Additional Requirements to Proposal

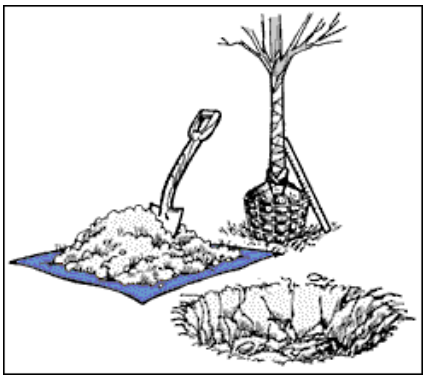
In addition to the specifications provided in Appendix C, Grant Agreement Number UCF-12- submitted by Choose an item. of Federal Tax Identification Number the following must be completed:

1) Tree planting specifications - Part (A)
2) Final Work Inspection Form -Part (B)

Part (A) – Tree Planting

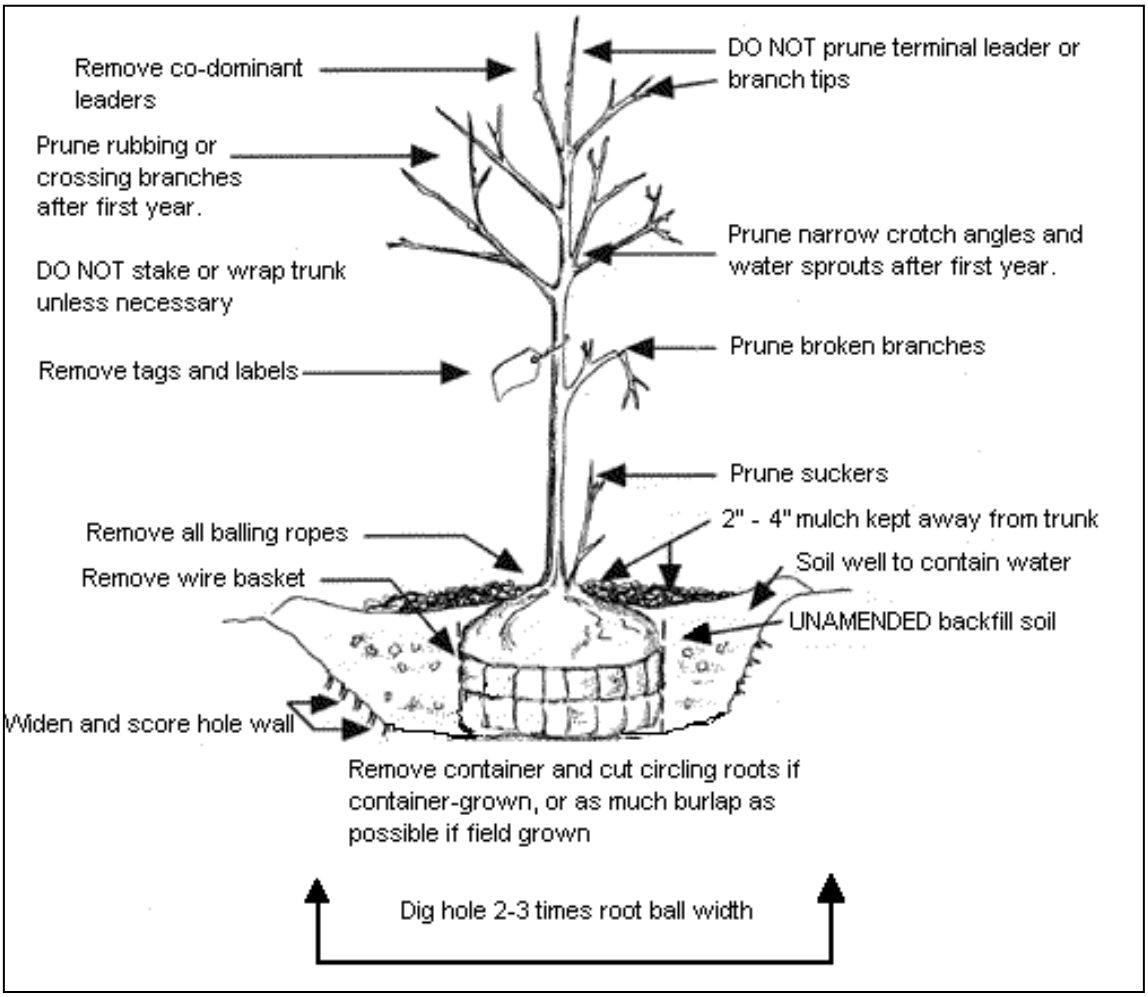
All tree planting projects must follow the specifications given here:

- **Time of Year** - The ideal time to plant a tree is when it is in a dormant condition, either in early spring before bud-break, or in the fall, after leaves have dropped. Weather conditions at these times are generally cool, and allow plants to establish new roots prior to having to endure the hot, dry conditions of summer.
- **Location** – Consider site restrictions (such as available growing space, soil type, pavement, overhead or underground utilities, etc.) Visualize what this tree will look like in 20 years. Before you begin planting your tree, be sure you have had all underground utilities located prior to digging the hole. Call your local utility services at least 2 days prior to digging. (Usually 1-800-424-5555 in MT)
- **Tree selection** –Carefully inspect trees and only purchase those that have a strong stem and no physical damage. Avoid trees with circling roots, severe pruning cuts, dead bark or signs of insects and disease.
- **Site preparation** – Dig a space approximately three times the diameter of the root ball, and only as deep as the root ball. Amending soil is not necessary unless planting in disturbed sites or poor soil quality. Break up compacted soil on sides of the hole, and leave bottom firm.
- **Tree preparation –** 1) Identify trunk flare - The trunk flare is the part of the trunk where the roots spread out at the base of the tree. This point should be visible after the tree has been planted. If the trunk flare is not visible, you may have to remove some soil from the top of the root ball prior to planting the tree. 2) Cut away strings and burlap or plastic from around the trunk. If tree is container grown, cut and remove container.



- **Tree placement** – Lift tree into planting space by the root ball, not the trunk. Ensure tree is at proper depth and never plant too deep. Trunk flare and top of root ball should be at grade. Balance tree upright at center of planting space. Pull back burlap as much as possible without removing soil from the root ball.
- **Fill with soil** – Fill the hole while watering, periodically pausing to gently tamp base, to ensure the tree is firmly setting in the planting space. Finish filling soil just below the trunk flare.
- **Mulch** – Mulch lightly and evenly with about 2 inches of organic material such as wood chips or similar composted material. Leave a 3-inch layer of bare soil around the trunk.
- **Only stake if necessary** - Trees will establish more quickly and develop stronger trunk and root systems if they are not staked at the time of planting. However, protective staking may be required on sites where equipment damage, vandalism or windy conditions are concerns. A wide, flexible tying material should be used to avoid injuring trunk and allow the tree to move or sway. Staking and ties should be removed after one year.
- **After Care** – Do not fertilize at planting time. Water regularly throughout the first growing season (about once a week unless significant rainfall is received), but do not overwater. Keep lawn mowers and string trimmers away from tree to avoid wounding bark. Only prune dead or injured branches at time of planting. Do not plant flowers or cultivate soil directly under tree.

- **Long term maintenance** – Have a 3-year annual inspection program to replace mulch, provide small tree training (light pruning cuts), and check for signs of stress, insects, disease, or vandalism. Keep trunk area free and clear of weeds and other competing vegetation.



Part (B) – Project Inspection Form

Once The Grant Project is completed, the Grantee must contact the DNRC regional urban forester to schedule a final project inspection. The inspection will verify that all required work has been completed and performed in accordance with state and program specifications. The Project Inspection Form must be completed by the DNRC regional urban forester or duly designated DNRC representative. Upon completion and submittal of the Project Inspection Form, a final payment of grant agreement funds, including any funds that may have been withheld from earlier payment requests, is made to the Grantee. If the project is not inspected and approved by the DNRC regional urban forester, or deficiencies are found during inspection and not corrected, funds may be withheld from the Grantee. Please follow this link for your regional urban forester contact information:
http://dnrc.mt.gov/forestry/Personnel/div/urbanpersonnel.asp