

TREE ReLEAF

Grant Program

FAQs

1 WHAT IS THE TREE ReLEAF GRANT PROGRAM?

The Tree ReLEAF Grant Program is a Countywide program that provides funds to civic, neighborhood, community and homeowner organizations, local municipalities and libraries to plant native trees and shrubs in public or common areas. The program provides a hands-on opportunity for residents to learn how to properly plant and care for trees and shrubs.

2 WHAT IS THE GOAL OF THE PROGRAM?

The goal is to increase the native tree canopy on public and common land and to help improve air and water quality, wildlife habitat, conserve energy and reduce stormwater runoff in the County.

3 HOW DOES THE TREE ReLEAF GRANT PROGRAM WORK?

Interested organizations or municipalities should submit the Intent to Apply form. The Department of Environment (DoE) program coordinator will contact you to arrange a consultation to discuss the program and application process. This program awards funds on a reimbursement basis. Before any work begins on a project, DoE and the applicant shall enter into a grant award agreement. Upon completion of services, DoE will reimburse the applicant for applicable expenditures up to the amount permitted by the grant. The applicant must provide receipts and expenditures must be consistent with the agreement.

Applications will be accepted on a continuous basis and evaluated for eligibility and allocation of funds. A grant agreement will be subject to the availability of County funds. Any permits necessary for a project are the responsibility of the applicant.

4 WHO MAY APPLY?

Civic, neighborhood, community and homeowner organizations, local municipalities and libraries in Prince George's County are eligible to apply for funding through the Tree ReLEAF program for tree planting projects on community-owned land. Homeowner associations must provide proof of ownership.

5 WHAT ARE THE FUNDING LEVELS?

Civic, neighborhood, community and homeowner associations and libraries may apply for grants not to exceed \$5,000 per year. Municipalities can apply for grants up to \$10,000 per year. Costs per plant including soil amendment, gator bags and other expenditures cannot exceed \$150 per tree. The program requires a 50 percent match. Funds will be disbursed to the applicant after project completion.

Beautifying the County
one tree at a time



Rushern L. Baker, III
County Executive



6 WHAT IS MEANT BY A 50 PERCENT MATCH?

For every Tree ReLEAF grant dollar provided, an equal match (cash, volunteer hours or goods) must be provided by the applicant. The total project value is 100 percent with 50 percent from the applicant and a 50 percent matching grant.

7 WHAT IS ELIGIBLE FOR MATCH AND FUNDING?

The match must be directly related to the project (no mowing, playground equipment, etc.). It can be either an actual expenditure (cash) or in-kind contribution in the form of the value of personnel, goods and services. For example, the cost of soil amendments, protective fencing and mulch can be used for an in-kind match. Groups are encouraged to actively participate in the tree plantings. Volunteer time can be used as an in-kind match at a rate of \$25/hour.

Items/tasks which are required to implement tree planting projects are eligible for funding. Requests for funds for any other purpose will not be granted. Examples of items/tasks include: plant material, tree protectors and gator bags, site preparation costs (e.g. soil amendment and invasive plant removal) and planting costs.

8 DO I NEED TO GET A WRITTEN COST ESTIMATE FROM A NURSERY?

Yes. You need to submit three written cost estimates for the plant material. Each estimate must be signed by an authorized representative of a landscape nursery and should include a one (1) year guarantee, to be furnished by the supplier, on all trees and shrubs. Trees supplied by the Maryland Tree-Mendous Program and trees under 1" caliper do not require a guarantee.

9 DO TREES AND SHRUBS NEED TO BE A CERTAIN SIZE?

At the time of planting, trees must be at least 5 feet tall and planted in a 5 gallon (or larger) container or balled and burlapped. The County will work with the applicant to assess the appropriate shrub size since they can vary.

10 WHY DO I NEED TO LOCATE UNDERGROUND UTILITIES?

Prior to starting your tree planting project, you are required to locate existing underground utilities (e.g. water and sewer mains, telecommunication lines and gas lines) so that you can avoid hitting such utilities. These utilities would be negatively impacted if a tree were planted too close. Water and sewer lines are of particular concern because tree roots are capable of infiltrating small cracks in the lines and causing pipes to break. Such breaks can be very costly to repair. Please call MISS UTILITY at 1-800-257-7777 or visit their website at www.missutility.net/maryland for assistance with locating underground utilities. It is the law.

11 WHY DO I NEED A MAINTENANCE PLAN?

Newly planted trees and shrubs are most vulnerable during the first two growing seasons. It is essential to provide consistent care to trees and shrubs as they begin to establish their root systems in the soil. Developing a maintenance plan prior to installation will help you be prepared to care for the trees and ensure their health and survivability. A maintenance plan should include the responsible party, description of tasks, frequency of tasks and other action items. Participating in Tree ReLEAF also involves allowing County staff to monitor tree health and survival and may involve using the PGCTreeTRAK app to help the County maintain a database of tree locations and conditions.

12 WHAT IS THE PGCTreeTRAK APP?

PGCTreeTRAK is a free, smartphone-based app designed to capture the geographic location and description of each tree planted. By using this app to mark the location and other information of your tree plantings, you are helping the County monitor the health of the trees over time.

13 NEED MORE INFORMATION?

If you have any questions about what your community can do to improve your proposal or if you need guidance on designing your project, DoE's Sustainability Division is available to assist you.

For assistance, please visit <http://www.princegeorgescountymd.gov/457/Tree-Releaf-Grant-Program> or call 301-883-7161 or County Click 3-1-1.