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Governor

Charles R. Dye
Director/State Forester

DIVISION OF FORESTRY
P.O. Box 40
Farmington, WV 26571
(304) 825-6983/FAX (304) 825-6987
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January 20, 2010

Dear Urban Forestry Cooperator:

Please find the enclosed 2010 Mountaineer Treeways Application. This program has replaced the National Tree Trust program and continues to provide trees at no cost for various community projects. Trees for this program were sponsored by generous donations from Appalachian Power, the Oakland Foundation and Toyota Motors Manufacturing and will be distributed early next April.

All trees must be planted on public property in West Virginia. Volunteers and paid employees of municipalities and other entities may conduct the planting. Matching funds are not required. However, a status report will be required by August 13, 2010. Civic organizations, municipalities, businesses and schools are encouraged to participate.

The application and agreement must be returned by March 19, 2010. Please contact me with any questions at (304) 825-6983. Our staff will be available for technical assistance, species selection advice and to suggest planting sites.

Sincerely,

A handwritten signature in black ink that reads "Robert Hannah".

Robert Hannah
Urban Forestry Coordinator

Enclosures

WEST VIRGINIA DIVISION OF FORESTRY

MOUNTAINEER TREEWAYS

2010 APPLICATION GUIDE



WEST VIRGINIA DIVISION OF FORESTRY

P. O. BOX 40

FARMINGTON, WV 26571

(304) 825-6983/FAX (304)825-6987

I. INTRODUCTION

This guide has been developed to assist volunteers representing civic organizations or businesses and units of local government in applying for the Mountaineer Treeways Program. The program is made possible by donations from Appalachian Power, the Oakland Foundation and Toyota Motor Manufacturing of West Virginia and is administered by the West Virginia Division of Forestry.

Mountaineer Treeways provides tree seedlings at no cost for organizations to plant on public land across West Virginia. All trees must be planted on public property with preference given to projects involving: interstates, rest areas, park & rides, highways, public parks, schools, city streets and other municipal property. Trees will be distributed in early April as weather and nursery conditions permit. The West Virginia Division of Forestry can provide project assistance and instructions for proper planting methods.

II. PROGRAM GOALS

1. To encourage volunteers and municipalities to become more involved with community forestry and tree planting projects.
2. To provide a low cost alternative to other grant programs requiring matching funds.
3. To strengthen and support existing comprehensive tree care programs in larger communities and cities.
4. To encourage the initiation and development of comprehensive tree care programs in smaller communities.

III. GENERAL INFORMATION AND REQUIREMENTS

1. Any government entity, civic organization or local business may apply for this program.
2. All trees must be **planted on public land in West Virginia.**
3. **Volunteers** and **paid employees** may plant the trees.
4. Trees may not be sold or given away for other uses.
5. All successful applicants will be required to submit a complete project report by August 13, 2010.
6. All participants must maintain the project in good condition for at least three years after completion at their expense.
7. Applicants who do not adhere to these requirements will be excluded from future participation in Mountaineer Treeways.

IV. APPLICATION PROCEDURES

The enclosed application must be complete, concise and technically sound. A vicinity map must be included to show the location of the project/plantings. Trees should not be planted directly under utility lines. **Maps must include the location of any overhead utility lines.** Technical assistance is available from the West Virginia Division of Forestry.

Application and signed agreement must be delivered no later than March 19, 2010. A complete application must consist of the following: the application forms, vicinity map(s), and signed agreement. Applications should be delivered to:

West Virginia Division of Forestry
Urban and Community Forestry
P.O. Box 40
Farmington, WV 26571
(304) 825-6983

**** See attached application and Appendix C. ****

V. SPECIES DESCRIPTION

The following species are available this spring: Sargent crabapple, winterberry holly, silky dogwood, Shadblow serviceberry, choke cherry, sugar maple, red maple, red oak, pin oak, black birch, and Eastern hemlock. **Only Winterberry holly, Kousa dogwood and shadblow serviceberry are suitable for planting near overhead utility lines.** Trees will be delivered bare-root and require immediate planting to prevent drying. **Height of seedlings will vary from 1 foot to 3 feet.**

**** See Appendix A for a detailed species description. ****

VI. QUANTITIES

The maximum number of trees that can be requested by an applicant is 300. Applicants may not request more than 50 trees of a single species. Additionally, it is important to make sure the quantity of trees requested is compatible with the size of the planting site and number of planters available. For street plantings, trees should be spaced between 20 feet and 40 feet apart depending on species. The trees will need to be planted within a very few days of delivery. Please order only the number of trees needed. **Quantities will be regulated and species substituted to meet availability.**

**** Orders must be in multiples of ten for each species. ****

VII. DISTRIBUTION

Trees will be delivered to one of six West Virginia Division of Forestry Offices during the first two weeks of April. Applicants will need to make arrangements to pick up their trees at one of these locations. Applicants will be notified of the pickup date in late March.

**** See Appendix B for Delivery Locations. ****

VIII. MAINTENANCE

The trees will require some care and maintenance during and after the planting process.

1. Store in a cool place until planting and do not allow roots to dry out.
2. Do not plant too deeply. Upper roots should be just under ground surface.
3. Dig hole large enough to accommodate entire root system.
4. Back fill and tamp to avoid air spaces.
5. Water trees immediately after planting and at least once a week for the entire growing season.
6. Prune all dead or damaged limbs back to the next branch fork.
7. Staking may be necessary for some trees. Use a wide cloth strip to secure tree to stake. **Do not use wire or string.** Remove stakes and supports after one growing season.
8. Trees must be protected from mowing and trimming. Trees should be mulched at time of planting and every consecutive year. Plastic, flexible drain pipe can be split and placed around trees for additional protection.

IX. REPORTING

Each participant must submit a report no later than August 13, 2010. This report is only required for one year. Applicants will need to keep records during the planting and maintenance phases to provide accurate information. Incomplete reports are not acceptable. The following information will be required:

1. Number of volunteer tree planters.
2. Number of paid-employees planting trees
3. Number of hours donated by all volunteers.
4. Number of hours invested by all paid-employees.
5. Out-of-pocket expenses: staff time, material purchase, fees, etc.
6. Dollar value of in-kind goods and services: loaned tools, equipment, or vehicles; and professional services.
7. Number of trees received.
8. Number of trees surviving.
9. Exact location of trees.
10. Frequency and type of maintenance provided.
11. Any training received.

**** A reporting form will be sent to each applicant upon arrival of trees. ****

X. AWARD AND EXECUTION

Applications will be evaluated and awarded by the West Virginia Division of Forestry and the West Virginia Urban and Community Forestry Council. Only complete proposals will be evaluated. We will strive to provide trees for all complete and technically sound applications. **However, tree quantities are limited and reductions in requested amounts and substitutions may be necessary.**

Each applicant will be bound by the signed agreement to do as follows: plant only on public property as described in their application; submit a project report by August 13, 2010; and maintain the trees in good condition for at least three years.

**** See Appendix C for Agreement. ****

WEST VIRGINIA DIVISION OF FORESTRY
2010 MOUNTAINEER TREEWAYS APPLICATION

1. GENERAL INFORMATION

a. Name of Organization/Group:

d. Total Membership:

b. Address (Organization/Group):

e. Name of Contact Person(s):

c. Type of Organization (nonprofit, city etc.):

Telephone Number

Telephone Number

2. SPECIES AND QUANTITY

a. Species

b. Quantity*

Winterberry holly

Kousa dogwood

Shadblow serviceberry

Chokecherry

Sugar maple

Red maple

Red oak

Pin oak

Sycamore

Eastern hemlock

Total

*** Must be in multiples of ten. * Maximum of 50 per species and no more than 300 per application.**

3. DELIVERY

Applicant will be responsible for picking up trees at a designated West Virginia Division of Forestry Office (See Appendix B). Each applicant will be notified of the pickup date.

a. Trees will be picked up at the following Forestry Office from Appendix B:

4. TECHNICAL PROPOSAL

***Attach additional sheets if necessary.**

a. Project Location (Be Specific):

b. Owner of Property:

c. Number of Volunteer Planters:

d. Describe Objectives and Goals:

e. Describe Project (arrangement; spacing; what properties of the trees will be utilized; etc.)

7. IN-KIND CONTRIBUTIONS

a. Describe the types and amounts of local resources involved (material purchase, loaned tools, loaned equipment and vehicles and professional services):

**** ATTACH VICINITY MAP AND AGREEMENT TO APPLICATION. ****

APPENDIX A

SPECIES DESCRIPTION

WINTERBERRY HOLLY

(Delivery Height 1' to 2')

Height:	6' to 12'
Width:	6' to 12'
Crown:	oval to broad-rounded shrub with a dense crown
Foliage:	alternate, simple 1.5" to 3" long, serrate or double serrate leaves
Flowers:	male clusters, white female flowers on short peduncles
Fruit:	bright red berries persisting into winter

A hardy shrub that makes a very attractive border with bright red berries. Excellent mass producing species providing food to many birds in the winter. Prefers moist, acidic soils and full to partial sun.

KOUSA DOGWOOD

(Delivery Height 2' to 3')

Height:	20' to 30' (20' at age 30)
Width:	20' to 30' (20" at age 30)
Crown:	vase-shaped, becoming broadly ovate with maturity
Foliage:	opposite, simple 2" to 4" long, dark green leaves becoming scarlet purple in the fall
Flowers:	four creamy white, pointed bracts persisting into June
Fruit:	pink to red drupe favored by birds

An attractive small tree that can be trained to a single stem with early and often pruning. The flowers develop after the leaves have matured and persist into June. Kousa dogwood is much more resistant to anthracnose, borers, drought and urban stress than Flowering dogwood.

SHADBLOW SERVICEBERRY

(Delivery Height 2' to 3')

Height:	15' to 30' (20' at age 30)
Width:	15' to 25' (15' at age 30)
Crown:	irregularly ovate to globose that can be trained to a single stem with pruning
Foliage:	1" to 3" delicate purple-green leaves turning yellow and red in the fall
Flowers:	white pendulous clusters emerging before the leaves in early spring
Fruit:	red to purple berries, favored by many bird species

This small attractive tree has gray bark streaked with long fissures, showy white flowers and bright red fruit. Must be trained into a single stem, tree form from an early age. These versatile and native trees are excellent additions to any landscape.

CHOKE CHERRY**(Delivery Height 2' to 3')**

Height:	20' to 30' (25' at age 30)
Width:	15' to 20' (18' at age 30)
Crown:	ovate, with medium texture
Foliage:	2" to 5" leaves emerging green turning deep reddish purple at maturity
Flowers:	3" to 6" clusters of white flowers
Fruit:	small, dark purple cherries

A vigorous and hardy tree that is native across North America. Colorful foliage, flowers and fruit, combined with dense and upright growth, make this an attractive landscaping tree, especially for confined spaces.

SUGAR MAPLE**(Delivery Height 1' to 2')**

Height:	60' to 80' (45' at age 30)
Width:	40' to 70' (40' at age 30)
Crown:	ovate, regular ascending branches with medium texture
Foliage:	3" to 5" simple leaves, turning brilliant yellow, orange or red in the fall
Flowers:	yellow-green emerging before the leaves
Fruit:	1" samara

West Virginia's state tree provides attractive shade and fall color second to none. Dense shade and pleasing growth habit makes it an ideal tree for parks and open spaces. Avoid compacted and droughty soils and planting areas less than 6' wide. Its serious limitations are environmental and include: deicing salt, excessive heat, compaction and drought.

RED MAPLE**(Delivery Height 1' to 2')**

Height:	50' to 75' (40' at age 30)
Width:	30' to 70' (35' at age 30)
Crown:	ovate to globose with medium texture
Foliage:	2" to 5" bright green leaves, yellow to brilliant scarlet in the fall
Flowers:	show red or yellow before leaves emerge
Fruit:	red samaras in late spring

A colorful tree in all seasons with small, bright flowers in the spring and brilliant fall foliage. Native to the eastern U.S. and grows vigorously where space is ample. The thin bark needs to be protected from damage and a shallow root system often produces surface roots.

RED OAK**(Delivery Height 2' to 3')**

Height:	60' to 80' (40' at age 30)
Width:	45' to 65' (30' at age 30)
Crown:	broadly ovate and somewhat open
Foliage:	5" to 8" dark green leaves, bright red to golden brown in the fall
Flowers:	inconspicuous
Fruit:	3/4" to 1" acorns, heavy crops every 3 to 5 years

A fast growing large tree with a stately appearance. Best suited for parks and large lawns and is often free of any serious disease or insect problems. Provides deep shade and is tolerant of urban stresses.

PIN OAK**(Delivery Height 1" to 2')**

Height:	55' to 75' (50' at age 30)
Width:	40' to 55' (35' at age 30)
Crown:	conical becoming ovate with age with medium texture
Foliage:	3" to 6" narrow, pointed lobed leaves, turning from glossy green to bronze or red in the fall
Flowers:	inconspicuous
Fruit:	1/2" acorns

The distinctive growth habit makes it one of the most popular oaks for broad streets and parks. Has a dominant central leader, numerous upper branches, and descending lower branches. Performs well in West Virginia except on alkaline or limestone soils where chlorosis can become severe.

SYCAMORE**(Delivery Height 1' to 2')**

Height:	75' to 100' (50' at age 30)
Width:	75' to 110' (50' at age 30)
Crown:	wide-spreading crown with a massive trunk
Foliage:	alternate, simple, 4" to 9" long leaves, with 3 and sometime 5 lobes
Flowers:	inconspicuous, monoecious
Fruit:	multiple, globose achenes

This huge tree is common along water ways and moist sites in all of West Virginia. The bark has an impressive mottled appearance ranging from grayish to cream to white with a pleasing winter color. Not recommended for street planting due to large size and constant bark and fruit drop. Excellent for large open spaces near water where clean up is not required. Major health problem is anthracnose which is rarely fatal in health specimens.

EASTERN HEMLOCK**(Delivery Height 1' to 3')**

Height:	40' to 70'
Width:	25' to 35'
Crown:	softly and gracefully pyramidal in youth with tapering trunk becoming pendulously pyramidal with age; one of the most beautiful conifers.
Foliage:	Almost regularly 2-ranked, linear, or obtuse needles 1/4" to 2/3" long.
Flowers:	monoecious; staminate light yellow, pistillate pale green.
Fruit:	cones are 1/2" to 1" long 1/4" to 1/2" broad and brown at maturity.

Lacy, graceful growth with short, soft light yellow-green needles in the spring changing to a glossy dark green. Likes moist, well drained soils. Will not do well in dry areas. Good for either formal or informal hedge.

APPENDIX B

WEST VIRGINIA DIVISION OF FORESTRY

TREE DELIVERY LOCATIONS

Fairmont

West Virginia Division of Forestry
1106 Railroad Street
Farmington, WV 26571
(304) 825-6983

Romney

West Virginia Division of Forestry
1 Depot Street
Romney, WV 26757
(304) 822-4512

French Creek

West Virginia Division of Forestry
French Creek Game Farm
State Route 20
French Creek, WV 26218
(304) 924-6266

Beckley

West Virginia Division of Forestry
330 Harper Park Drive
Suite J
Beckley, WV 25801
(304) 256-6775

Milton

West Virginia Division of Forestry
878 E. Main Street
Milton, WV 25541
(304) 743-6186

Parkersburg

West Virginia Division of Forestry
2309 Gihon Road
Parkersburg, WV 26101
(304) 420-4515

**** Distribution questions should be directed to Robert Hannah, Urban Forestry Coordinator at (304) 825-6983. ****

APPENDIX C

2010 MOUNTAINEER TREEWAYS TREE PLANTING PROGRAM

AGREEMENT

I agree to all terms and conditions of the Mountaineer Treeways Planting Program. All trees will be planted on public property in West Virginia in accordance with my application. I will submit a complete and accurate performance report to the West Virginia Division of Forestry responsive to all information described in the Mountaineer Treeways Tree Planting Application Guide by August 13, 2010.

Furthermore, I will maintain the trees in good condition for at least three years following the planting and allow inspection by West Virginia Division of Forestry personnel. I also understand that a violation of these terms and conditions will prohibit my organization from future participation in Mountaineer Treeways Tree Planting Program.

Signature of Representative

Date

Organization

Address

Privacy Notice:

The West Virginia Division of Forestry collects and processes certain personal information as needed for appropriate and customary business purposes. Personal information may be disclosed to other State agencies or third parties as necessary in the normal course of business or to comply with federal or state laws, including Freedom of Information Act requests. If you have questions about our use of personal information, please contact us at 304-558-2788.