

PHS tree tenders

Fall 2020 - PHILADELPHIA TREEVITALIZE STREET TREE REQUEST PROCESS

Application Submission Deadline: **MAY 4, 2020**

Planting Date: November 20-22, 2020

Instructions:

Tree Tenders groups planting for the first time should contact Mindy Maslin at mmaslin@pennhort.org or 215-988-8844 for an [Organizing a Tree Planting](#) overview. Recruit group members to an upcoming [Tree Tenders basic training class](#).

- Find application materials and “Philadelphia Tree Planting Policies & Priorities” at <http://bit.ly/PhilaTreeVitalizeApp>
- Identify a leader to serve as your Tree Tenders group’s primary contact for PHS and others.
- Collecting multiple tree requests on a block is encouraged.
- Each street tree request must meet the criteria of the check-list located on the application form.
- Applicants can be directed to apply online for street trees using the [PHS Urban Forest Cloud form](#) (only if you group Administers an account, see below for Cloud instructions.) or complete a pdf/paper form.
- Make sure property owners understand that *not everyone requesting a tree will be able to receive one; owners may be limited up to 3 free trees per season* (due to regulations, site conditions, and limited funding).
- All requests must be processed at PHS. Do not make duplicate requests for the same trees directly to Philadelphia Parks and Recreation.
- Review applications for completeness** (handwritten signature, initials, contact info, # trees) and **feasibility**
- Submit a complete application package to PHS by the deadline.**
 - **Group Application Cover Sheet** (confirm the total number of trees requested)
 - **Compile data from all paper/pdf forms** using the [PHS Urban Forest Cloud](#) (must have an account) **OR** the “Spreadsheet for Compiling Paper Applications” (e-mail to ddentice@pennhort.org).
 - **Print and submit hardcopies of all “Request to Plant a Street Tree in Philadelphia” forms to PHS, including Urban Forest Cloud online applications.** Keep a copy of all tree request forms.

If your application is approved, you are required to:

- Pick up your trees from our distribution site Nov 19/20 and plant them by end of day Nov 22, 2020.**
- Keep your community informed about all phases of the project (approvals and denials, tree delivery and planting dates, maintenance reminders, etc.).
- Organize and mobilize volunteers and secure tools and supplies to plant the trees your group requests. (note that Tree Tenders have access to tree planting tool libraries).
- After your planting, send PHS a volunteer sign-in sheet listing the number of people and the amount of hours they contributed to your tree planting.
- Tree Tenders groups agree to make sure that trees are watered and cared for in the first two years of establishment and during droughts. The resident/property owner is most often the party responsible.
- Identify a “Tree Checkers” team to revisit each tree planted the following summer, in order to verify proper planting/stewardship and relay tree assessment and care information to homeowners.
- Check in with PHS staff if you need guidance with any of the above.

Checklist for Completing Application Package:

- Make sure all paper applications are completely filled out** with all required information
 - Requirements are initialed/checked
 - Handwritten signature
 - A tree care plan provided (doesn’t have to be detailed)
- Verify property ownership at <https://atlas.phila.gov/>** (renters cannot sign)
- Visit each property to confirm to check site feasibility/space - # trees, small or large canopy

- If owner doesn't state species preference, we encourage TT leaders to note on the form if a large canopy tree is possible (no wires, at least 4x4 tree pit)
- **Submit a complete HARDCOPY application package containing the following:**
 - Group application cover sheet (attached)
 - All signed application forms, including printed Urban Forest Cloud online applications (*paperclip preferred over staples, can be scaled down in print window to fit to 2-3 pages*)
 - Email spreadsheet of compiled **paper/pdf forms only** to ddentice@pennhort.org (OR Login and enter paper forms individually into the Urban Forest Cloud form, see User Guide and directions below)

Street Tree Applications in the Urban Forest Cloud

Online Form - <https://pg-cloud.com/phs/?openform=request-a-tree> (NOT RECOMMENDED FOR CELLPHONE)

Email notifications from the system are sent to applicant and the TT group contact when an application is submitted (usually...) - they contain a link to the completed online application (no login needed)



Cloud Users - To see all your applications, make updates, enter paper form data, print - you must have a registered account (see User Guide)

Read the [Cloud User Guide for TT Group Admins](#) (contact [Dana](#) for additional help)

- Login to the [Urban Forest Cloud](#)
- View, edit and print your group's applications in the **"Request a Tree" table**. Please note that applications from previous seasons will be shown, so filter them off (in Views).
 - *Double-check to make sure there aren't duplicate submissions.*
 - Check each application to confirm the signature is valid, map of tree points is accurate and number of trees requested makes sense – *you can edit the application and mapped tree data in the Request a Tree table and map*
 - Print online applications
 - click the **printer button** in the Request a Tree table (just before Group name column, use,
 - turn off popup blocker,
 - change scale in print settings to print fewer pages (2 pages is ok if not too hard to read)
- **Have paper/pdf forms?** Make sure you are logged in and enter form data individually into [online request form](#), check the box 'Yes' that it's an application "From Paper/PDF", put slash through signature box.

Submit Fall 2020 complete application packet through Monday, May 4, 2020

- **Printer hardcopies** of all pdf/paper & online Urban Forest Cloud applications
- **Group Application Cover Sheet**
- *-For paper/pdf apps only* – enter data in **"Spreadsheet for Compiling Paper Applications"** and email to ddentice@pennhort.org. OR, login to the [Urban Forest Cloud](#) and enter paper request forms to have all your application data in one place (see above for instructions).

Mail or drop off **HARDCOPY** application packets to:
PHS (c/o Dana Dentice), 100 N. 20th St, 5th Floor, Philadelphia, PA 19103.

Piecemeal or incomplete tree request forms will not be accepted.