the staking material as soon as the tree has firmly rooted itself in the soil. As a rule, the stakes should not be left in place for more than one year.

- 6) **Mulch the tree.** Establish a **4 to 6 inch layer of acceptable mulch in a 6 foot diameter circle** around the newly planted tree. This will conserve soil moisture and protect the tree roots from hot and cold temperatures. Pull mulch away from the tree trunk to provide aeration. Do not make mulch volcanoes. Mulch must be organic material such as shredded bark and twigs, pine straw, or bark and wood chips.

- 7) **Water the tree.** Saturate the fresh backfill around the tree with water in an amount that will insure the entire rootball becomes wet.

# Elements of Good Tree Maintenance

The trees will need regular maintenance care for the five years of the project. This will help them get a good healthy start so they can reach their full size and last for a lifetime. Good maintenance will also reduce the risk of having the project fail. The "Tree Care Questionnaire" in the application will help you avoid common problems. Consider how you will provide the following maintenance items and include them when estimating your budget.

## **MULCH**

A four-inch thick circle of mulch shall be maintained in a 4' - 6' radius over the entire root area of each tree. Mulch should be pulled away from direct contact with the trunk. The mulch layer must be replenished as necessary to maintain a 4"-6" depth. Mulched area shall be kept free of weeds and grass.

## **WATER**

For the first and second year, water each tree every seven to 10 days unless there has been rainfall of one inch or more during that period. Each 1½-inch to 2-inch tree will require approximately 15 gallons of water every time it is watered.

The third year, water each tree every 14 to 18 days unless there has been rainfall of one inch or more during that period. Each tree will require approximately 25 gallons of water each time it is watered.

Water slowly and deeply. Water during the entire growing season from the time the buds open until mid-September. During the hot, dry months of July, August and September, the trees may need to be watered twice a week. Split the total number of gallons for that period between the two waterings. Trees, especially the evergreens, also should be watered during dry winter periods.

Always examine the soil moisture beneath the mulch before watering. If the soil is damp four inches below the surface, the soil is probably moist enough to skip that watering.

## **STAKING**

Use the minimum staking necessary. **All staking should be removed after the tree has been in the ground one year.** If hose and wire staking are used, the wire must not contact the bark.

## **PRUNING**

Prune trees to remove dead/broken branches. Pruning shall also remove double leaders, V-crotches, crossing/rubbing branches. Pruning cuts shall be made outside the branch collar. No tree shall be topped.

## **FERTILIZER**

Fertilizers with weed killers and soil-active type herbicides must not be used near trees.

## **DAMAGE CONTROL**

Trees shall be protected from wounding by mowers, string-type weed trimmers, other equipment and vandalism. Damage to the bark at the base of a tree trunk will stunt its growth and may even kill the tree.

## **PEST CONTROL**

Trees shall be inspected on a regular schedule for insect and disease pests. Professionals should be consulted concerning pest control.

## DURATION OF CARE

The aforelisted standards shall be followed for **five years** from planting date.

**At least 80% of the trees must be kept living and vigorous throughout the grant period.** Living and vigorous means that at least 90 percent of each tree crown should be densely supplied with healthy leaves of normal size, shape, texture and deep green color (except for species with purple, yellow, variegated foliage, etc).

## OTHER MAINTENANCE TIPS:

- Make a calendar that details the tree care that will be done each month and estimate the amount of labor it will take to accomplish these tasks. For example, trees will probably need to be watered each week from April to mid-September, but only once every two weeks the rest of the year. Mulch will need to be reapplied once or twice each year.
- Get commitments from volunteers in writing. Be sure they can be available when the trees need attention the most. Volunteer projects often struggle for survival in the summer.

## MAKING A REALISTIC BUDGET

Before trying to develop the budget, be sure to have:

1. An accurate and detailed site plan that includes tree legend and placements.
2. A list of trees to be planted.
3. A plan for good tree maintenance based on answers to the application "Tree Care Questionnaire".

There are two parts to the budget:

### TREE GRANT FUNDS

This is the amount of money requested. The requested amount must be at least \$1,875 and no more than \$25,000 in Round Fifteen. Local nurseries can help to estimate the cost of the trees or an average cost of \$150 per 1 1/2" caliper tree (includes installation). Don't forget that the grant requested trees will have to be sent out to bid.

### LOCAL MATCH

This is the value of cash, donated goods and services, or in-kind goods and services that will be contributed to the project. These terms are defined on the "Budget Worksheet-Definitions" page in the application. The local match must be 25% of the project cost. Project cost is the sum of the local match and funds. **The actual total project cost may be any amount but the maximum tree grant award is \$25,000.** No preference will be given to projects that provide more than a **25%** match.

### TREE GRANT FUNDS MAY BE USED FOR:

1. Plant material such as trees, large shrubs, and tall ornamental grasses.
2. Installation of plant material.
3. Installation of a \*drip irrigation\* system. (\*If along ODOT Highway Right-of-Way, must have prior approval from local ODOT Field Engineer.) Allow 4 to 6 weeks for ODOT Engineer approval.
4. Supplies such as mulch, hose, parts for a drip irrigation system, and gator bags.

### **TREE GRANT FUNDS MAY NOT BE SPENT FOR:**

1. Maintenance **beyond that included** as part of a contract with a nursery for the establishment period.
2. Signs; fuel; herbicides; pesticides; fertilizer.
3. Equipment such as watering trucks, chain saws, etc.
4. Salaries of local government employees who work on the project.
5. Replacement trees for any project trees that die.
6. Bulbs, annuals, or perennial herbaceous plants.
7. Rocks, grass barriers, concrete, benches, fencing, or any other decorative items.
8. Any project costs incurred **PRIOR** to the Grant Award and the issuance of the Purchase Order.

### **LOCAL MATCH MAY INCLUDE:**

1. **Labor for tree care activities.** Direct tree care is an appropriate way to fulfill the local match requirement. Projects usually include some or all of these activities: watering, some mowing, mulching, weeding by hand, applying herbicide, fertilizing, pruning, treating insect problems, removing staking material, maintaining water retention berms around trees, maintaining a drip irrigation system, inspecting tree health, and attending workshops on tree care. Calculate the labor costs on the "Key Personnel" form in the application.
2. **Administration.** Managerial and office secretarial duties **relating to the grant** are included.
3. **Supplies.** Items commonly used include water, mulch, herbicide, pesticide, fertilizer, barriers to vandals and animals, sprinklers, parts for drip irrigation systems, and gator bags.
4. **Equipment use.** Trenchers may be needed to install drip irrigation or vehicles may be used to haul water, mulch, or personnel. FEMA rates apply.
5. **Other.** Site preparation may be necessary to level the planting area, add topsoil, or remove existing vegetation or hazardous trees. Additional trees, shrubs, and grasses may be planted at the site.
6. **Professional landscape/irrigation plans developed AFTER grant purchase order is issued.**

### **LOCAL MATCH MAY NOT INCLUDE:**

1. **Expenses that occurred BEFORE the grant purchase order is issued.**
2. Site planning and consultations with professionals that were part of developing the proposal.
3. Site preparation beyond what is necessary for planting the trees. Do not include construction of roads, sidewalks, trails, and installation of lighting and curbs.
4. The purchase of equipment like pickup trucks or watering trucks.
5. The cost of mowing the entire area instead of the cost of mowing around the trees.
6. Anything being used for match on another federal cost-share project.
7. Signs.
8. Replacement plant material.
9. Decorative items such as rocks.

### **REASONABLE COSTS:**

- A volunteer's time must be valued at minimum wage of \$17.05 per hour.
- The use of equipment may be valued at the rates established by the local government or by the Federal Emergency Management Administration (FEMA).

## **CHECKLIST FOR A COMPLETE APPLICATION**

(APPLICATION MUST BE TYPED)

**NOTE:** An “approved” Municipality OR Developer Landscape Agreement from ODOT must be obtained, ODOT approved, and attached to Grant Application “if” any part of site location is on ODOT highway right-of-way. Please begin the Landscape Agreement approval process as early as possible, and allow 4 to 6 weeks for ODOT approval. If one is needed, an “approved” ODOT Landscape Agreement **MUST** be included in Grant Applications prior to the submission deadline **DUE DATE**. **A copy of Entity’s “Certificate of Liability Insurance must be attached to Landscape Agreements.** (Forms located on website menu: [www.okladot.state.ok.us/beauty](http://www.okladot.state.ok.us/beauty) Tree Grant Program)

### **ENSURE ALL PROPER SIGNATURES ARE OBTAINED AND APPROVED FORMS ARE ATTACHED TO GRANT APPLICATION**

- Certification Regarding Debarment
- General Certifications Required of all Recipients
- Project Summary
- Trees to be Planted
- Tree Care Questionnaire
- Key Personnel Worksheet
- Budget Worksheet
- Detailed Vicinity Map (**USE GRAPHIC SCALES AND GOOGLE MAPS**)
- Irrigation plan, if applicable (Drip Irrigation plans **MUST** have PRIOR ODOT approval, if on ODOT highway right-of-way) Allow 4 to 6 weeks lead time for ODOT approval.
- DETAILED Site Plan (**INCLUDE TREE PLACEMENTS, TREE LEGEND & “TO SCALE” INFO.**)
- Tree Selection Questionnaire (**A COPY OF SOIL TEST RESULT MUST BE ATTACHED**)
- Color photographs of site
- Include APPROVED Municipality or Developer ODOT Landscape Agreement if project is on ODOT highway right-of way (See NOTE above.) Allow 4 to 6 weeks for approval.

For each separate planting site, attach a:

- Tree Selection Questionnaire (**A COPY OF SOIL TEST RESULT MUST BE ATTACHED**)
- List of trees to be planted
- DETAILED Site Plan (**INCLUDE TREE PLACEMENTS, TREE LEGEND & “TO SCALE” INFO.**)
- Vicinity Map with site location (**USE GRAPHIC SCALES AND GOOGLE MAPS**)
- Color photographs of site
- All applicable ODOT forms related to each site

SEND COMPLETED APPLICATION (**“ORIGINAL” PLUS (5) FIVE COPIES**) TO:

**OKLAHOMA DEPARTMENT TRANSPORTATION  
BEAUTIFICATION OFFICE, ROOM 1-D-1  
200 N. E. 21<sup>ST</sup> STREET  
OKLAHOMA CITY OK 73105**

**GRANT APPLICATIONS DUE: 4 P.M. – FRIDAY - JULY 6, 2012**

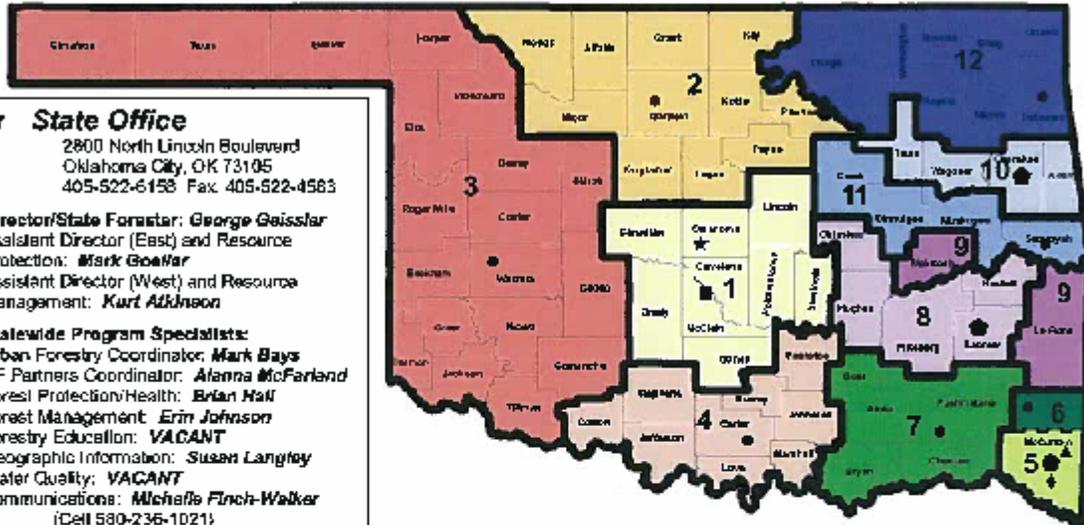


**Office Locations and Forester County Assignments**

**Oklahoma Forestry Services**

Department of Agriculture, Food and Forestry

[www.forestry.ok.gov](http://www.forestry.ok.gov)



★ **State Office**  
 2800 North Lincoln Boulevard  
 Oklahoma City, OK 73105  
 405-522-6158 Fax: 405-522-4563

**Director/State Forester: George Geissler**  
 Assistant Director (East) and Resource Protection: **Mark Goefar**  
 Assistant Director (West) and Resource Management: **Kurt Atkinson**

**Statewide Program Specialists:**  
 Urban Forestry Coordinator: **Mark Bays**  
 UF Partners Coordinator: **Alanna McFarland**  
 Forest Protection/Health: **Brian Hall**  
 Forest Management: **Erin Johnson**  
 Forestry Education: **VACANT**  
 Geographic Information: **Susan Langley**  
 Water Quality: **VACANT**  
 Communications: **Michelle Finch-Walker**  
 (Cell 580-236-1021)  
 Forest Inventory Coordinator: **Carri Abner**  
 (Cell 918-290-8208)

■ **CENTRAL AND WESTERN AREA**  
 Area Forester: **Al Myatt**

- 1 Service Forester: **Ray Sanford**  
 830 NE 12th Avenue  
 Goldsby, OK 73093  
 405-288-2385 or 1-800-517-3673  
 FAX: 405-288-6326
- 2 Service Forester: **Dan Stidham**  
 2901 North Van Buren  
 Enid, OK 73709-1731  
 580-237-4810 FAX: 580-237-8230
- 3 Service Forester: **Tom Murray**  
 P.O. Box 910  
 Burns Flat, OK 73624-0910  
 580-582-4882 X115 FAX: 580-582-4880
- 4 Service Forester: **Kevin Keys**  
 P.O. Box 1844  
 Ardmore, OK 73402  
 580-223-3973 FAX: Same (call first)
- **Forest Regeneration Center**  
 FRC Manager: **Scott Huff**  
 830 NE 12th Avenue  
 Goldsby, OK 73093  
 405-288-2385 FAX: 405-288-6326
- ◆ **Forest Tree Improvement Center**  
 FTIC Manager: **Justin Jones**  
 Route 1, Box 233  
 Idabel, OK 74745  
 580-286-3552 FAX: 580-288-2647

★ **SOUTHEAST AREA**  
 Area Forester: **Andy James**

- 5 District Forester: **David Litterst**  
 Service Forester: **Hank Thompson**  
 P.O. Box 40  
 Broken Bow, OK 74728-0040  
 580-584-3351 FAX: 580-584-3352  
 FIRE: 1-800-299-2468
- 6 District Forester: **Caleb Fields**  
 H.C. 72, Box 515  
 Battlefield Route  
 Broken Bow, OK 74728-9348  
 580-241-5378 FAX: 580-241-5738
- 7 District Forester: **Chris Joslin**  
 Service Forester: **Brock Hill**  
 P.O. Box 339  
 Antlers, OK 74523-0339  
 580-298-5122 FAX: 580-298-6324

● **EAST CENTRAL AREA**  
 Area Forester: **Chris Parrington**

- 8 District Forester: **Jason Whaley**  
 P.O. Box 297  
 Waurant, OK 74578-0297  
 918-465-2082 FAX: 918-465-2005  
 FIRE: 1-800-375-2056
- 9 District Forester: **Craig Marquardt**  
 Service Forester: **Will Phifer**  
 P.O. Box 368  
 Talihina, OK 74571-0368  
 918-567-3065 FAX: Same (call first)

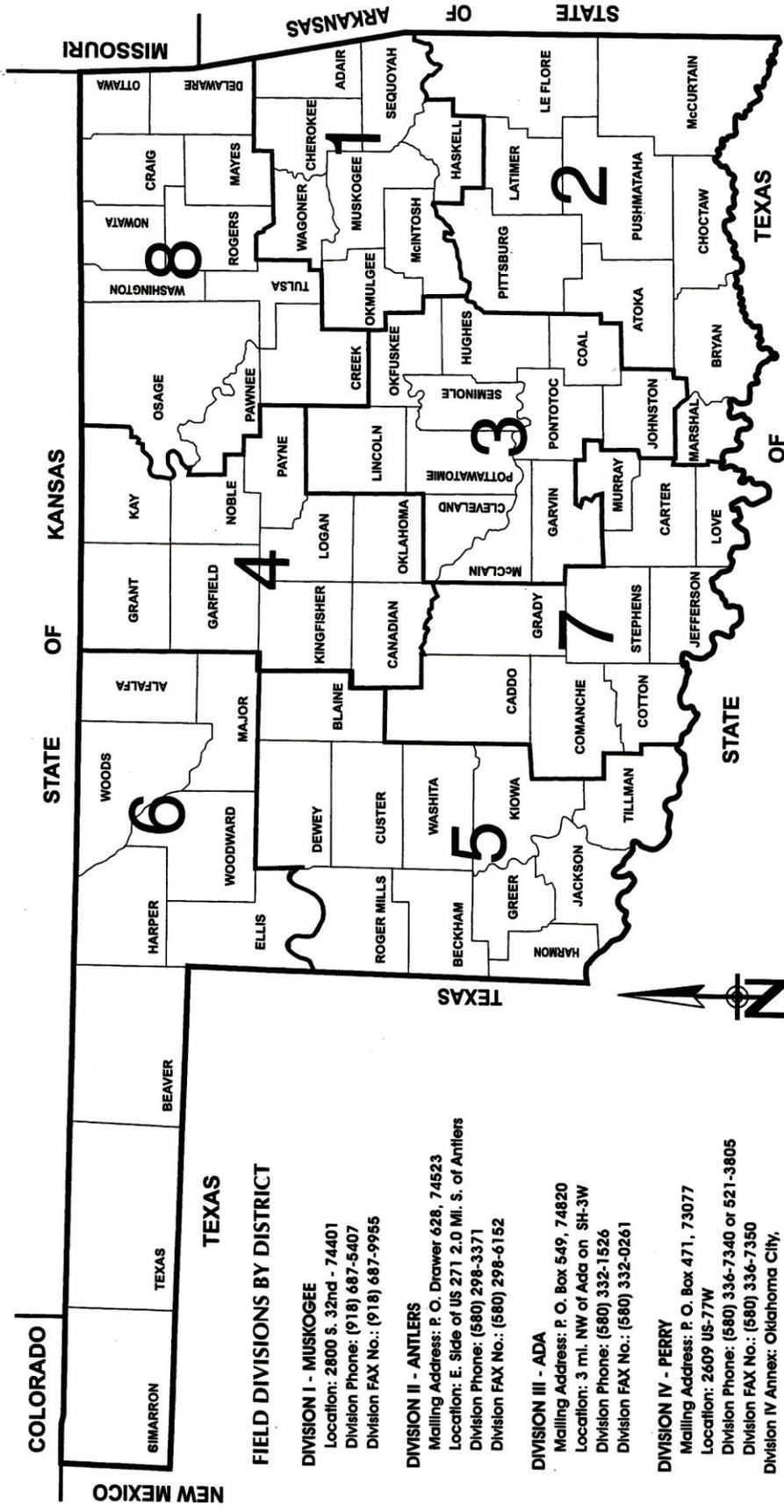
★ **NORTHEAST AREA**  
 Area Forester: **Steve Couch**

- 10 Service Forester: **Dale Lentz**  
 22082 South J.F. Davis Lane  
 Tahlequah, OK 74464-9806  
 918-468-6139 FAX: 918-468-4166  
 FIRE: 1-800-299-FIRE
- 11 Service Forester: **VACANT**  
 828 Harriet  
 Sallisaw, OK 74955-2805  
 918-775-2587 FAX: 918-775-2586
- 12 Service Forester: **Page Balcher**  
 1036 North 7th Street  
 Jay, OK 74346  
 918-253-4288 FAX: Same (call first)

■ **RURAL FIRE DEFENSE AREA**  
 Staff Forester: **Gary Williams**  
 830 NE 12th Avenue  
 Goldsby, OK 73093  
 405-288-2385 FAX: 405-288-6326

▲ **FOREST HERITAGE CENTER**  
 (In Beavers Bend Resort Park)  
 Program Director: **Doug Zook**  
 Program Assistant: **Hannah Farley**  
 P.O. Box 157  
 Broken Bow, OK 74728-0157  
 580-491-6497 FAX: 580-484-6688

February 1, 2012



# Oklahoma Department of Transportation

## FIELD DIVISIONS BY DISTRICT

- DIVISION I - MUSKOGEE**  
Location: 2800 S. 32nd - 74401  
Division Phone: (918) 687-5407  
Division FAX No.: (918) 687-9955
- DIVISION II - ANTLERS**  
Mailing Address: P. O. Drawer 628, 74523  
Location: E. Side of US 271 2.0 Mi. S. of Antlers  
Division Phone: (580) 298-3371  
Division FAX No.: (580) 298-6152
- DIVISION III - ADA**  
Mailing Address: P. O. Box 549, 74820  
Location: 3 mi. NW of Ada on SH-3W  
Division Phone: (580) 332-1526  
Division FAX No.: (580) 332-0261
- DIVISION IV - PERRY**  
Mailing Address: P. O. Box 471, 73077  
Location: 2609 US-77W  
Division Phone: (580) 336-7340 or 521-3805  
Division FAX No.: (580) 336-7350  
Division IV Annex: Oklahoma City,  
Location: 1100 East Reno, OKC 73117  
Division IV Annex Phone (405) 319-3580  
Division IV Annex FAX: (405) 319-3581
- DIVISION V - CLINTON**  
Mailing Address: P. O. Box 1449, 73601  
Location: US-183 South  
Division Phone: (580) 323-1431  
Division FAX No.: (580) 323-1430
- DIVISION VI - BUFFALO**  
Mailing Address: Box 190, 73834  
Location: US 64 West  
Division Phone: (580) 735-2561  
Division FAX No.: (580) 735-2248
- DIVISION VII - DUNCAN**  
Mailing Address: Box 460, 73534  
Location: 2205 South US 81 Bypass  
Division Phone: (580) 255-7586  
Division FAX No.: (580) 255-5064
- DIVISION VIII - TULSA**  
Mailing Address: P. O. Box 660, 74101  
Location: 4002 N. Mingo Valley Expressway, 74116  
Division Phone: (918) 838-9933  
Division FAX No.: (918) 832-9074