

**JACKSONVILLE TREE COMMISSION'S**  
**Level 3**  
**COMMUNITY ORGANIZATION TREE PLANTING PROGRAM**

**Application**

**A. Qualifications:** Applicants must meet the qualifications and attach the required documents as specified in the Jacksonville Tree Commission's Level 3 Community Organization Tree Planting Program.

**B. General Information:**

1. Legal Name of Organization: \_\_\_\_\_
  
2. Organization Mailing Address: \_\_\_\_\_
  
3. Name & Title of Project Director/Administrator: \_\_\_\_\_
  
4. Contact Phone Number: \_\_\_\_\_
  
5. Contact Email Address: \_\_\_\_\_
  
6. Attach Proof of Eligibility as **EXHIBIT 1**.
  
7. Attach Corporate Resolution Certification as **EXHIBIT 2**.
  
8. Has the Applicant received an award or contract for a project from the City in the past? \_\_\_\_\_
  - a. If yes, has the Applicant performed the projects awarded by the City? \_\_\_\_\_
  
9. Has the Applicant been a past recipient of funds appropriated from the Tree Protection and Related Expenses Trust? \_\_\_\_\_
  - a. If yes, has the Applicant submitted all the required documentation now due from the previously funded projects? \_\_\_\_\_

10. Has the Applicant ever been on the Council Auditor’s Non-Compliance List? \_\_\_\_\_

a. If so, please explain: \_\_\_\_\_

11. Project Partner Organizations & Businesses/Other Entities Collaborating: \_\_\_\_\_

12. Location/Address of Planting Project: \_\_\_\_\_

13. Have You Gained Approval From Public Property Owner/Administrator of Planting Site? \_\_\_\_\_

a. Please identify the department or agency that operates the property: \_\_\_\_\_

b. Attach Acknowledgement of Intent to Plant Trees as **EXHIBIT 3**.

14. Have you shared information about the project with the planting project location’s City Council representative in writing?\_\_\_\_\_

a. Please provide copy of correspondence

15. Anticipated number of volunteers & staff participating in planting project and describe activities:

\_\_\_\_\_

16. Project Revenues (Matching): Please list known and anticipated sources of funding for the proposed project from all funding sources. Please include whether the funds are collected or committed: \_\_\_\_\_

**C. Project Design and Narrative:**

**For a complete outline of the criteria the Tree Commission evaluates, please refer to the Instructions. Please make sure, at a minimum, your Project Design and Narrative answers all of the criteria.**

1. Provide the number, species, and specific location of the design by:

a. Uploading the proposed design to <https://pg-cloud.com/JacksonvilleFL/#home> or through a similar visual design of the project; and

b. Attaching as **EXHIBIT 4**, the following:

- Location Map (Exhibit 4A-1) and Schematic Planting Plan (Exhibit 4A-2), together these two documents, along with the professionally prepared Planting Plan, will

become Exhibit A of the Grant Agreement;

- Project Scope Narrative/Scope of Work (Exhibit 4B-1) and Plant Schedule (Exhibit 4B-2), together these two documents will become Exhibit B of the Grant Agreement; and
- Project Performance Schedule (will become Exhibit C of the Grant Agreement).

c. The Tree Commission Approved Tree Planting List can be found on the Tree Commission webpage of the Public Works Department of the City of Jacksonville.

2. Rationale for Project, including the public benefit: \_\_\_\_\_

3. Total Project Budget in Spreadsheet.

a. Provide line item expenses for all aspects of project within the following categories, and attach as **EXHIBIT 5** (will become Exhibit D of Grant Agreement).

- Administrative costs; \_\_\_\_\_
- Design Consultant fee; \_\_\_\_\_
- Construction cost; \_\_\_\_\_
- Irrigation cost; \_\_\_\_\_
- Cost of payment and performance bond, if required. \_\_\_\_\_

b. Total amount of award requested: \_\_\_\_\_

c. Any other sources of funding (collected or committed): \_\_\_\_\_

4. 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: \_\_\_\_\_

5. Operations Analysis.

a. Describe the requirements to keep planted trees healthy: \_\_\_\_\_

b. Describe irrigation requirements, and if any is required beyond the first year:

\_\_\_\_\_

6. Identify the rationale for planting certain trees in certain place, i.e. “the right tree, right place” analysis: \_\_\_\_\_. Any deviations from the Tree Commission Approved Tree Planting List must be pre-approved by the Commission.
7. Attach the Jacksonville Tree Commission’s Level 3 Community Organization Tree Planting Program Affidavit as **EXHIBIT 6**.
8. Any other information Applicant deems important to the Application: \_\_\_\_\_.

**JACKSONVILLE TREE COMMISSION'S  
Level 3  
TREE PLANTING PROGRAM  
APPLICATION FORM EXHIBIT LIST**

EXHIBIT 1 – Proof of Eligibility

EXHIBIT 2 – Corporate Resolution Certification

EXHIBIT 3 – Acknowledgement of Intent to Plant Trees

EXHIBIT 4 – Location Map (Exhibit A-1 of the Grant Agreement)

Schematic Planting Plan (Exhibit A-2 of the Grant Agreement)

Project Scope Narrative / Scope of Work (Exhibit B-1 of the Grant Agreement)

Plant Schedule (Exhibit B-2 of the Grant Agreement)

Project Performance Schedule (Exhibit C of the Grant Agreement)

EXHIBIT 5 – Cost Breakdown (Part of Exhibit D of the Grant Agreement, which will include the Project Budget)

EXHIBIT 6 - Level 3 Program Affidavit, including the Grant Agreement template

**EXHIBIT 1**

**PROOF OF APPLICANT ELIGIBILITY**

**EXHIBIT 2**

**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 Community Organization 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 Grant 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

**EXHIBIT 3**

**ACKNOWLEDGEMENT OF INTENT TO PLANT TREES**

On the \_\_\_\_ day of \_\_\_\_\_, 20\_\_, the Applicant, \_\_\_\_\_, will be submitting an application for the Jacksonville Tree Commission’s Level 3 Community Organization 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**

\_\_\_\_\_  
**Agency, Department, Division**

**Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_



**EXHIBIT 4**

**LOCATION MAP (EXHIBIT A-1 of Grant Agreement),**

**SCHEMATIC PLANTING PLAN (EXHIBIT A-2 of Grant Agreement),**

**PROJECT SCOPE NARRATIVE/ SCOPE OF WORK (EXHIBIT B-1 of Grant Agreement),**

**PLANT SCHEDULE (EXHIBIT B-2 of Grant Agreement), and**

**PERFORMANCE SCHEDULE (EXHIBIT C of Grant Agreement)**

**EXHIBIT 5**  
(Exhibit D of Grant Agreement)

**COST BREAKDOWN**

**Administrative Fees**

**Design Consultant Fees**

**Construction**

**Irrigation Cost**

**Payment and Performance Bond, if required**

**EXHIBIT 6**

**JACKSONVILLE TREE COMMISSION'S  
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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 \_\_\_\_\_, 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 Community Organization 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. The Applicant is familiar with the Grant 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)