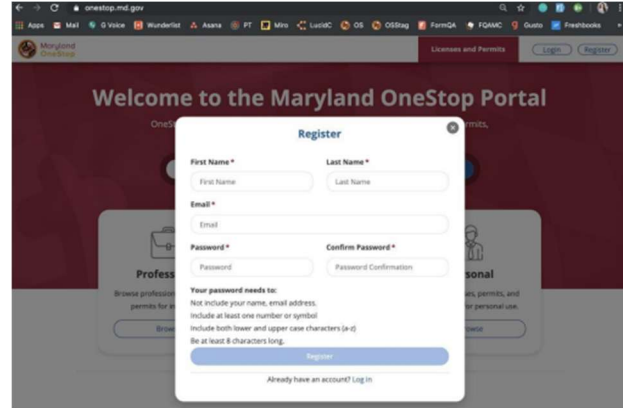# MDOT Urban Tree Grant Program Guidance Document

Overview –

This document provides an overview of the Maryland Department of Transportation's (MDOT) Urban Tree Program (UTP) and provides step-by-step instructions on how to apply UTP funds. Funds are available for communities that have experienced tree canopy loss as a result of past transportation facility construction projects (Transportation - §2–103.8). MDOT provides awards up to $5,000 for tree planting projects with more funds available for pocket forest projects. The program is offered in partnership with the Maryland Department of Natural Resources (DNR) and the Maryland Urban and Community Forestry Committee (MUCFC). The application is accessible on the Maryland OneStop Portal and will be accepting applications year round. There will be two application review periods throughout the year, all applications received by February 15th will be considered for the Spring planting season and all applications received by July 15th will be considered for the Fall planting season. Applicants eligible for award must be in an urban area, in communities where trees have been removed as part of the construction of a transportation project. Priority will be given to applications that have been affected by environmental justice issues and/or the urban heat island effect.

- Eligible Applicants: Non-profit organizations, schools, community/neighborhood associations, community business associations; homeowner associations, business service, youth and civic groups; institutions of higher education; counties; municipalities; and forest conservancy district boards.
- To confirm if your project site is located in an urban area, please use this link.
- To identify if your project site is in close proximity to a MDOT transportation facility see definition for eligible transportation facilities (Transportation - § 3–101). Mapping layers are located here.

How to Apply –

1. To apply, go to Maryland OneStop. Sign in or create an account. If you do not have an account, you will need to create an account.

Contact Information:

2. Once logged in, begin the application. The first section is a high-level project overview and contact information for the project coordinator. See example below.

MDOT Urban Tree Program Grant Application

Thank you for your interest in planting trees in Maryland. Please use this application to apply for funding under the MDOT Urban Tree Program. Contact Allison Gost, abreitenother@mdot.maryland.gov, or MD DNR Forest Service, 410-260-8510 with any questions. You may also contact your local Forestry Board office for assistance, https://dnr.maryland.gov/forests/Documents/Chairs-Secretaries-with-websites.pdf.

Applications are due by 4:30pm EST on February 15 for spring plantings and July 15 for fall plantings and must include the Forestry Board approval by the deadline. **Applications are only being accepted for plantings in the following season:**

Spring

Fiscal year (hidden)

2024

Contact Information

Organization Name

Urban Trees of Baltimore

Type of Project

Tree Planting	✓

Title of Project

Tree Planting in the Heart of Baltimore

Project Street Address	**Project City**
123 Street, Baltimore MD	Baltimore

Project Coordinator First Name	**Project Coordinator Last Name**
John	Smith

Mailing Address Line 1	**Mailing Address Line 2**
123 Street	

City	**State**
Baltimore	Maryland

Zip Code

12345

Phone	**Fax**
123-456-7890	

Email Address

johnsmith@email.email

Forestry Board Member Information:

3. In this section, provide the appropriate Forestry Board name and contact information and, if applicable, contact information for the DNR representative you've been working with. Complete applications require sign off by the local Forestry Board. To identify the correct Forestry Board contact, please use this document as a guide. Once your application is submitted the system will automatically send an email to the Forestry Board member for approval. Please note that the Forestry Board information must be correct, or it will not be delivered correctly. All applications must receive approval from the Forestry Board to be considered a complete application. If you need any support on Forestry Board approval, please contact nkurtz@mdot.maryland.gov.

Forestry Board Member Information

County Forestry Board signoff is a required component of this application. Please provide your local Forestry Board contact information below. The contact you provide will receive an email notification and opportunity to provide their electronic sign-off on the application.

Forestry Board Member

First Name	Last Name	Email
Joe	Smith	Joesmith@email.email

County

Baltimore

Have you been working with a staff member from the Department of Natural Resources on this project?

Yes

Please provide the first and last name and email address of the DNR staff member you have been working with.

DNR Staff Member

First Name	Last Name	Email
Jane	Smith	janesmith@email.email

Project Information:

4. This is where you provide project-specific information, including location, transportation facility information, and co-benefits of the proposed planting project. Please be as specific as possible when filling out this section and provide as many details as possible.

I. Project Information

Please provide details about the transportation project, proximity to your tree planting site(s), the impact to the community, and any additional details you feel relevant related to the transportation facility project. Please identify the transportation facility or transportation facility project that impacted your community.

> The Urban Trees of Baltimore organization is proposing to plant 100 trees along a heavily traveled bike/pedestrian path that is used to access multiple transit stops operated by the Maryland Transit Administration. The pathway connects a light rail stop with multiple bus routes.

Please provide a description of your project. Description should include the goals, purpose of the project, and any identified benefits (including educational, wildlife, beautification, shade enhancement, and others).

Project Description

> We are proposing to plant 100 trees along the pathway between the transit stops. The trees will have a significant benefit to the community by providing shade for those who utilize the path, improving air quality by helping to filter out high levels of Carbon Dioxide concentration, and provide a cooling effect by mitigating the Urban Heat Island effect. Not only will it provide excellent benefits to the community, it will also bring together the community, we will be hosting two tree planting events where volunteers can help to plant the much needed trees. The volunteers will be trained how to properly plant trees by our DNR contact, and they will be able to earn service hours by participating in the trees event. The tree planting supplies will be provided by our organization as well as a watering truck to water trees once they are in the ground. This will be an important community event and the new trees will provide excellent benefits for our community members.
>
> Using the MDE EJScreen has shown that the community faces strong environmental justice concerns as well as being a large hot spot for the urban heat island effect due to the high level of asphalt and impervious surfaces and the lack of green-space.

Number of Volunteers	Amount of Time per Volunteer
30	2 hr

Cooperating Groups

> Baltimore Trees, Community Members, Trees for Baltimore, Maryland DNR Forest Service

Expected Planting Completion Date

> May 16, 2024

Please upload your site plan or project design and a photo of the proposed planting site.

> 📄 **Trees_Planting_Map.pdf**
>
> 📄 **Trees_Budget.pdf**

Financial Information:

5. In this section, please provide itemized details of your funding request. Details on proposed planting plan (tree species, size, etc.), maintenance activities, and additional supplies and outreach materials or activities. Please include cost estimates from all suppliers.

II. Financial Information

Please provide itemized details of your funding request. You will need to provide details on the proposed trees (species, size, and quantity), costs of maintenance activities (including supplies or staff time necessary for long-term maintenance), and any additional supplies or outreach materials and activities. The Funding Plan details should be reflective only of the funding requested under your MDOT Urban Trees Grant application.

Tree Type	Tree Size	Quantity	Cost per Tree
Eastern Red Cedar	5-gal	25	$40.00

Tree Names	Tree Total
Eastern Red Cedar	25

Tree Type	Tree Size	Quantity	Cost per Tree
Red Oak	5-gal	25	$40.00

Tree Names	Tree Total
Red Oak	25

Tree Type	Tree Size	Quantity	Cost per Tree
White Oak	5-gal	25	$40.00

Tree Names	Tree Total
White Oak	25

Tree Type	Tree Size	Quantity	Cost per Tree
Eastern Red Bud	5-gal	25	$40.00

Tree Names	Tree Total
Eastern Red Bud	25

Total Number of Trees

100

Are there additional items (equipment, signage, or maintenance items) for which you are requesting funding?

Yes

Item	Quantity	Cost per Item
Mulch	100	$2.00

	Item Name	Item total
	Mulch	$200.00

Item	Quantity	Cost per Item
Stakes (bundle of 25)	8	$20.00

	Item Name	Item total
	Stakes (bundle of 25),	$160.00

Tree List

Eastern Red Cedar, White Oak, Red Oak, Eastern Red Bud

Item List

Mulch, Stakes

Cost Match

Total Cost of Trees and Additional Items

$4,360.00

Matching and/or in-kind Support:

6. The next section is where you will add in any additional support or matching funds for the proposed project.

III. Matching and/or in-kind Support

Does this project have any matching funds and/or in-kind support?

Yes

Note: projects with matching funds and/or in-kind support are preferred.

Please list all other sources of matching funds and in-kind support. Click "Add Another" to add additional items.

Source of Other Assistance	Type of Matching Assistance (other funding sources, in-kind, volunteers, equipment, supplies)
Baltimore Trees	Equipment

Source of Other Assistance	Type of Matching Assistance (other funding sources, in-kind, volunteers, equipment, supplies)
Trees of Baltimore	Volunteers, Water

Requested Grant Amount	Total Cost of Project
$4,360.00	$4,360.00

Maintenance Plan:

7. Provide details for the project's maintenance plan. Please note that tree planting projects require a one-year maintenance plan, and pocket forest projects require a three-year maintenance plan. Costs for materials associated with maintaining the trees are an eligible cost under the MDOT grant, please include these in the financial plan of the application.

IV. Maintenance Plan

Tree Planting projects that receive funding require a 1-year maintenance plan and should include costs for one year following proposed planting date.

Pocket Forest projects that receive funding require a 3-year maintenance plan and should include costs for three years of maintenance following proposed planting date.

How will planting site(s) be taken care of following planting?

Maintenance description should include proposed approach, schedule of maintenance activities, and other information that is relevant to inform the maintenance plan.

Please describe your maintenance plan.

> The organization Urban Trees for Baltimore will be conducting the maintenance for the newly planted trees. We will be watering once a week for a year, during drought periods and extended extremely hot days we will be watering twice a week. During watering our maintenance team will prune trees as needed and remove dead leaves/branches, they will also observe the level of mulch around the trees and will add mulch as necessary.

Please list all persons responsible for maintenance and their contact number.

First Name	Last Name	Phone
Tom	Smith	234-567-8910

Maryland PLANT Community Award Program Participant

8. The last section is where you will add if your organization is a People Loving and Nurturing Trees (PLANT) Award Program Participant. All recipients are required to submit a PLANT Program Application if you are not already a PLANT Participant. Questions on the PLANT Program can be directed to Ryan Mayenschein, ryan.mayenschein@maryland.gov.

V. Maryland PLANT Community Award Program Participant (People Loving and Nurturing Trees)

All recipients of MUCFC Grants are required to submit a PLANT Program Application once the project is funded, if they are not already a PLANT Award Program Participant. For information on PLANT go to: http://dnr.maryland.gov/forests/Pages/programs/plantinfo.aspx

Is your organization currently a PLANT Award Program participant?

No

If no, when do you plan to apply to PLANT?

June 2024

Is this project part of your continuing PLANT effort?

No

Uploads

9. Any additional documents for MDOT to review can be uploaded at the end of the application.

Please upload any additional documents you would like reviewed along with your application. You are not required to upload any additional documentation in order for your application to be reviewed and approved.

📄 Planting_Plan.pdf

📄 Site_MDE_EJScreen_Report.pdf

Linked here is the full example application that you can reference when you are working on your application. Should you have any questions please contact MDOT Urban Tree Program Coordinator Nick Kurtz, nkurtz@mdot.maryland.gov.