



**TO:** Neighborhood / Property Owner Associations and Community Groups

**FROM:** Peter Rausch, Forester, Urban Forestry Division, Little Rock Parks and Recreation

**DATE:** 30 June 2007

**SUBJECT:** 2007 – 2008 Tree Planting Programs

Enclosed is the application packet for the new Enhancing Neighborhood and Community Trees (ENACT) tree planting and/or maintenance program. The ENACT Program awards up to \$2,500.00 to qualified neighborhood and community organizations. The awards are to be used for planting and / or maintenance of trees on City street rights-of-way, parks and public grounds, owned or controlled by the City of Little Rock. **For the third year a number and variety of tree species are available for planting from Little Rock's Urban Tree Farm.**

Trees help communities in many ways by providing beauty, shade, slowing wind, reducing erosion and cleaning the air. The ENACT Program encourages and supports organizations to beautify their community, while educating those involved on the importance of trees to the aesthetics and environment of Little Rock.

Please review the program and begin thinking of where and how trees may benefit your community. The Urban Forestry division will hold workshops in August to help you in preparing your application and planning the tree planting project. The ENACT Program awards will be announced in October, in time for the fall tree planting season.

Please feel free to give me a call if you have any questions about the ENACT Program.

Best Regards,

Peter Rausch – Forester  
Urban Forestry Division, Little Rock Parks and Recreation

**Urban Forestry.....Trees for Tomorrow**

# **Little Rock Urban Forestry**

## **E.N.A.C.T. Program**

**Enhancing Neighborhood and Community Trees**

### **2007-08 ENACT Tree Planting Program – General Requirements**

1. Organization must be a registered Neighborhood Association, Property Owner Association or non-profit community-based organization located in Little Rock.
2. ENACT award funds may only be used for tree planting and maintenance projects in the area defined in the plan and project description.
3. ENACT awards are available up to \$ 2,500 cash or value at the discretion of the City, A lesser amount may be awarded based on the project's merits and benefits to the community. Awards will be evaluated by an independent team and rated on a point system. Projects will be allotted funds based on point totals, until available program funds are depleted.
4. Award application must include the following: 1) application form, 2) award summary form, 3) proposed budget form, and 4) detailed planting plan.
5. ENACT award funds may only be used for the maintenance, purchase and planting of trees within City street easements, City parks and public grounds owned and or controlled by the City. ENACT award funds may not be used for projects on private property.
6. Organization matching funds may only be comprised of volunteer time, additional trees, landscape plants, planting supplies, design, irrigation or signage.
7. Organization matching funds must equal or exceed (50-50) award funds. Volunteer time may be valued at \$ 17.50 per hour for labor, and \$ 45.00 per hour for professional services. Volunteer time may not exceed more than fifty (50) percent of the matching funds.
8. ENACT awards are for reimbursement of expenses incurred under the project. Advance payments for plants and materials may be allowed with submission of three (3) competitive estimates. Paid receipts for advance purchases are required to be submitted within 30 days of payment or by the project deadline, whichever comes first.
9. Financial records and receipts for the project must be maintained by the Organization for a period of three (3) years, and will be made available to the City upon request.
10. ENACT awards must be used within the area defined in the application. Organizations may not combine awards or partner with other organizations without prior approval of the City.

# Little Rock Urban Forestry

## 2007-08 E.N.A.C.T. Program

Enhancing Neighborhood and Community Trees

(Please type or print in ink information in the spaces provided below.)

Organization Name \_\_\_\_\_

Project Name \_\_\_\_\_ Amount Requested \$ \_\_\_\_\_

Contact Person \_\_\_\_\_ Phone \_\_\_\_\_

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ ST \_\_\_\_\_ Zip \_\_\_\_\_

Contact E-mail Address \_\_\_\_\_

Exact Project Location \_\_\_\_\_

Brief Description \_\_\_\_\_

<b>DEADLINES:</b>	<b>June 30, 2007</b>	<b>Applications mailed to organizations</b>
	<b>August 25, 2007</b>	<b>ENACT assistance workshop (NRC)</b>
	<b>September 28, 2007 5:00 p.m.</b>	<b>Application due to Urban Forestry</b>
	<b>October 19, 2007</b>	<b>Organization notified of award request</b>
	<b>March 31, 2008</b>	<b>Required project completion date</b>

The ENACT Program is funded by the Little Rock Parks and Recreation, Urban Forestry Division. **ENACT provides awards up to \$ 2,500.00** cash or value at the discretion of the City to registered Neighborhood Associations and Community Organizations **for use in tree planting projects only** within city street easements, city parks and public grounds owned or controlled by the City. Portions of the award may be used for community education related to tree care. *ENACT will not provide awards for projects on adjacent private property without prior approval of the Urban Forestry Division.*

**ENACT awards must be matched by the organization in equal or greater value.** The match may be comprised of volunteer time, additional trees, landscape plants, planting supplies, contracting, irrigation or signage. Applicants shall follow tree planting guidelines provided by the Urban Forestry Division. *Tree selection and specific planting locations must be included in the application and approved before an award can be provided.*

# ENACT Project Summary

(Please type or print in ink information in the spaces provided below.)

Organization Name \_\_\_\_\_ Project Name \_\_\_\_\_

Contact Person \_\_\_\_\_ Phone \_\_\_\_\_

1. Project objectives...

2. Describe exact location and description of tree planting or maintenance plan.  
Include map and additional landscaping on the attached form...

3. Proposed start date \_\_\_\_\_ Proposed completion date \_\_\_\_\_

4. Proposed sources of matching funds (complete the attached budget worksheet....

5. Describe community involvement in planning this project...

# Little Rock Urban Forestry

## E.N.A.C.T. Program

Enhancing Neighborhood and Community Trees

### 2007-08 ENACT Tree Planting Award Agreement

**THIS AGREEMENT** between the **CITY OF LITTLE ROCK**, a municipal corporation, hereinafter referred to as the "City", and \_\_\_\_\_, hereinafter referred to as the "Organization",  
**WITNESSETH:**

**WHEREAS**, the City wishes to encourage and assist Organization to accomplish mutually beneficial projects for the citizens of the City, and

**WHEREAS**, the Organization has the equipment, personnel and/or the expertise to accomplish the projects specified herein: (Project Name) \_\_\_\_\_.

**NOW THEREFORE**, in consideration of the mutual benefits as set out herein, it is agreed as follows:

1. The Organization agrees to furnish volunteers, contractors and/or equipment to complete the approved ENACT award project.
2. The Organization will submit required reports to the City regarding the project to be accomplished under this agreement. The reports shall be furnished on City forms and at such intervals as may be required by the City.
3. The Organization will hold the City harmless from all claims and damages of every kind and character arising out of or in any way connected with the approved project.
4. It is understood that the Organization is an independent contractor and is not an agent of the City and all personnel used by the Organization in connection with the approved project shall be volunteers and/or employees of the Organization and not the City, and shall have no claim against the City for compensation or other benefits available to the employees under Arkansas law.
5. The City will pay the Organization a sum not to exceed \$ \_\_\_\_\_ for expenditures made in performing work on approved project, upon submission or appropriate proof of purchase to the City.
6. The agreement shall expire on March 31, 2008.
7. The completed project shall be open to everyone without discrimination based on race, religion, sex or physical handicap.
8. The final decision in resolving any dispute arising between the Organization and the City will rest with the City.

Executed this \_\_\_\_\_ day of \_\_\_\_\_, 2007.

\_\_\_\_\_  
Organization Representative

# **E.N.A.C.T.**

**Enhancing Neighborhood and Community Trees**

## **Street Tree Planting Guidelines**

**PLAN BEFORE YOU PLANT, select the “Right Tree for the Right Place”.**

**Think about the FUTURE size, shape and structure of the tree during selection.**

**Consult FIRST with Urban Forestry on proper tree selection and placement.**

**Call Arkansas One Call at 1.800.482.8998 BEFORE you dig.**

**DO NOT plant directly over or within five (5) lateral feet of underground utilities.**

**Street side planting holes should only be hand dug with shovels.**

**Place trees to get the most benefit from shade, screening and beauty.**

**Trees should be located no closer than 30 feet from intersections.**

**Trees should be located no closer than 30 feet from street / traffic sign face.**

**Trees should be located no closer than 20 feet from street lights.**

**Trees should be located no closer than 15 feet from fire hydrants.**

**Trees should be located no closer than 5 feet from water meters.**

**Only small or medium (<25ft.) growing trees should be planted under power lines.**

**Shrubs should not be planted closer than 10 feet from driveways.**

**Trees are required to be pruned to provide 8 feet of clearance over sidewalks.**

**Trees are required to be pruned to provide 14 feet of clearance over streets.**

**Urban Forestry.....Trees for Tomorrow**



