

JACKSONVILLE TREE COMMISSION'S

Level 3

TREE PLANTING PROGRAM

Application

See the Level 3 “Application Instructions and Process Guide,” (“Guide”) available on the Tree Commission’s website, for guidance for completing this Application. Definitions used in this Application and in the Level 3 Agreement are located in the Agreement. Each blank must be addressed.

1. Project Name: _____

(Descriptive project name)

2. Applicant Name: _____

(Name of not-for-profit or community organization)

3. Key Contact Person: _____

(Designated representative of the organization)

a. Phone Number: _____

b. Email Address: _____

c. Mailing Address: _____

4. Has the Applicant been a recipient of funds from the Tree Protection and Related Expenses Trust Fund (“Tree Trust Fund”) for past tree planting projects? _____

If yes, list each project completed in the last 3 years and currently in progress.

If yes, list past projects not successfully completed.

If yes, has the Applicant submitted all the required documentation now due from currently funded projects? _____

5. Has the Applicant ever been on the Council Auditor's Non-Compliance List? _____

If yes, please explain: _____

6. Project Partner Organizations, Businesses or other collaborating Entities:

7. Name of City Department or Public Agency having jurisdiction over Project Site.

Has the Applicant gained approval from the City Department or Public Agency to plant trees on the Project site? _____

8. Name of City Council District and City Council District and At-Large Members where the project is located.

Council District _____ City Council Members _____ and _____.

Have you shared information about the Project with the City of Jacksonville's District and At-Large Council representatives in writing? _____

9. Anticipated number of volunteers participating in planting project and describe activities: _____

10. Other Project Funding Sources: List known and anticipated funding from other sources for this Project

Funding Source	Amount	Funds Collected or Committed?
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11. . Project Summary: Provide in the space below a discussion of the Project: Include the purposes of the Project; the socio-economic benefits, public benefits, environmental benefits, the project contribution to the tree canopy, and the rationale for the selected tree species and their location. Use no more than one page

REQUIRED EXHIBITS AND SUPPORTING DOCUMENTATION:

Each of the following exhibits is required to be submitted with the Application. Provide a label and tab for each exhibit and ensure that all exhibits are legible and of an appropriate scale. If two or more exhibits are consolidated, make sure this is reflected on the exhibit label. If a specific exhibit is not applicable, include an exhibit page with a statement that it is “Not Applicable.”

Cover Letter – Front Cover, Required

A cover letter on the organization’s letterhead signed by the appropriate official or administrator. The cover letter must include the following information:

1. Key contact person including contact number and email address.
2. The address and Duval County Property Appraiser’s real estate number.
3. A statement binding the Applicant to fulfill all the commitments made in the Application.
4. Applicant’s FEID Number.
5. Mailing address for purposes of notification and inclusion in the Agreement if the project is approved.

Exhibits (the same as the Agreement)

A. Project Design:

- A-1: Project Location Maps
- A-2: Project Scope Narrative
- A-3: Schematic Planting Plan
- A-4: Plant Schedule

B. Project Performance Schedule.

C. Total Project Budget.

- a. Attach as **Exhibit C**, in spreadsheet form, line item expenses for all aspects of the Project listed in the Application Instructions and Process Guide.
- b. Total amount of award requested: _____
- c. Any other sources of funding (collected or committed): _____

Identify any deviations from the Tree Commission Approved Tree Planting List.

D. Attach as **EXHIBIT D** the anticipated Project Team. It is understood that the Landscape Contractor will not be identified at this point since that entity will be chosen through a bid process after the Construction Documents are prepared.

E. Attach as **EXHIBIT E** the Additional Terms.

- F.** Attach as **EXHIBIT F** the Approved Draw Schedule.
- G.** Attach as **EXHIBIT G** the Indemnification.
- H.** Attach as **EXHIBIT H** the Insurance and Bond Requirements.

ADDITIONAL EXHIBITS NOT INCLUDED IN AGREEMENT:

- EXHIBIT I:** Proof of Eligibility
- EXHIBIT J:** Corporate Resolution Certification
- EXHIBIT K:** Agency Acknowledgement of Applicant's Intent to Plant Trees
- EXHIBIT L:** Written correspondent with the City's District and At-Large Council Members for this location
- EXHIBIT M:** Jacksonville Tree Commission's Level 3 Community Organization Tree Planting Program Affidavit.

CORPORATE RESOLUTION CERTIFICATION

The undersigned, Secretary of _____ [insert agency name] _____, a Florida _____ corporation ("*Corporation*"), does hereby certify that the following Resolutions were adopted by the Corporation at a meeting of the Board of Directors of the Corporation held on _____, 20__:

RESOLVED THAT [insert name of signatory] _____, the [insert title of signatory] _____ of the Corporation ("*Authority*") is hereby authorized and empowered to execute on behalf of the Corporation any and all Agreements between the City of Jacksonville, Florida ("*City*") and the Corporation for the purpose of receiving funds from the City for a tree planting project related to the Jacksonville Tree Commission’s Level 3 Tree Planting Program ("*Project*"), and to execute any and all documents necessary in connection with the Project.

FURTHER RESOLVED THAT in addition to and without limiting the foregoing, that the Authority of the Corporation be, and hereby is, authorized to take, or cause to be taken, such further action, and to execute and deliver, or cause to be delivered, for and in the name and on behalf of the Corporation, all such instruments and documents as the Authority may deem appropriate in order to effectuate the Agreement and any documents or instruments executed in the accomplishment of any action or actions authorized as stated herein shall be deemed to be conclusive approval thereof by this Corporation and the binding act and obligation of this Corporation.

DATED: _____ 20__

CORPORATE SECRETARY

AGENCY ACKNOWLEDGEMENT OF APPLICANT’S INTENT TO PLANT TREES

On the ____day of _____, 20__, the Applicant, _____, will be submitting an application for the Jacksonville Tree Commission’s Level 3 Tree Planting Program (“Application”) to plant trees on the following property, located at: _____, RE #: _____(attach an additional sheet if necessary) (“Property”).

The Property is public land in Duval County and is owned or controlled by (e.g. City, State of Florida, United States, Independent Agency of the City of Jacksonville, or other public entity) _____ and is a (e.g. right of way, park, school, etc.) _____ managed by (e.g. Parks & Recreation, Public Works, Development Services Division, School Board, Superintendent, etc.) _____.

I, _____, as the (position) _____, in the (department and division) _____ have reviewed the Application and I have the authority to authorize the Project to be conducted on the Property in the event the Project is approved by the City and all necessary permits are obtained by the Applicant.

This Authorization is limited to the Application as submitted on the above referenced date. This authorization does not bind the City to award funds from the Tree Protection and Related Expenses Trust Fund and this Authorization is subject to revocation should the Application materially change from the date of submission.

Signature

Print Name

Phone: _____

Email: _____

Agency, Department, Division

**JACKSONVILLE TREE COMMISSION'S
LEVEL 3
TREE PLANTING PROGRAM
AFFIDAVIT FORM**

BEFORE ME, the undersigned authority, personally appeared _____,
who was sworn and says:

1. My name is _____ and I am the [*note: the individual executing this affidavit must be the executive director, chief executive or operating officer, president, vice president or board chairman of the applying organization*] _____ of _____, a Florida _____ (“Applicant”) and I have personal knowledge of the matters stated herein.
2. The Applicant is an Eligible Applicant, as defined in the Jacksonville Tree Commission’s Level 3 Tree Planting Program Instructions document.
3. The Applicant is in compliance with the terms of all existing City agreements to which it is a party.
4. The Applicant is in compliance and will comply with all federal, state, local laws, rules, regulations and ordinances, as the same may exist from time to time, applicable to it.
5. If the application is approved for funding, the Applicant will execute a Grant Agreement between the City of Jacksonville and the Applicant, in substantially the same form as the Grant Agreement provided on the Tree Commission’s webpage of the Public Works Department of the City of Jacksonville.

6. The Applicant is familiar with the Jacksonville Tree Commission’s Level 3 Tree Planting Agreement including all the information and duties, and if chosen for funding will abide by the requirements of the Agreement.

Signature of Affiant

Print Name: _____

STATE OF FLORIDA
COUNTY OF DUVAL

Sworn to and subscribed before me, this ____ day of _____, 20____, by. Said person is
person is personally known OR produced identification.

Notary Public
(Seal)

FOR POSSIBLE ADDITION TO STAFF REPORTS:

1. Maintenance Analysis.

- a. Describe impacts from the species being planted on public infrastructure (roads, sidewalks, drainage system) and utility infrastructure (above and below surface), with special attention to proposed species bi-products that require enhanced maintenance (fruiting, roots): _____
- b. Describe any extra maintenance that will be required to retain good appearance of trees based upon the location of such trees (i.e. if fruiting trees will be near pedestrian or vehicular traffic areas): _____
- c. Describe the watering or irrigation plan for the Planting Project: _____

2. Operations Analysis.

- a. Describe the requirements to keep planted trees healthy: _____
- b. Describe irrigation requirements, and if any is required beyond the first year:
