

**COOPERATIVE AGREEMENT
BETWEEN
THE MISSOURI DEPARTMENT OF CONSERVATION
(Hereinafter referred to as Department)
AND
City of Columbia
(Hereinafter referred to as Cooperator)**

NAME OF PROJECT: Tree Resource Improvement and Maintenance (*TRIM*) Grant

Project Number: 19.025
Project Description: Education

PARTIES AND CONTACTS:

Brett O'Brien
City of Columbia
1507 Business Loop 70 West
Columbia MO 65202

Ann Koenig, Community Forester
Missouri Department of Conservation
3500 E Gans Rd
Columbia MO 65201-8992
(573) 815-7900, ext. 2878

AGREEMENT DURATION

The period of this agreement is November 1, 2018 through June 30, 2019.

MEASURABLE OUTCOMES:

1. Complete the approved *TRIM* project anytime between signature of this Agreement and May 3, 2019. Said project shall be completed as described and specified in the application submitted for consideration of cost-share funding. The application is attached and incorporated herein.
2. **Any removals of trees over 9" DBH associated with the TRIM Grant can only take place from November 1, 2018 to March 31, 2019. If it is determined that the project did not meet this specification, funds will be withheld.**
3. Costs incurred before this agreement are ineligible for reimbursement.

4. All tree work must conform to the most current version of the American National Standards Institute *A300 Standards for Tree Care Operations*.
5. The Department shall be given appropriate credit in all publications, educational materials and in all media contacts related to this project. The statement "A portion of the funding for this project was made available through the Missouri Department of Conservation's Tree Resource Improvement and Maintenance (TRIM) program" is suggested.

REPORTING REQUIREMENTS:

1. The Cooperator shall contact the local forester noted above under **PARTIES AND CONTACTS** if any changes in the project arise. The local forester or their representative must approve all changes prior to implementation. Failure to do so may result in denial of payment of your *TRIM* project.
2. The Cooperator shall notify in writing the local forester by May 3, 2019 that all work has been completed and request an inspection of the project.
3. Should an extension beyond the May 3, 2019 deadline be desired to complete the project, the Cooperator shall submit a request in writing outlining the extenuating circumstances necessitating such a variance. This written request must be received a minimum of two weeks prior to the May 3, 2019 deadline. Such requests must be sent to the Department of Conservation, Community Forestry Coordinator, P.O. Box 180 Jefferson City, Missouri 65102. Extensions can only be granted by the Community Forestry Coordinator.
4. The Cooperator shall provide documentation of all costs associated with the approved project before payment will be made. This includes copies of all dated invoices for project costs, paid receipts, and a description with documentation of all donations, volunteer assistance, and in-kind costs.
5. The Cooperator shall provide documentation that all activities identified in the application's Publicity Plan are completed.
6. If for any reason, the Cooperator cannot complete the *TRIM* project during the time specified herein, immediate written notification to the Department is required. Providing timely notification will also ensure that no penalties will result for future project applications.

MONITORING REQUIREMENTS:

1. The Department's local forester or their representative shall monitor each project. Such monitoring shall include but not be limited to on-site visits, ongoing informal monitoring through phone calls, email, and desk review of financial information, progress, and performance reports. The Department shall conduct an onsite inspection of each project upon completion to assure compliance with program guidelines.
2. After project inspection and certification that the work fully meets the project specifications, the Department shall process payment. If the inspecting local forester finds the project does not meet specifications, payment will not be issued until specifications are met.
3. The Cooperator shall allow the Department access to all financial records and/or audited financial statements related to this agreement.

REQUIRED PROVISIONS

The Cooperator, City of Columbia, agrees to the extent allowed by law and without waiving sovereign immunity, to defend, indemnify and hold harmless from claim or suit the Department, the Conservation Commission and their employees and agents from any claim or suit brought by any third party in connection with the activities to be performed or improvements to be installed under this agreement.

PAYMENT PROCESS:

Payment to the Cooperator will be the applicable percentage as noted on the *TRIM Cost Share Request Form* of the actual costs required to complete the *TRIM* project, but will not exceed the lesser of **\$6,910** or the total of the reimbursable costs required to complete the project. The remainder of cost is the responsibility of the Cooperator. All funds from the Department must be deposited in a timely manner.

OWNERSHIP

Any equipment purchased with funds under this agreement with a value greater than \$100.00 remains the property of the Department. The Department will make determination as to disposition of any property, equipment and unused supplies. The Cooperator shall provide to the Department a periodic inventory of all equipment with a value greater than \$100.00 purchased with funds from this contract.

APPROVED AND ACCEPTED

MISSOURI DEPARTMENT OF CONSERVATION

BY: _____

DATE: _____

TITLE: STATE FORESTER

CITY OF COLUMBIA

BY: _____

DATE: _____

TITLE: _____

FEDERAL IDENTIFICATION NUMBER _____

ATTEST:

Sheela Amin, City Clerk

APPROVED AS TO FORM:

Nancy Thompson, City Counselor *NWT*

T.R.I.M. Estimated Project Cost Worksheet

Applicant Columbia Parks and Recreation Dept. Contact person Brett O'Brien
 Address 1507 business loop 70 west
 Email Brett.Obrien@como.gov
 Phone (573) 874-7489 County Boone
 City/State Columbia MO ZIP (9-digit ZIP required) 65202
 Project location Columbia

Project Type (check all that apply):

Inventory Removal Pruning Education Planting Other

Provide costs only for items associated with your project.

A. Reimbursable Costs	Amount
1. Contract fee (<i>tree management plan, material development, inventory</i>)	_____
2. Contracted labor (<i>tree removals, pruning, planting, inventory</i>)	_____
3. Purchased materials for inventory or tree work	_____
4. Equipment rental (<i>inventory, planting, or other tree work</i>)	_____
5. Education (<i>training course fees, program materials</i>)	<u>\$6,910.00</u>
6. Tree planting plan preparation fee	_____
7. Trees for planting and delivery, less any discount	_____
8. Purchased materials for planting (<i>stakes, mulch</i>)	_____
SUBTOTAL	<u>\$ 6,910.00</u>
B. Non-Reimbursable Costs	
1. Administrative costs (<i>tree care, education, inventory</i>)	<u>\$2,312.00</u>
2. Paid employee labor (<i>tree care, education, inventory</i>)	<u>\$6,423.00</u>
3. Donated labor (<i>tree work, planting, or inventory (at \$15/hr)</i>)	_____
4. Donated equipment costs	_____
5. In-kind equipment	<u>\$695.00</u>
6. Donated materials (<i>stakes, mulch, etc.</i>)	_____
7. Discount or credit for trees or tree planting	_____
8. Other	_____
SUBTOTAL	<u>\$ 9,430.00</u>
C. Total Estimated Project Costs	
Add Subtotal for Section A and Section B, round to nearest dollar:	<u>\$ 16,340.00</u>

Transfer this total to cost-share request form on reverse.

T.R.I.M. Cost-Share Request Form

Applicant Columbia Parks and Recreation Contact person Brett O'Brien

Project location Columbia

C. Total Estimated Project Costs

Amount from front side of form \$16,340.00

D. MDC Cost-Share Computation

Missouri Department of Conservation's Cost Share \$9,804.00
(60% X total estimated project cost)

Tree City USA Bonus \$2,451.00
(15% X total estimated project cost)
NOTE: To qualify for bonus, project must be in a community that is currently certified as Tree City USA.

Missouri Arbor Award of Excellence Bonus \$0
(5% X total estimated project cost)
NOTE: To qualify for bonus, applicant must be the winner of an MAAE award within the last 12 months.

SUBTOTAL
Add all amounts in D (above): \$12,255.00

SUBTOTAL REIMBURSABLE COSTS
Enter the SUBTOTAL from A on front side: \$6,910.00

TOTAL MDC COST SHARE \$6,910.00
Enter the smaller of the above two lines.
Total MDC Cost Share cannot exceed Reimbursable Costs.
Maximum available is \$10,000 unless specifically authorized.

E. Local Cost-Share Computation

Total MDC Cost Share subtracted from Total Estimated Project Costs \$9,430.00

I certify that funds received through the Tree Resource Improvement and Maintenance program will be used only for the care of trees or planting of trees on public property, as noted in this application. I certify that all trees subject to this contract will be pruned in accordance with American National Standard Institute A300 Standard Practices for Wood Plant Maintenance specifications and trees will be planted in accordance with the MDC publication, How to Plant a Tree.

BRETT O'BRIEN PARK SUPERVISOR, CITY OF COLUMBIA
Name and Title of Representative

Brett O'Brien 5/22/18
Signature of Representative Date

AKS 5/14/18
Signature of Missouri Department of Conservation Forester Date

Revised January 2018

TRIM Cost Share Program Application Narrative

Project Background and Description:

Our application is for funding is for training and education for Columbia's Parks and Recreation Department Natural Resources Program employees. The level or type will be dependent on employee; different employees are in need at varying levels of training or education.

The first level of funding will be to assist 4 employees in become ISA Certified Arborists. The assistant horticulturist, a horticulturist specialist, a forestry specialist, an equipment operator and forestry service worker are qualified tree care employees whom are eager to raise their stage of training and expertise to a higher professional point.

The 2nd level of funding will provide 4 currently ISA certified arborist and department employees, the park forester, park horticulturist, senior assistant forester and a forestry specialist the opportunity to attend both the 2019 MCFC and MWISA conference.

The third level of funding will provide 2 forestry specialists the opportunity to attend a Tree Risk Assessment Qualification (TRAQ) workshop. TRAQ is an ISA qualification program that trains arborists how to use the methodologies outlined in the ISA Best Management Practices for Tree Risk Assessment.

Park staff is encouraged to become ISA certified because the tree care profession has experienced rapid change over the past decade and there is a significant amount of knowledge required to perform at the highest level. In addition to the value gained in better managing Columbia's community forest by certification and continuing education, ISA credentials help citizens, city administrators and elected officials identify the forestry staff as qualified, knowledgeable tree care professionals

Attending conferences enables our certified arborist maintain their CEU's but just as importantly, meeting and learning from urban forestry leaders helps creates a culture of professionalism and leadership among our staff. A major benefit for the local community since our goal of a sustainable, balanced and comprehensive community forestry program would be difficult without such leadership. To raise it to the next level, as a model for excellence in the stewardship of a community urban forest, additional advanced skills and knowledge for our City of Columbia staff is critically important.

The value of sending staff to TRAQ training is that this qualification promotes the safety of people and property by providing a standardized and systematic process for assessing tree risk. The results of a tree risk assessment can provide municipal arborists and risk managers with the information to make informed decisions to enhance tree benefits, health, and longevity.

Completion Timetable

DATE	ACTIVITY
September 2018	Notification of award.
Early October 2018	4 employees begin preparing to take ISA exam, take exam when ready before winter's end.
Mid-October 2018	Make hotel arrangements and sign up for conference when information becomes available latter that fall. Make arrangements for TRAQ training.
January 2019	4 currently ISA certified travel to Saint Louis for 3-day MWISA conference.
March 2019	4 currently ISA certified travel to Saint Louis for 3-day MCFC conference.
April 2019	Information about conference, its value and the assistance provided by MDC will be written and publicized. Skills and lessons learned put to work to advance Columbia's community forestry program.
May 2019	Submit final paperwork to MDC for reimbursement.

Facilities and Equipment

Both the 2019 MCFC Conference and the MW-ISA Conference will be held in the Saint Louis area at regional convention centers therefore no Columbia facilities will be used. A Columbia Park van will be used to travel to conference. Location of TRAQ training T.B.D.

End Results

This project offers both a way to significantly improve our efforts to care for the Columbia community forests and move forward in building a sustainable, balanced and comprehensive community forestry program. ISA certification for the newest employees of our department will lift their professionalism and move their careers forward. Information gained from attending conference will assist in management of Columbia's urban forest and offer ways toward improvement. TRAQ training will aid staff in assessing tree risk and communicating appropriate arboriculture actions with city administrators and elected officials.

Project Administrator

Brett O'Brien, Natural Resources Supervisor
Parks and Recreation Department
1507 Business Loop 70 West, Columbia, Mo 65202
Phone: (573) 874-6333 Fax: (573) 875-3159 email : Brett.Obrien@como.gov

**Itemized Budget, Columbia Parks and Recreation
2018 TRIM Grant Application**

Project: Funding for the Columbia’s Parks Department to send 4 employees who are ISA certified arborist to 2019 MCFC & MWISA conferences, send 2 employees to TRAQ training, and assist 4 other staff members in becoming ISA certified arborists.

REIMBURSABLE COSTS

ISA Arborist Certification fee for 4 employees at \$295 (on line computer test, member rate)	\$1180.00
4 arborist certification study guides @ \$85.00 each	\$255.00
Central MCFC region ISA certification prep. class (If available) @ \$50.00 each	\$200.00
Estimated \$325 for 2019 MW-ISA Conference registration, (Based on 2018 costs) for four Columbia Park ISA certified arborists.	\$1300.00
Estimated lodging expenses for two rooms for two nights, at \$180 per room (room rate & taxes) Estimate based on Hilton St. Louis Frontenac hotel rate.	\$720.00
Estimated cost of \$180 for MCFC conference registration, (Based on 2018 cost) for four Columbia Park ISA certified arborists.	\$720.00
Estimated lodging expenses for two rooms for two nights, at \$190 per room (room rate & taxes) Estimate based on Embassy suites hotel rate (Previous MCFC conference site).	\$760.00
Registration for TRAQ for 2 employees @ aprox \$625.00	\$1250.00
Hotel expenses – dependent on location of TRAQ training, prefer location In Missouri but example is a currently schedule location in Wooster OH. Estimated lodging expenses for 1 rooms for 3 nights, at \$175 per room (room rate & taxes) Based on Wooster Hilton Garden Inn	\$525.00
Total Reimbursable costs.....	\$6910.00

NON-REIMBURSABLE COSTS

Employee Costs

Natural Resources Supervisor- Administrative and supervisory time, writing articles for publicity plan.
48 hrs. @ 35.00 hr. \$1680.00

Public Information Specialist- Contact media and submit press release. Assist with planning and other aspects of the publicity plan.
8 hrs @ 25.00 hr. \$200.00

Management Support Specialist-Administrative time, post information about the grant project on City of Columbia website.
12 hrs. @ 36.00 hr. \$432.00

Forester- Travel and time spent at both conferences.
40 hrs. @ \$25.00 hr \$1000.00

Horticulturist- Travel and time spent at both conferences.
40 hrs. @ \$25.00 hr \$1000.00

Senior Assistant Forester- Travel and time spent at both conferences.
40 hrs. @ \$19.00 hr \$760.00

Forestry Specialists- Travel and time spent at both conferences
40 hrs.@ \$18.00 hr. \$720.00

Assistant Horticulturist- Study and take ISA Certification exam
25 hrs.@ \$19.00 hr. \$475.00

Equipment operator-forestry- Study and take ISA Certification exam
25 hrs.@ \$15.00 hr. \$375.00

Horticulture Specialist- Study and take ISA Certification exam
25 hrs.@ \$18.00 hr \$450.00

Forestry Service Worker- Study and take ISA Certification exam
25 hrs.@11.00 hr. \$275.00

(2) Forestry Specialists- Travel to and attend TRAQ Training
2 x 38 hrs.@ \$18.00 hr. \$1368.00

In-kind equipment cost- Approximately 1300 miles on park vehicles.\$0.535 a mile (see FEMA schedule of equipment rates) \$695.00

Total non-reimbursable costs = \$9430.00

TOTAL PROJECT COST.....\$16340.00