



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 for 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](#)).

Awards up to \$5,000 are available for tree planting projects with additional funding 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 January 15 at 11:59 pm will be considered for the Spring planting season and all applications received by July 15 at 11:59 pm will be considered for the Fall planting season.

Applicants eligible for award must be in an urban area and 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; places of worship; businesses; 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 the [Maryland Census Designated Areas – Urban Areas 2020](#) mapping layer.
- 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 available on the [MDOT Open Data Portal](#).

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. Creating a OneStop account is free.

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.

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 signoff by the local Forestry Board by the deadline. To identify the correct Forestry Board contact, please use this [webpage](#) 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 contact 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.

Project Information:

4. The Project Information section, 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.

Financial Information:

5. In the Financial Information 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.

Matching and/or in-kind Support:

6. This section is where you will add additional support or matching funds for the proposed project.

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.

Uploads

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

Available on the [MDOT Urban Tree Program webpage](#) is a 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.