



T.R.I.M.

Tree Resource Improvement and Maintenance ■ Cost-Share Application

The Tree Resource Improvement and Maintenance (TRIM) Program is a competitive cost-share program provided and administered by the Missouri Department of Conservation in cooperation with the Missouri Community Forestry Council. The purpose of the program is to provide financial assistance for the management, improvement, or conservation of our community forests.

Program Goals

1. To assist Missouri communities in initiating or significantly improving their efforts to care for the community forest.
2. To encourage communities to have a sustainable, balanced, and comprehensive community forestry program. A sustainable, balanced, and comprehensive community forestry program ideally should be based on a current tree inventory and managed with the guidance of a community forestry professional.
3. To promote community forestry benefits through the proper management and care of trees in Missouri communities.

Eligible Applicants

- All units of government
- Non-profit organizations registered with the State of Missouri.

NOTE: *All projects must be located on publicly owned Missouri property.*



Eligible Activities

Activities are listed in order of priority.

- Municipal tree ordinance development by a forestry consultant.
- Development and adoption of a written community tree management plan or community readiness plan for addressing exotic insect or disease outbreaks.
- Community tree inventories (hazardous tree survey and maintenance needs survey). The format for all inventory projects must be compatible with i-Tree software (for more information, go to itreetools.org).
- Management of ash (*Fraxinus sp.*) trees based on an existing community tree inventory. Note: Emerald ash borer is an exotic beetle found in many states, including Missouri. Since its discovery, emerald ash borer has killed millions of ash trees, caused regulatory agencies to enforce quarantines and fines to prevent movement of the pest out of area, and cost municipalities, property owners, nursery operators, and forest products industries tens of millions of dollars. For more information, go to emeraldashborer.info.
- Training of city employees and volunteers to improve community forestry practices.
- Purchase of tree-care education materials, such as books, videos, and computer software.
- Initial costs of certification for in-house employees by the International Society of Arboriculture.
- Development and/or distribution of tree-care-related educational materials, such as pamphlets, brochures, videos, PSAs, or door hangers (not produced for resale).
- Removal of hazardous trees.
- Pruning according to ANSI A300 specifications — no topping.
 - See American National Standards Institute *A300 Standard Practices for Woody Plant Maintenance* (ANSI A300). Copies available from: International Society of Arboriculture, PO Box 3129, Champaign, IL 61826, phone 217-355-9411, isa-arbor.com.
- Tree-planting projects as part of a comprehensive tree management program. Planting of ash (*Fraxinus sp.*) is ineligible for funding.
- The Missouri Forest Action Plan sets the strategy for tree management in Missouri by MDC. Other activities not specifically listed here but that meet Issue Theme Eight needs in the Plan are desired. See the Plan at <https://short.mdc.mo.gov/ZNG>.

May 15 — Applicants must consult with a local Department of Conservation forester.

June 5 — Applications with an MDC forester signature must be postmarked on or before June 5 and sent to:
Russell Hinnah, Community Forestry Coordinator
Missouri Department of Conservation
PO Box 180, Jefferson City, MO 65102-0180

Mid-September — Applicants will be notified of approval status.

May 7 of the following year — Approved applicants must have projects completed.

Program Guidelines

- *All trees and all projects must be located on publicly owned Missouri property.* Public property includes land owned by a local, state, or federal government entity. Nonprofit organizations may apply, but all work must be performed on publicly owned property, and a letter of permission from the affected government entity must accompany the application. In some cases, maps showing property lines and rights of way may be requested to determine eligibility.
- Three to six grants of \$25,000 maximum (MDC share) will be authorized. All other grant funds will have a \$10,000 maximum and a \$1,000 minimum. Applicants interested in both a \$25,000 and a \$10,000 grant must apply separately for each.
- **REMINDER: Tree removals greater than 9 inches in diameter at breast height (DBH) associated with a TRIM grant can only occur between Nov. 1, 2020 and March 31, 2021.**
- All entries will compete for available funds using established criteria.
- Successful applicants will be reimbursed for the appropriate share amount after the project is completed and all vendors are paid.
- **All applicants must consult** with a local Missouri Department of Conservation forester and obtain his or her signature on the enclosed Cost-Share Request Form before applying for funding. Please contact your local Forestry Division office to set up an appointment for consultation (see listing of regional offices enclosed).
- Tree-planting projects must conform to the *How to Plant a Tree* enclosure.
- All projects will be subject to follow-up inspections to assess their effectiveness. Future funding may be denied if projects are poorly managed.
- Planted trees must be between 1 and 3 inches in stem diameter for deciduous trees (about 6 to 16 feet tall), and between 4 to 16 feet in height for evergreen trees. Shrubs and other plants are not eligible for cost-share assistance.
- Planted trees must be guaranteed for one year after planting. Such guarantee must be provided by the nursery, contractor, or applicant and clearly indicated on their estimates or in the narrative.
- All hazardous trees must be identified by a certified arborist, forester, or similarly qualified person.
- Letters of support should be limited to those involved directly with implementing the project.

Matching Funds Guidelines

- Funds are awarded on a matching basis. All projects are eligible for a 60 percent match. Projects located in communities that currently have Tree City USA designation are eligible for an additional 15 percent bonus match.

Projects submitted by a winner of a Missouri Arbor Award of Excellence are eligible for a one-time additional 5 percent bonus match. Applicant must have received Missouri Arbor Award within the last 12 months.

- Funds may not be used to purchase equipment; however, equipment purchase costs may be used as an applicant's share of the total cost of a project.
- Applicants may match cost-share funds with cash, donations, in-kind contributions, and administrative costs directly related to the approved project.
- Any costs incurred prior to the formal approval of the project are ineligible for matching purposes or reimbursement, except for tree-planting plan preparation fees.
- All project costs approved for funding must be documented, whether the costs apply to the Department of Conservation's portion or to the applicant's match.
- Maintenance of newly planted trees will not be cost-shared.

Payment Process

Applicants will be reimbursed for the appropriate share amount after the project is completed. After completion, applicants must notify their local Department of Conservation Forestry Division contact in writing and provide copies of paid receipts and itemized documentation of in-kind matches and donations. Inspection of the completed project and approval will be made by the local Department of Conservation Forester.

Judging Criteria

The application process is competitive. A panel of Department of Conservation Forestry Division employees and members of the Missouri Community Forestry Council will judge all proposals. Applicants will be evaluated by the following criteria:

- Inclusion of all required information (see Application Procedure, page 5)
- Proposals demonstrating that the project is a component of a total tree management program
- Project's capacity for promoting, improving, and developing a community's urban forest resource
- Technical merit
- Relative value to the site and community
- Educational value and opportunities
- Percentage of community or census block with household income below poverty level (2010 U.S. Census Data)
- Thoroughness and completeness of management plan or planting and three-year maintenance plan
- Reasonable estimates for all expenditures
- Plan for publicizing project
- Applicants funded in the previous five years will be given lower priority but may still be funded.

Not all criteria will apply to all projects. Conservation Department funds will be awarded based upon the number of applications and available funds. Requested funds may be reduced if cost estimates are judged to be excessive.

Application Procedure

Applications must include all eight of the following elements. Incomplete applications will not be evaluated. Two copies of the eight required elements must be submitted.

1. Estimated Project Cost Worksheet and Cost-Share Request Form

2. Concise Narrative (maximum 1,800 words)

A concise narrative clearly states the purpose and objectives of the project and explains how the project impacts long-range community forestry goals. Projects that address one or more Program Goals (page 1) are desirable. Be sure that your description addresses the judging criteria and includes detail on the following:

- End product or result
- How this project fits into your present tree-management program
- Participants and their roles (such as employees, contractors, volunteers, and business or civic sponsors)
- Facilities and equipment needed to accomplish project
- Name and address of person charged with administering the project
- Completion timetable – complete listing of each component or step necessary

3. Maps

- All applications must include a location map that shows how the project site relates to the surrounding area and the community as a whole.
- Planting projects must also include an accurate plan-view drawing to scale, with a north arrow of the proposed project. Plans must include buildings, above- and below-ground utilities, streets, walks, and existing trees on and adjacent to project site as well as proposed trees to be planted.
- Maintenance projects, such as a street tree inventory, hazard tree removals and pruning activities, must also include a city map showing the location of proposed work and street address.

4. Itemized Budget

- An itemized budget, including all expenses and sources of funds, should clearly identify activities and their associated costs. For example, include the purchase and installation of trees according to specifications, a complete list of the trees to be planted (including tree size and species) and numbers of trees to be pruned or removed. All costs must be documented. Describe all in-kind matches (such as administration and materials) and donations.
- Provide an estimate on commercial bid form or letterhead of all contracted costs. Tree-planting projects must include a nursery estimate listing all trees to be planted and guaranteeing one year's survival on all trees.
- If employees will complete work, please estimate these labor costs separately. If volunteer labor will be used, please estimate volunteer time at the rate of \$15 per hour per person.

5. Three-Year Maintenance Plan

- Tree-planting projects must include a written three-year tree-maintenance plan that details procedures and identifies caretaker(s). *Costs for these activities are not eligible for cost share.*
- Minimum maintenance for tree planting includes watering, monitoring for insect and disease problems, and re-mulching for three years after planting.

6. Permission Letter

A letter of permission from the affected government entity must be included if the proposed project is located on land not owned by the applicant.

7. Publicity Plan

All applications must outline how the work completed will be shared with citizens in the community. Be sure to address how the Conservation Department's contribution will be acknowledged.

8. Two copies of entire application package are required.

TRIM Workbook

Use the TRIM Workbook to help you complete the application. Find it at mdc.mo.gov/trim.

For a printed copy, write or call:

Russell Hinnah, Community Forestry Coordinator
Missouri Department of Conservation,
PO Box 180, Jefferson City, MO 65102-0180
573-522-4115, ext. 3306



Revised January 2020

T.R.I.M. Estimated Project Cost Worksheet

Applicant _____ Contact person _____

Address _____

Email _____

Phone _____ County _____

City/State _____ ZIP (9-digit ZIP required) _____

Project location _____

Project Type (check all that apply):

- Inventory Removal Pruning Education Planting Other

Provide costs only for items associated with your project.

A. Reimbursable Costs	Amount
1. Contract fee (<i>tree management plan, material development, inventory</i>)	_____
2. Contracted labor (<i>tree removals, pruning, planting, inventory</i>)	_____
3. Purchased materials for inventory or tree work	_____
4. Equipment rental (<i>inventory, planting, or other tree work</i>)	_____
5. Education (<i>training course fees, program materials</i>)	_____
6. Tree planting plan preparation fee	_____
7. Trees for planting and delivery, less any discount	_____
8. Purchased materials for planting (<i>stakes, mulch</i>)	_____
SUBTOTAL	\$ _____

B. Non-Reimbursable Costs	
1. Administrative costs (<i>tree care, education, inventory</i>)	_____
2. Paid employee labor (<i>tree care, education, inventory</i>)	_____
3. Donated labor (<i>tree work, planting, or inventory (at \$15/hr)</i>)	_____
4. Donated equipment costs	_____
5. In-kind equipment	_____
6. Donated materials (<i>stakes, mulch, etc.</i>)	_____
7. Discount or credit for trees or tree planting	_____
8. Other	_____
SUBTOTAL	\$ _____

C. Total Estimated Project Costs
Add Subtotal for Section A and Section B, round to nearest dollar: \$ _____

Transfer this total to cost-share request form on reverse.

T.R.I.M. Cost-Share Request Form

Applicant _____ Contact person _____

Project location _____

C. Total Estimated Project Costs

Amount from front side of form \$ _____

D. MDC Cost-Share Computation

Missouri Department of Conservation's Cost Share \$ _____
(60% X total estimated project cost)

Tree City USA Bonus \$ _____
(15% X total estimated project cost)

NOTE: To qualify for bonus, project must be in a community that is currently certified as Tree City USA.

Missouri Arbor Award of Excellence Bonus \$ _____
(5% X total estimated project cost)

NOTE: To qualify for bonus, applicant must be the winner of an MAAE award within the last 12 months.

SUBTOTAL

Add all amounts in D (above): \$ _____

SUBTOTAL REIMBURSABLE COSTS

Enter the SUBTOTAL from A on front side: \$ _____

TOTAL MDC COST SHARE

Enter the smaller of the above two lines. \$ _____

Total MDC Cost Share cannot exceed Reimbursable Costs.

Maximum available is \$10,000 unless specifically authorized.

E. Local Cost-Share Computation

Total MDC Cost Share subtracted from Total Estimated Project Costs \$ _____

I certify that funds received through the Tree Resource Improvement and Maintenance program will be used only for the care of trees or planting of trees on public property, as noted in this application. I certify that all trees subject to this contract will be pruned in accordance with American National Standard Institute *A300 Standard Practices for Wood Plant Maintenance* specifications and trees will be planted in accordance with the MDC publication, *How to Plant a Tree*.

Name and Title of Representative

Signature of Representative Date

Signature of Missouri Department of Conservation Forester Date

Revised January 2020

TRIM Application Workshops/Consultations

We will be best able to help you if you come prepared with a project idea and some familiarity of the application process. Participants will receive a TRIM workbook to help finalize their application.

KIRKWOOD

Tuesday, April 28, 2020, 6-8 p.m.

Powder Valley Conservation Nature Center

11715 Cragwold Road

To register contact: Mark.Grueber@mdc.mo.gov

COLUMBIA

Wednesday, May 6, 2020, 10 a.m. to noon

Missouri Department of Conservation

Central Regional Office

3500 E. Gans Road

To register contact: Ann.Koenig@mdc.mo.gov

If there's no workshop near you, contact your local resource or community forester: <http://short.mdc.mo.gov/Zo2>.

Or watch an online tutorial, available here:

https://www.youtube.com/playlist?list=PLpAwLnJ-fvW6_ZWaKHJLzfbgXwSnkOCTV

Regional Community Foresters to Help Your City

In the Central Region

- Ann Koenig, 573-815-7900, ext. 2878

In the Joplin area

- Jon Skinner, 417-629-3423

In the Kansas City Region

- Chuck Conner, 816-622-0900
- Wendy Sangster, 816-759-7300

In the Southeast Region

- Jennifer Behnken, 573-290-5730

In the Springfield area

- Cindy Garner, 417-895-6880

In the northern part of the St. Louis Region

- Daniel Moncheski, 636-441-4554
- Warren, Lincoln, St. Charles, and St. Louis counties (north of I-64)

In the southern part of the St. Louis Region

- Mark Grueber, 314-301-1500
- Jefferson, Franklin, Washington, Crawford, and St. Louis counties (south of I-64)

MDC Resource Foresters can also assist with applications. Here is partial list, but you are welcome to contact any MDC Forester.

- Chillicothe — Shane Strommer, 660-646-6122
- Hannibal — Kyle Monroe, 573-248-2530
- Kirksville — Yvette Amerman, 660-785-2420
- Rolla — Mike Fleischhauer, 573-368-2225
- St. Joseph — Lonnie Messbarger, 816-271-3100

Missouri Department of Conservation Contact Information



Central Region
3500 East Gans Road
Columbia 65201
573-815-7900

Northeast Region
3500 S. Baltimore
Kirksville 63501
660-785-2420

Ozark Region
551 Joe Jones Blvd.
West Plains 65775
417-256-7161

Southwest Region
2630 N. Mayfair
Springfield 65803
417-895-6880

Kansas City Region
12405 SE Ranson Road
Lee's Summit 64082
816-622-0900

Northwest Region
701 James McCarthy Drive
St. Joseph 64507
816-271-3100

Southeast Region
2302 County Park Drive
Cape Girardeau 63701
573-290-5730

St. Louis Region
2360 Highway D
St. Charles 63304
636-441-4554