



CITY OF PENSACOLA, FLORIDA

Pensacola Tree Trust Fund Grant Program Application Instructions

Purpose

The Pensacola Tree Trust Fund Grant Program (PTTFG) is designed for community organizations such as neighborhood associations, civic organizations, and garden clubs to provide trees or other appropriate vegetation along with associated irrigation that will help restore the tree canopy as deemed appropriate by proper planting location requirements and may enhance the natural beauty of the community, serve to deter graffiti or the defacement of public or private property, and may create sound buffers where desirable.

Funds available for this grant

- Each grant will allow a maximum award of \$5,500 per project.
- Each grant will require a fifty (50) percent match to the proposed project.
- All grants are subject to the availability of funds at the time of the award.

**VERY IMPORTANT NOTE: Please BE SURE your application is complete.
Incomplete applications will NOT be considered!**

Completed applications are to be submitted to:

- In person: Engineering Services, City Hall
222 W. Main Street
Pensacola, FL 32502
- Via Mail Service: Engineering Services
City of Pensacola
222 W. Main Street
Pensacola, FL 32502

Questions about the grant or completion of this application should be directed to:

Mark Jackson, Engineering Services Department
850-435-1649

majackson@cityofpensacola.com

-General Information-

1. What is the Pensacola Tree Trust Fund Grant Program?

The Pensacola Tree Trust Fund Grant Program (PTTFG) makes funds available (for qualified projects) to neighborhood associations, civic organizations and garden clubs to provide trees or other appropriate vegetation along with associated irrigation that will help restore the City of Pensacola's tree canopy as deemed appropriate by proper planting location requirements and may enhance the natural beauty of the community, deter graffiti or the defacement of public or private property, and may create sound buffers where desirable. Awards are competitive due to the limited availability of grant funds. Preference will be given to:

- First-time applicants
- Projects that improve public rights-of-way or public property or that have a public purpose as certified herein.
- Projects that can be completed within the term of the grant agreement (1 year)
- Applicants that demonstrate preparedness to address any ongoing maintenance created by the project.

2. What types of projects are possible?

Each application must consist of a single project with a clearly defined goal that directly benefits the neighborhood and its residents. Applications for phase one of a two-phase project must be identified as such and must include information and costs for the entire project. The fund must be utilized for providing trees or other appropriate vegetation along with associated irrigation that will enhance the natural beauty of the community, serve to deter graffiti or the defacement of public or private property, and may create sound buffers where desirable.

3. What are some examples of projects that **WOULD or **WOULD NOT** be considered "eligible"?**

Eligible projects include (but are not limited to):

- Removal and replacement of dead trees in a community park or green space.
- Addition of shrubbery, trees, or other plants along or adjacent to a right of way.
- Irrigation to maintain the trees and shrubs planted.

Ineligible projects include (but are not limited to):

- Removal and replacement of dead trees on private property, unless such removal and replacement has a public purpose as determined by the City.
- Addition of shrubbery, trees, or other plants on private property, unless such addition has a public purpose as determined by the City.
- Routine maintenance or repair of existing plant life

4. How does the process work?

An application packet can be obtained from the City of Pensacola website at www.cityofpensacola.com. Applicants will need to complete and submit the application along with any supplemental information to the City of Pensacola's Engineering Services department as outlined on the first page of this document.

The City's Engineering Services department will review and submit the application to the Environmental Advisor Board (EAB) for review. Applicants should be prepared to present their proposal to the EAB if requested. The EAB will review the application and will forward their recommendation to the City Council.

If the PTTFG Technical Review Committee recommends the application for approval, the Office of the Mayor will send the application and recommendation to the EAB for review. If the EAB recommends the application for approval they will send it to the City Council for final review.

If approved by City Council, a PTTFG funding agreement will be mailed to the grantee. Grantees then will be required to submit a signed contract (along with the check for any "matching" cash funds payable) to the City of Pensacola. The City will then finalize the contract and return a copy to the grantee (along with the reporting forms needed to complete the project).

If work is to be performed on private property, the application packet provided must include the location and nature of the work performed. Any approvals by the EAB and City Council must include a certification that the work performed on private property constitutes a public purpose.

5. What are the basic requirements for the grant?

- a. Applications must be for a "single project" with a documented, reasonable, and cost-effective budget. Applicants must provide three (3) quotes for each component of the project or items to be purchased.
- b. Projects must be well planned, clearly understood, and ready to be executed.
- c. Applicants must complete the project within the term of the grant agreement.
- d. Applicants must prove preparedness and commitment to address any ongoing maintenance created by the project.
- e. Applicants should strive to create projects that involve and benefit a significant number of people with diverse interests.
- f. Applicants are required to prove the ability to "match" the City's cash

contribution with any combination of volunteer labor, in-kind donations, and/or cash to qualify for this grant.

- g. The neighborhood association, civic organization, or garden club carrying out a PTTFG project must make a good faith effort to ensure compliance with the American Disabilities Act. This Act extends the same Civil Rights protections to persons with disabilities that have already been granted based on race, color, religion, sex, and national origin.

*** Grantees **MUST** provide "before and after" digital photographs documenting the project. ***

6. How is each of the vendors paid?

- a. The applicant will enter into an agreement for goods or services directly with a vendor.
- b. The vendor submits an original invoice to the applicant's representative for approval.
- c. On or before the 25th of each month, the association representative submits a completed and signed "Certification for Payment" at the bottom of the Monthly Report Form, with the original vendor invoices and vendor's W-9.
- d. The request is reviewed and, if approved, a check is issued directly to the vendor on the 10th of the following month. The check must be payable directly to the vendor for sales tax and 1099 purposes.
- e. Applicants may not contract with vendors who are also City of Pensacola employees on PTTFG funded projects.

7. What specifically is the "50%" match?

The total of all forms of "match," whether cash, donated materials or services, or volunteer labor, must equal at least 50% of the grant amount requested from the City. Meaning, for every dollar granted by the City of Pensacola, grantees will be required to match one dollar in cash, donated materials or services, or volunteer labor toward the project. The match must meet the minimum requirement, be secured, and ready to be expended.

Volunteer Labor:

- a. The City credits "volunteer labor" at a value of \$20 per hour.
- b. If a professional (such as an arborist or a biologist) donates "volunteer labor," the association may calculate the value of this labor at the hourly rate generally paid for this service.

- c. Remember: vendors will not accept volunteer hours as payment for goods or services.

The combined total of the grant and cash match must cover the project's cash costs. (Form "A").

***** Grantees will be responsible for keeping track of all volunteer hours donated toward the association's project. *****

In-kind donations:

The City gives credit for donated professional services, materials, or supplies at their "reasonable and customary" rates. Professionals who contribute their services as part of the match cannot receive compensation from the award money. This is intended to ensure that persons hired to provide services or skilled labor are selected based on their qualifications, experience, or fees, not on their willingness or ability to donate services.

Cash match:

Must be deposited with the City before the project may begin. The cash cost of the project may be covered by a variety of combinations, including the following:

Example 1: The total cash needed for the applicant's proposed project is \$9,000. If approved, the City could award a cash grant of \$4,500, and applicants could "match" that award with \$4,500 in cash (i.e., a "50%" match).

Example 2: The total cash needed for the applicant's proposed project is \$7,500. If approved, the City could award a cash grant of \$4,500, and the applicant provide a cash match (or secure a donation in services or materials) of \$1,500 plus provide 112.5 hours (multiplied by \$20/hour, valued at \$2,250) of volunteer labor to the project for a total match of \$3,750 (i.e., a "50%" match).

Example 3: The total cash needed for the applicant's proposed project is \$9,000. The applicant association could request that the City award a \$4,500 cash grant, with the association providing 225 hours (multiplied by \$20/hour, valued at \$4,500) of volunteer labor to the project (i.e., a "50%" match).

Example 4: Any combination of "match" equaling half the total amount of the requested grant.

PLEASE NOTE: Vendors and contractors will not accept volunteer hours as payment but will require actual cash. Applicants must be sure all cash costs incurred for the project are covered (even if it does not have a cash match).

- a. The amount and type of match must be appropriate to the needs of the project.

- b. The applicants must spend the proposed match during the implementation/construction of the project. (Costs incurred before an award or after the contract has ended will not be eligible as a match).
- c. Ongoing maintenance (or volunteer hour match) following the contract period will not be eligible.
- d. At least 25% of the applicants match must come from the applicants itself (as opposed to other funding sources, such as community partners or non-member businesses).
- e. Pledged partner matches must be secured. Secured means that the donor has specifically valued and described the contribution and has signed the "Letter of Intent" (Form E) to confirm the commitment.
- f. Activities that are **NOT** eligible as a "match" include: time spent preparing the PTTFG Application; time spent fundraising; assistance from City staff or funds from other City departments.
- g. The association is responsible for keeping track of all volunteer hours donated for its project.

Pensacola Tree Trust Fund Grant (PTTFG) Application FY 2022

Total amount of PTTFG funds requested: \$ 5500
(Get this information from line #6, column B, Form C)

APPLICANT INFORMATION

1. Neighborhood Association, Civic Organization, or Garden Club (Corporate name if applicable)
CNAPP (Council of Neighborhood Associations Presidents of Pensacola)

2. Project title: Citizens' Canopy Restoration Project
3. Association, Organization or Club President: Kelly Hagen
(This person will be the designated contact for all project matters)
4. Contact information:

Mailing address: 705 S I St, Pensacola, FL 32502

E-mail address: kellyohagen@gmail.com

Phone (day) 850-217-8787 (evening) _____ (fax) _____
5. City Council District: 7
6. Registered with City and all information up to date: **YES** / NO / NA
7. Attach the following to the back of the application:
 - ☐ A copy of the current Association's By-Laws (or governing policies)
 - ☐ A copy of the procedures and minutes from the Association or Board meeting -showing the vote to go forward with the PPTTFG project. **Vote by CNAPP Executive Team conducted via email**

SPECIFIC Association/Organization/Club INFORMATION

This information will be used to keep our database system up to date with the most current information about your association.

1. If Neighborhood Association please provide boundaries: (must include areas within the City of Pensacola)

Northern boundary: _____ Southern boundary: _____
Eastern boundary: _____ Western boundary: _____

2. Attach the following:
 - ☐ A map showing the boundaries of the neighborhood.
3. When was Association/Organization/Club organized? 2019
4. How many total members are in the Association/Organization/Club? 14 neighborhood associations.
Participating neighborhoods: East Pensacola Heights, East Hill, Sanders Beach, Seville, Westside Garden District, Old East Hill, North Hill

These members are: *(check all that apply)*

x Homeowners _____ Renters _____ Business Owners _____ Other (specify) _____

5. When do they meet? first Monday of each month

6. Who are elected officers (chairman, president, treasurer), term of office and any other committee positions? (Standing committees, etc.)

President: Kelly Hagen, Vice President: Joe Lennon, Secretary: Brittany Ellers, Treasurer: Jerry Newton

7. Please list the most important needs, issues, or concerns in the neighborhood/area of the project:

We hope to replace our aging canopy and mitigate environmental stressors by increasing canopy coverage in Pensacola, encouraging environmental stewardship and fostering a partnership between the City and civic organizations.

PROPOSED GRANT PROJECT

1. Provide a detailed description of the proposed project:

A city funded, citizen-driven tree planting project that focuses on rebuilding our city's canopy by planting trees within the right-of-way or within 20 feet of the ROW. The main objective of this project is to build upon the City of Pensacola's canopy goals by partnering with engaged citizens in order to plant more trees than would be possible with City resources alone. The specifics involve the participation and cooperation of neighborhood associations in order to find reliable citizens with property that can accommodate a tree and also to act as a secondary source of accountability to ensure the survival of the tree during the first year after it is planted. This will be a truly collaborative effort involving the cooperation of multiple parties including the City of Pensacola, volunteer/service groups, neighborhood associations/civic organizations, the Canopy Committee, a handful of environmental expert volunteers, and the individual citizens who commit to caring for the tree planted on their property or ROW.

2. How will the project specifically address the needs, issues, and concerns of the neighborhood or project area?

By planting canopy trees we're providing shade, green infrastructure through stormwater mitigation, beautification, and decreased cooling costs.

3. Attach the following specific information to the application:

- ☐ Site plan, drawing or rendering of the proposed project - detailing the location (placement), size and measurements. **see map provided**
- ☐ Photographs of the project area(s).

NOTE: Approval and any required permits for projects in the public right of way must be obtained from the City Engineering and Building Inspections Departments prior to commencing work.

- *An application will be considered incomplete and will NOT be approved if the above information is omitted.*
- *Written permission must be obtained from the appropriate government agency for the use of public rights-of-way*
- *Written permission must be obtained from the landowner for the planting of trees, or shrubs on private property.*

PROJECT MAINTENANCE AND SUPPORT

Maintenance of the project is an important aspect of this grant. It is not the intent of the Pensacola Tree Trust Fund Grant Program to increase maintenance by the City. The applicant is required to provide any initial and ongoing maintenance made necessary by the project.

1. Describe what type of initial and ongoing maintenance (such as tree trimming, mulching, etc.) will be required upon completion of the project and how it will be achieved.

Volunteers will be planting the trees and mulching them with mulch provided by local tree companies. Tree recipients will receive 5-gallon buckets with a specific watering schedule based on the caliper and species. Tree recipients have signed a Commitment to Care document pledging responsibility for the watering and protection of the tree for the time specified. Plastic protectors will be provided with each tree to protect them from yard maintenance such as mowers and weed eaters. City Arborist Kris Stultz has volunteered to help train volunteers in proper tree trimming/pruning techniques.

2. Because support and maintenance are critical to project success, consent of the property owner and immediately adjacent property owners to proposed plantings must be secured. Please complete the information below as needed. **see attached applications**

Owner's name <i>(Please print)</i>	Address	Support and/or maintain project* <i>(Circle all that apply)</i>	Signature
		Support - Maintain	
		Support - Maintain	
		Support - Maintain	
		Support - Maintain	

* Approved projects may require additional documentation of pledge/commitment from the affected property owner.

3. How will neighborhood residents be involved in the project? Who will perform maintenance and what is the maintenance schedule for each element? (Example: association members, residents adjacent to the project, a contractor hired by the association, etc.) Please be specific. Broad neighborhood participation is highly encouraged in all PTTFG Awards.

Tree recipients are strongly encouraged to volunteer, and have signed a Commitment to Care document pledging to water and care for the tree.

4. List five (5) association members who will serve as the association's project team:

Position	Name	Address	Telephone
1. Project Leader *	Kelly Hagen	705 S I St, Pensacola, FL 32502	850-217-8787
2. Coordinator	Chelsea Mahan	3110 E Gonzalez St, Pensacola, FL 32503	336-480-5742
3. Coordinator	Dixie Wilkinson	709 S I St, Pensacola, FL 32502	850-572-9547
4. Coordinator	Christian Wagley	801 E La Rua St, Pensacola, FL 32501	850-687-9968
5. Coordinator	Tom Patton	PO Box 13184, Pensacola, FL 32591	850-974-4141

PROJECT COSTS AND CONTRIBUTIONS

1. Attach the following specific information as part of the application (make additional copies if necessary):
 - ☐ Project Costs Breakdown (Form A) – **REQUIRED**
 - ☐ Volunteer Hours Pledges (Form B) – If applicable
 - ☐ Project Grant / Match Computation (Form C) – **REQUIRED**
 - ☐ Project Plan and Timeline (Form D) - **REQUIRED**
 - ☐ Partner's Letter of Intent (Form E) - If applicable

PROJECT PROGRESS REPORTS

1. The City of Pensacola requires monthly status reports from PTTFG grant recipients. (Once your application has been approved, you will receive these blank "status report" forms from us.)
 - a. Each month, until the completion of the project, the Association/Organization/Club President will fill out one of the "monthly status reports, review it, sign it and submit it to the City. This must be done monthly until completion of the project.
 - b. This report should detail the project's activities. It must be submitted with copies of all receipts, invoices, Volunteer Hour sheets, and documentation of Partners' in-kind and cash contributions occurring in that month.

APPLICATION SUPPORT

1. We certify that the CNAPP _____ neighborhood association, civic organization, or garden club membership voted and approved this PTTFG application on September 14, _____, 2023__.
2. We pledge a matching contribution totaling \$5,500 (*as outlined on Form B of this application*) for this *Pensacola Tree Trust Fund Grant request*).

Chelsea Mahan

Signature of person preparing application

Kelly Hagen

Signature of association President

Chelsea Mahan

Print name of person preparing application

Kelly Hagen

Print name of association President

09/14/23

Date

09/14/23

Date

Form "A" – Required

Project Costs Breakdown

Page ____ of ____
(Make additional copies if necessary)

Association/Organization/Club: CNAPP

Project Title: Citizens' Canopy Restoration Project of Pensacola _____

1. Attach signed, written project estimates from at least three (3) separate vendors/contractors. (Remember, each of these estimates must include an itemized breakdown of all the project costs with all labor and materials included.)
2. Once you have selected a vendor for your project, please provide a detailed breakdown of all project costs from that vendor (including material costs and/or services).
 - a. You will need to complete this form - using your contractor's information.
 - b. These are project expenditures to be paid from the GRANT AWARD and any CASH matched by the applicants. Do not include volunteer labor or other in-kind donations. Vendors will not accept them for payment. The items on this breakdown should be the items that require cash expenditure only.
 - c. Be sure the amounts you are requesting combined with any cash will cover your cash expenditure.

Description of Materials, Services, or Labor	Quantity	Unit Cost	Total Cost
1. Trees	75 max	\$55-\$65	\$4125-\$4875
2. Tree protector	75 max	\$2	\$150
3. 5-gallon bucket	75 max	\$5	\$375
4. watering schedule sticker	75 max	\$4	\$300
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13. Total project CASH costs (Put this figure in the space in line "3" on Form "C")			Up to \$5500

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Form "B"

Volunteer Hours Pledged

Page ____ of ____
(Make additional copies if necessary)

Neighborhood Association: CNAPP

Project Title: Citizens' Canopy Restoration Project

Name		Address/Zip	Phone number	Hours pledged	Task(s)
1.				hrs.	
2.				hrs.	
3.				hrs.	
4.				hrs.	
5.				hrs.	
6.				hrs.	
7.				hrs.	
8.				hrs.	
9.				hrs.	
10.				hrs.	
11.	Total hours from extra attached sheet(s)			hrs.	
12. Total number of volunteer hours					275 hrs. X \$20.00/hr = \$5500
Total hours needed to match the grant is 275, which we will exceed on the day of planting.					\$. (Put this figure in the space on line "5" in Form "C", column "A" & "B")

Project Grant / Match Computation (Form C) – Required

Association/Organization/Club: CNAPP _____ Project Title: Citizens' Canopy Restoration Project _____

Requested Grant Amount: \$5500 (Project Total \$11,000)_(Get this information from line 8 below)

Cash Needed for this project: \$5500 _____ (From Form A, line #13) Match required for this grant: 275 hours _____ (Line 7 below)

Summary of Applicants Grant Match:

Applicant Cash Contribution(s):(these funds must be deposited with the City of Pensacola Finance Department upon execution of Grant agreement.		
	Form(s) required	Amount
1 Association/Organization/Club		
2 Partner(s)	Form E	
3 Total Cash Contribution(s) (add item 1 & 2):		
Applicant In-kind Contribution(s):		
4 Volunteer labor: min 275_hrs. at \$20 per hour (Volunteer hours are valued at a rate of \$20 per hour for determination of match value only. Vendors will not accept them for payment.)	Form B	\$5500
5 Materials/Supplies/Services	Form E	
6 Total In-kind Contribution(s) (add item 4 & 5):		\$5500
7 TOTAL APPLICANT MATCH (add item 3 & 6)		\$5500
City of Pensacola's Contribution		
8 Pensacola Tree Trust Fund Grant (PTTFG) Grant, Equals the total Association Match (item 7) not to exceed \$5,500. Association's match may be greater than \$5,500; however, the City's grant will not exceed \$5,500.		\$5500

9	Total <u>cash</u> available for Project (add item 3 & 8) <i>Must equal 'Total Project Costs' on Form A</i>	\$5500

Form “D” – Required Project Plan and Timeline

Page ____ of ____
(Make additional copies if necessary)

Neighborhood Association: CNAPP

Project Title: Citizens' Canopy Restoration Project

	Description of activity	Project team-member responsible	Estimated # of hours to complete task	Anticipated expenditures, In-kind contribution and Volunteer hours
1.	Recruit participants through September 28, 2023,	Canopy Council, CNAPP member associations	25 hours per canopy council, 2 hours per association	
2.	Ordering supplies, confirming locations, volunteer coordination, communication with business providing trees, coordination with participants/association board members, tree planting demos.	Canopy Council, Kris Stultz, association board members, participants, Beth Bolles	50 hours	50 hours
3.	Day of Planting: transport of trees to planting sites, volunteer/participants preparing, planting and mulching site.	Canopy Council, volunteer and service groups, participants. 2 volunteers per tree, and approximately 2 hours to complete planting of 75 trees.	275 hours +	275 hours +
4.	Communication and outreach between participants and neighborhood association board members/Canopy Council	Canopy Council, participants, neighborhood association board members	25 hours	25 hours
5.	We are calculating that each tree will require 35 hours of irrigation for tree establishment, per the contract period of 1 year, for approximately 75 trees.	Canopy Project Tree Recipients/Participants	2,625	2,625
6.				
7.				

8.				
9.				

Form "E"
Partner Letter of Intent
(Donated materials/supplies/services)

Page ____ of ____
(Make additional copies if necessary)

This letter is to confirm that _____ will participate as a partner
(Company/Agency)

with the _____ association/organization in the implementation of its
(Association Name)

Pensacola Neighborhood Challenge Grant Program project. We will donate a total of \$ _____ (in
cash and/or in-kind services and/or in-kind materials/supplies – see # 1 – 3 below).

The contribution will consist of the following:

1. Cash amount of \$ _____

2. The following in-kind services valued at \$ _____

Please itemize (or attach list of) in-kind contribution(s): _____

3. The following in-kind materials/supplies valued at \$ _____

Please itemize (or attach list of) in-kind contribution(s): _____

Name: _____
(Signature)

(Please print your name)

Company/Agency: _____
(Please Print)

Mailing Address: _____
(Please Print)

City/State/Zip: _____
(Please Print)

Phone: _____

FAX: _____

Date: _____

Application Checklist

Please complete the attached checklist to help ensure that the application is finished.

Association/Organization/Club Information

- Information complete?
- Membership list attached?
- Meeting minutes attached? (Last two meetings)
- Map attached?
- By-laws or governing policies/procedures attached?

Yes

X
X
X
X
X

Proposed Grant Project

- Project information/details complete?
- Site plan attached?
- Drawings attached?
- Photographs attached?

Yes

X
X
X
X

Project Maintenance and Support

- Ongoing maintenance identified?
- Maintenance adequately addressed?
- Adjacent Property Owner(s) consent secured?

Yes

N/A

X
X

N/A

Participation

- Participation Information complete?
- Project team identified?
- Appropriate organization signatures?

Yes

N/A

X
X
X

Forms

- Form "A" (Cost Breakdown Sheet) completed and attached?
- Form "B" (Volunteer Hours Pledges) completed and attached?
- Form "C" (Grant / Match Computation Sheet) completed and attached?
- Form "D" (Project Plan and Timeline) completed and attached?
- Form "E" (Partner Letter(s) of Intent) completed and attached?
- Computation Sheet, Cost Breakdown and Project Description/site plan all correspond?

Yes

N/A

X
X
X
X
X

N/A