

Should you have any questions regarding the City of Long Beach Guidelines for Tree Planting Projects, please contact Jim Osgood, at (562) 570-5221.

The best time to plant a tree was twenty years ago.

The second best time is now.

Anonymous



**City of Long Beach
Neighborhood Services Bureau**
333 W. Ocean Blvd., 3rd Floor
Long Beach, CA 90802
(562) 570-6866



Guidelines for Tree Planting Projects



City of Long Beach



The California Department of Forestry and Fire Protection provides several funding opportunities to community-based groups throughout California for urban forestry (tree planting) projects. The City of Long Beach will assist neighborhood and community groups in the development of grant proposals and the actual tree plantings. The following guidelines are provided for neighborhood groups who plan to apply for a tree grant. These guidelines will assist you to navigate through the necessary steps to ensure your project and the trees you plant are in compliance with the City's requirements and provide assistance in implementing your project.

What are some common tree grants made available?

California ReLeaf, *Leaf-It-To-Us*, and *Green Trees for the Golden State* are tree grants that are released approximately every year. These are some common grants but do not represent the full list of grants available.

What types of projects are funded?

These grants differ in the types of projects that are funded.

California ReLeaf: Assists new and emerging community-based groups with tree-related projects and provides capacity-building support for established organizations with a proven track record in urban forestry. Three project categories: Education and Outreach, Tree Care, and Tree Planting.

Leaf-It-To-Us: Funds community school tree-planting projects initiated and undertaken by school students in partnership with school volunteers. Assistance is limited to the purchase

Get organized and gather your tools! Contact **Jim Osgood** of the Neighborhood Services Bureau at **(562) 570-5221**. He will work with your organization in determining a timeline for your tree plantings including a meeting time to identify and physically mark the location of each tree to be planted in accordance with City tree ordinances. You may also request to borrow shovels, gloves, rakes, and buckets for your volunteers to use to plant the trees.

- The tools are available on Fridays from 3:00 p.m. to 5:00 p.m. with advanced notice only. Tools must be returned on the Monday following the event from 3:00 p.m. to 5:00 p.m. Please note: Tools are not available every weekend, as other tree plantings and community improvement projects may already be scheduled.

Do you need help with labor? If your organization wishes to include into your budget some assistance with the tree plantings to deliver trees to the individual planting locations, staking the trees to posts, or other duties, you may be able to pay for staff from the Conservation Corps of Long Beach. Contact **Joyce McDevitt** at **(562) 986-1249** to discuss labor and rates.

Arrange for tree maintenance. Tree watering and maintenance is crucial, especially during the summer after the trees are planted. Your organization must implement a watering schedule to ensure your trees' survival. You should have volunteers develop a strategy to monitor and replace trees lost due to theft, damage, or vandalism.

Upon grant approval, the following are steps to implement your tree planting project:

☐ *Purchase your trees!* The initial purchase of trees funded with a tree grant is the responsibility of the neighborhood association or group. All grant payments are generally made on a reimbursement basis for actual expenses incurred. Refer to each grant description for more detailed information. The invoices from the nursery must have a non-profit fiscal agent as the receiver. You may use any nursery or tree vendor. The following are two nurseries that have provided trees for urban forestry projects:

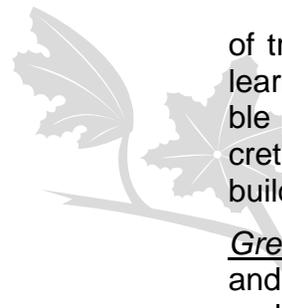
AY Nursery

10115 Garfield Ave.
South Gate, CA
(562) 904-6426
Contact: Salvador

SY Nursery

19900 S. Pioneer Blvd.
Cerritos, CA
(562) 865-8069
Contact: Marie or Debbie

- Your organization is responsible for the delivery and storage of your trees prior to planting. Your group must make arrangements to have a secure location, like a backyard, to store the trees, supplies and tools. On the day of the tree planting, your volunteers will need to use their own personal vehicles (SUVs and pick-up trucks) to deliver the trees to the individual planting sites.



of trees and supplies necessary to improve the learning environment of school campuses. Eligible projects include planting trees to shade concrete/asphalt, walkways, parking lots, school buildings, and playground areas.

Green Trees for the Golden State: Funds urban and community forestry tree planting projects and up to three years of initial maintenance. Trees must be planted on public property. This includes county, city, schools, special districts and any other non-federal government land.

When do the grants become available?

Release dates differ for each grant and may vary from year to year. Information on the release dates and the deadlines of the grants may be found on the websites for each grant. Also, the Neighborhood Resource Center will keep neighborhood groups informed of upcoming grants as they become available.

What are the amounts of the grants?

California ReLeaf: \$1,000 – \$7,500

Leaf-It-To-Us: \$500 – \$3,000

Green Trees: Minimum \$7,500 – no maximum



Who may apply for the grants?

Eligible applicants vary for each grant as described on the individual grant guidelines. Applicants include: non-profit organizations with 501(c)(3) status, unincorporated citizen groups (e.g. neighborhood associations), city-affiliated volunteer entities (e.g. tree advisory boards, beautification commissions), cities, counties, districts and public and non-profit schools. Some grants allow a neighborhood group to partner with a non-profit fiscal agent. Usually, applicants may submit only one proposal per funding cycle.



Where can I find more information on these grants?

The guidelines and application forms, along with general information for each grant are available on the funders' websites. Any questions regarding the grants and the application requirements can be directed to the contact person for that grant.

California ReLeaf

www.californiareleaf.org

Contact: Joe Liszewski

(530) 757-7332 liszewski@californiareleaf.org

Leaf-It-To-Us

www.ufe.org/files/grantinfo/LITUGrants

Contact: Glenn Flamik

(916) 651-6423 glenn.flamik@fire.ca.gov

Green Trees for the Golden State

www.ufe.org/files/grantinfo/Green_Trees

Contact: Lynnette Short

(951) 320-6124 lynnette.short@fire.ca.gov

Applying for Tree Grants in Long Beach requires the following preparation:

- Please call the Neighborhood Resource Center and let staff know you are applying.* They can provide technical assistance to assist you with your grant proposal application. Call **(562) 570-1010** for more information and to view sample proposals.
- Decide on the location for your tree-planting project.* Contact the appropriate person for the property type as listed in the following categories:

• **Planting on City-Owned Public Property**

Proposed tree planting projects on City-owned property, such as street parkways, must have approval by the City of Long Beach Department of Public Works. A one-page project overview with the addresses and the proposed tree species for each location will be required. Contact **Jerry Rowland**, Street Landscape Supervisor for the Department of Public Works at **(562) 570-2731** to get started.

• **Planting in Public Parks**

Proposed tree planting projects in City parks must be approved by the Department of Parks, Recreation and Marine. Please note that the Department has its own process for securing and planting trees, so they recommend focusing tree grants on neighborhood street parkways. A one-page project overview with the addresses and the proposed tree species for each location will be required. Contact **Ken Herbage**, Supervisor of Grounds Maintenance for the Department of Parks, Recreation and Marine at **(562) 570-4879** to get started.

• **Planting on Public School Property**

Proposed tree planting projects on school property must be approved by the Long Beach Unified School District. A one-page project overview with the school and the location will be required. Contact **Ron Hoppe**, Maintenance Director at **(562) 997-7504** to get started.

Neighborhood groups that do not have non-profit status, but wish to plant on school property may partner with Long Beach Education Foundation, a non-profit 501(c)(3) that assists LBUSD schools in applying for grants. Interested groups may contact **Judy Seal** at **(562) 997-8054**.

