

# Tree Maintenance Projects

NYS Department of Environmental Conservation

Urban and Community Forestry Grant Program (Round 16)

Guidelines for Awardees

Be sure to read the General Guidelines for All Awardees in the Urban and Community Forestry (UCF) section of the Grantee Resources webpage. <https://dec.ny.gov/get-involved/grant-applications/lands-forests-grantee-resources>

The purpose of the Tree Maintenance project is to improve the health of the existing community forest for resiliency, long-term benefits and to reduce potential risk and liability. A professional Tree Inventory that is at least 95% accurate, contains ranked maintenance recommendations, and completed within the last 8 years and actively maintained is a prerequisite for a Tree Maintenance project.

1. Maintenance projects should prioritize risk trees identified in the Tree Inventory and Management Plan.

Tree Work list – the list of trees that was given in the application should be revisited prior to bidding as there may be quite a time lapse since the original application. Some of the high-risk trees may have been taken down in the interim and there may also be trees that have become high risk and are now a higher priority. If there are changes to be made from the original list, please document recommendations (from the tree inventory if possible) for the forester to review before going to contractor. If pruning is a suitable alternative to mitigate the risk and maintain a healthy tree, it should be done, rather than removal. If removal is necessary but was not called for originally, please document, preferably including a risk assessment form and photos so DEC can more easily approve the request of change in work. The International Society of Arboriculture (ISA) Basic Tree Risk Assessment Form can be found at [www.isa-arbor.com/education/onlineresources/basicreeriskassessmentform](http://www.isa-arbor.com/education/onlineresources/basicreeriskassessmentform).

2. Bidding – If the bids are below the award amount, further tree removal and pruning can be done. A (secondary) list should be discussed with the regional DEC urban forester and a final list be sent to the DEC Grants Administrator. Please plan ahead, and do not proceed to work without an email agreeing to the extra work. Costs can be kept down if all the work is done at the same time. Please use the following table as a guide for requesting bids and attach a list of trees with inventory details and include stump diameter by inches:

Item for Bid	Cost per Unit (Rate)	# of Units	Total Bid (Rate X # of Units)
Tree removal – dbh 6” – 12		6	
Tree removal dbh 12” – 17”		21	
Tree removal 18” dbh – 24”		40	

Tree removal dbh 25" – 31"		0	
Tree removal dbh 32"-39"		9	
Tree removal dbh 40"-50"		2	
Tree Removal dbh greater than 50"		1	
Tree Pruning – (attach a list with location, dbh condition and risk to determine work needed. Price per tree or average price.		56	
Stump removal (average price per inch based on stump diameter. Attach a list)		7	
Meetings – initial, phone meetings, kickoff, final, public presentation – anything expected to be charged		2	
Training (if applicable)		1	
CONTRACT TOTAL (MAX)	n/a		

3. Contractors - In general, quotes for tree removals are fairly straightforward as the awardee is able to give the number and size of trees involved to the contractor. Local procurement guidelines should be followed. If allowed, at least two (2) bids should be sought from certified arborists for tree maintenance. A bid request should contain number and location of trees (map), DBH (diameter at breast height), removal instructions (if applicable), hours allowed to work, insurance requirements, any restrictions etc. Stump removal typically refers to stump grinding and the bid request should indicate depth of grinding (6-12" recommended), whether pits will be clean and ready for new plantings or designed to be left bare and filled with grindings. Street tree pits should be clean including as much root removal as possible, and back filled with either topsoil or with other suitable substrate such as structural soil. Open grown park tree stumps do not need top priority except where a trip hazard exists.

Tree pruning – Arborists and contractors should adhere to the ANSI A300\* pruning standard and will not:

- leave branch stubs
  - make unnecessary heading cuts
  - cut off the branch collar (do not make a flush cut)
  - top or lion's tail trees (stripping a branch from the inside leaving foliage just at the ends)
  - remove more than 25 percent of the foliage of a single branch
  - remove more than 25 percent of the total tree foliage in a single year
  - damage other parts of the tree during pruning
  - use wound paint, unless on an oak tree to prevent the spread of oak wilt
  - prune without a good reason
  - climb the tree with climbing spikes
4. Understand the varying costs for stump removal; based on depth, diameter at ground level, soil replacement, detritus removal, known hazards, etc. Awardees should be clear as to all the work the contractor, municipality or not-for-profit (NFP) will need to perform (cleaning/chipping of brush, stump removal, etc.). An arranged kick off meeting with all parties and DEC urban forester

is valuable to walk everything through.

5. Local tree removal companies with low travel time for heavy machinery will typically be the most cost effective and should be sought out in the bidding process. Make sure the companies bidding have the equipment necessary to complete the job.
6. Credentials – An ISA certified arborist (<https://www.treesaregood.org/findanarborist>) needs to supervise any tree pruning projects. They can be affiliated with the hired tree company or be employed by the applicant (City, Town, Village or NFP arborist). All work should follow the ANSI 300 and Z133 standards\* for tree care operations. A list of companies and individuals having the needed ISA Certified Arborist and that have worked with us in the past or bid on recent projects is available from the DEC grants administrator.
7. DEC Inspections – The regional DEC urban forester may inspect while the work is being done and will inspect when the work is complete. The regional DEC urban forester will need a final tree work list of the maintenance completed. Please supply a selection of before and after photos. Most of the before photos you will already have from the original application so they can just be sent again. It is helpful to keep a running completed worklist in case the regional DEC urban forester can make an interim inspection.
8. Outreach – if Tree Pruning Workshops for Tree Board or other volunteers are to be included as part of the grant funding – the guideline is \$1000 for a four-hour-long class, including fieldwork, plus tools. This is the price we pay Trees NY who are the only accredited citizen tree pruning organization in NYC. Grant funding can also pay for DPW classroom and fieldwork training such as, but not limited to pruning, chainsaw, bucket truck etc. This can be decided after bidding if there are remaining funds. A final presentation should be made at a public meeting for Village or Town Board, City Council, Community Board or similar public forum. The awardee should take good quality photos during the project process and then either the consultant, or ISA arborist should be the main speaker at the presentation. We have found this to be very successful and it gives the local officials a chance to ask questions. Invite the media and the regional DEC urban forester.
9. Match – Match is the non-grant funded portion of the project which is 25% of the grant amount. If left until after the grant funded portion of the project, 15% of the total grant amount is withheld from payment until all deliverables are completed. Match schedules should be factored in at the early part of the grant when internal meetings are taking place.

**\* ANSI 300 and Z133 standards are available from the International Society of Arboriculture and the Tree Care Industry Association, respectively, for a fee. Certified professionals will have access to their industry standards.**

End.

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