

APPENDIX A



URBAN FOREST GRANT PROGRAM

PROJECT PROPOSAL APPLICATION FORM*

PROJECT TITLE Urban Forestry Internships 2011

BUDGET CATEGORY Staffing/Internship

Does the project meet the required basic criteria:

Within the Austin city limits..... **YES**

On public property or Civic areas as defined in 25-2-6(A) within the Land Development Code, or within 15 feet of these areas..... **YES**

For public benefit..... **YES**

Adhere to the Land Development Code criteria..... **YES**

Will the project occur without UFGP award..... **NO**

INTRODUCTION AND OBJECTIVES ATTACHMENT

APPROACH AND METHODS ATTACHMENT

BUDGET ATTACHMENT

PERSONNEL QUALIFICATIONS ATTACHMENT

PRIMARY CONTACT INFORMATION ATTACHMENT



Urban Forestry Urban Forest Grant Program Project Proposal

Project Title: Urban Forestry Internships 2011

Budget Category: Staffing/Internship

Introduction and Objectives

The objective of this project is to gain new ideas and fresh insight regarding the management of Austin's Urban Forest, while training and educating college students in the field of urban forestry. The Parks and Recreation Department (PARC) plans to accomplish this through a rotating internship program, in which several students a semester will work part time with the professional Urban Forestry Program (UFP) staff. Urban forestry is a multi-disciplinary field of professionals whose backgrounds range from natural resources management to marketing and public relations, geography and spatial analysis, planning, architecture, and engineering expertise, as well as other disciplines. Varied education and backgrounds can contribute ideas, methods, and new approaches to management of the urban forest, which will as a whole benefit the entire community.

Due to the diverse backgrounds of students interested in urban forestry, and the varying levels of experience each person may bring to the table, each intern will assist staff in the development of their own work plan for the semester. This tailored approach will aid in ensuring that the goals of the student are met while simultaneously meeting goals of the UFP. It will be the responsibility of the intern supervisor to ensure that all activities align with the goal to protect, preserve, and enhance the urban forest.

Each intern will make a presentation to the Urban Forestry Board (UFB), wrapping up their accomplishments and experiences. Additionally, all products and results of this project will be shared with appropriate city departments. Time and expenses will be thoroughly documented. This project matches the intent of the Urban Forest Grant Program and will benefit the management of this valuable resource. The Parks and Recreation Department, Urban Forestry Program is an eligible applicant and the project will be completed on City of Austin property.

Approach and Methods

PARC UFP will utilize this grant funding to hire up to two interns for each school semester in 2011. The UFP has been successful in working with programs from the University of Texas, Texas State University, and Stephen F. Austin. With this grant, the UFP hopes to work with up to six different individuals throughout the 2011 calendar year.

The UFP goal is that the needs of the individual students and the goals of the UFP will be met simultaneously. The professional staff foresters will work with each intern to establish work plans for the semester. As noted above, the intern supervisor (UFP staff) will ensure that all work plans align with the management goals of the program in order to make certain that work products benefit the citizens of Austin and the urban forest. Potential components of work plans include:

- Working with the Public Tree Inventory
 - Collecting new inventory data in parks and along rights of way via GPS units
 - Processing GPS data
 - Working with ArcGIS, creating maps, updating data sets, manipulating data

Past interns have collected thousands of data points, this information is actively used by interns and staff for scheduling maintenance, checking survival rates, and planning. A great example of a project that was completed in the summer of 2010 is two interns worked together to collect data on protected sized trees in a greenbelt at the request of an active neighborhood group; the neighborhood group will use the data to plan future trails and invasive species control projects. The information was formally submitted in report form and all data was turned over to the neighborhood for their continued use in planning.

- Tree Programs
 - Assist with organizing tree related events
 - Participating in tree plantings
 - Evaluating potential tree planting locations
 - Performing survival checks on newly planted trees

A project that a past intern worked on was a survival check for all trees distributed by the NeighborWoods program between the years 1994-1999. A random selection of recipients was drawn, addresses were mapped out using geocoding (a process which the intern documented so that the professional staff can use the same process), each address was visited and data was collected regarding species present and DBH, and photos were taken. All of this information was sorted and the intern ran statistical analysis to produce a thoughtful and useful report on the program. The report was shared with both Austin Energy (who finances the program) and the organization that implements the contract for the program, as well as the Urban Forestry Board.

- Tree Inspections
 - Receiving training from forestry staff through “ride alongs”
 - Aiding in identifying tree health issues and potential risks to the public
 - Nursery stock inspections for quality purchases
 - Young tree inspections for routine maintenance

All previous interns have increased their knowledge of plants native and non native to the Austin area. Through teaching interns the basics of urban forest management, the Program has gained advocates for proper tree selection and care. Several interns have been trained on young tree care specifically which has allowed them to perform quality checks on newly planted trees; when conditions are not ideal the interns create maintenance work orders and area maps in order for maintenance crews to correct the conditions. This work function is ideal for urban foresters in training because the trees being inspected are not large enough to be potentially dangerous, this in turn allows the professional urban foresters to dedicate more of their time to safety issues.

- Individual Planned Project

In addition to the aforementioned tasks, interns may plan, research, and report on one critical issue about the urban forest in Austin. The issue will be identified by the individual intern and approved by PARD UFP staff.

A prospective intern recently approached the UFP staff. This individual recently began a master's degree program in applied geography and is interested in an urban forestry internship to combine his coursework in resource and environmental studies with the needs of the UFP to define the scope of his applied master's project. Our current plan is to work with this student informally through the spring semester to shore up his project, then formally have him report to the program as an intern in either the summer or fall.

The UFP will oversee the following for the duration of each intern work period:

- Select, hire, oversee timesheets and work plans for interns
- Supply necessary tools, computers, and support
- Supervise, train, and assist interns with collection of forest inventory data and other projects
- Assist interns with focusing work plans to manageable scopes and with documenting all processes utilized during work time
- Document all expenses and complete necessary documentation to collect grant funds
- Accomplishments, products, and outcomes of the grant will be reported to the UFB

Budget

Since individual interns will have varying levels of availability throughout the semester, this grant budget is reflecting the maximum expected level of participation.

Item	Grant Request Amount	Matching Cost (PARD)	Total Cost
Two (2) Interns Hourly rate: \$10/hr 25 hrs/week for a period of 52 weeks	\$26,000		\$26,000
Rental vehicle @ \$150/week for a period of 52 weeks		\$7,800	\$7,800
Staff supervision and support Hourly rate: \$25/hr @ 10 hrs/week for a period of 52 weeks Fringe benefits adjustment (33%)		\$13,000 \$4,290	\$17,290
Indirect Costs @ fixed rate of 17% includes facilities, supplies, staff vehicle, equipment		\$2,210	\$2,210
Total	\$26,000	\$27,300	\$53,300

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Personnel Qualifications

Emily King is the Environmental Program Coordinator for the Urban Forestry Program; she has been with the program for 5 ½ years. During this time she has been involved with tasks that relate closely to this proposed program, including: overseeing interns in the 2009 and 2010 calendar years, serving as liaison with multiple city departments to implement various tree related programs, managing data collection and management of public tree inventory, performing risk assessments for publicly owned trees, and compiling information for an urban forest management plan. Prior to working with the City of Austin, Emily worked as an Inventory Arborist for Davey Resource Group. As an Inventory Arborist, she had direct exposure to collection methodologies and equipment related to tree inventories.

Emily received a B.S. in Forest Science Texas A&M University, is a Municipal Specialist Certified Arborist, and serves on the International Society of Arboriculture Texas Chapter Board of Directors.

Walter Passmore is currently employed by the City of Austin, Parks and Recreation Department as the Urban Forest Program Manager. In this position he facilitates assessment and management of the urban forests of Austin, coordinates public information for tree care and broad scale urban forest management, provides technical assistance to individuals, city departments, and community groups, and coordinates partnership projects with many organizations. He was previously employed as the City Forester for Dallas, the Assistant Division Director for the Public Outreach and Urban Forestry Division by the Mississippi Forestry Commission, and numerous other professional forester positions. He received a B.S. degree in Forestry from California Polytechnic State University in 1991. Walter is a Certified Arborist and a staff liaison for the Austin Urban Forestry Board.

Walter has represented the State Forester of Mississippi on the Urban Forestry Committee of the National Association of State Foresters, served as the Mississippi representative to the Southern Group of State Foresters Urban and Community Forestry Committee, spoken at the Southern Chapter of the International Society of Arboriculture, and spoken at numerous urban forestry conferences in Arkansas and Mississippi.

Work Site

The Urban Forestry Interns will report to the UFP offices at the Parks and Recreation Department's Central Maintenance Complex (address below).

Primary Contact Information

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