

Tree Preservation and Planting Fund Disbursement Procedure

On June 20, 2005, the Board of Supervisors directed staff of DPWES, the Department of Planning and Zoning, and the County Attorney's Office to investigate the possibility of creating a funding mechanism for a Countywide tree planting program through the use of reparations obtained from violations of tree save commitments, cash proffers, and in kind proffer commitments obtained during the land development process.

In response to the Board Matter, Land Development Services, DPWES (LDS) has established a "Tree Preservation and Planting Fund" (TPPF). Revenues for this fund will come from:

- proffered funds for tree plantings from zoning cases;
- funds acquired through cash reparations obtained for violations of proffered tree preservation commitments;
- funds from the General Fund for tree-related programs and projects identified through the annual Environmental Improvement Program

Purpose:

The purpose of the TPPF is to support efforts by the Fairfax County government and the community at large to protect, manage and enhance its urban forest resources.

The TPPF is a fiscal mechanism established to collect, manage, disburse, and track funds specifically used to support programs and policies relating to the preservation and management of existing forest tracts; and, the planting of new trees by governmental and non-profit entities on both public properties and commonly-owned open space. The following are examples of programs and policies that the TPPF could be used to support:

- Tree planting programs that support a regional urban forestry measure in future Metropolitan Washington Area Ozone Non-attainment Air Quality Plans.
- Components of the *Board of Supervisors' Environmental Agenda* relating to the conservation of trees, and forests; and, the conservation of other natural resources such as air, water and soil when tree conservation practices can be used as a means to conserve these resources.
- Components of the *Fairfax County Tree Action Plan* relating to the conservation of trees, and forests and other natural resources.
- Components of the Fairfax County Park Authority Natural Resource Management Plan that relate to the conservation and management of tree resources.
- Components of watershed management plans that relate to tree planting and the need for conserving tree cover to protect water quality.
- Tree-related programs or projects that are identified in the annual Environmental Improvement Plan.

- Tree-related projects, matters, policies and ordinances approved by the Board of Supervisors

Projects that can be Supported

The following types of projects and activities can be supported by TPPF funding.

Projects that will directly result in the preservation and/or expansion of the County's tree canopy coverage will be given priority. Examples include:

- Tree preservation, planting and maintenance projects and activities implemented on County properties and managed by County agencies that are above and beyond routine maintenance requirements.
- Tree planting programs organized and managed by non-profit tree planting organizations and implemented on publicly-owned land or on common open space owned by homeowners associations.

Projects that could be used to enhance or strengthen direct efforts to preserve and/or expand the County's tree canopy coverage will also be considered. Examples include:

- Development, production and distribution of educational materials that encourages stewardship and conservation of urban forest resources
- Workshops and seminars that encourage stewardship and conservation of urban forest resources
- Research conducted by local governments and Virginia State universities and colleges that could be used to advance the fields of arboriculture and urban forestry.
- Costs associated with the County's "Heritage, Memorial, Specimen and Street Tree" ordinance (e.g. for takings)
- Urban forestry internships utilized by County agencies to help manage forest and tree resources
- Other projects that support efforts to cultivate a healthy and functional urban forest and to educate and inspire the community to value, conserve and enhance this resource

Who can Receive TPPF Funding

The following groups are examples of organizations that could receive funding from the TPPF:

- Fairfax County Agencies
- Regional governmental agencies
- 501. C3 non-profit organizations

Private property owners may not apply directly for TPPF funds to plant trees on privately-owned parcels and lots. However, private property owners may receive trees and planting supplies for use on private property, if those plant materials and supplies are made available free of charge through a governmental agency or 501.C3 non-profit

organization to the public at large as part of a community-wide educational program or an effort to increase community tree cover levels in order to provide specific environmental benefits to the community at large.

Criteria Used to Evaluate Proposals

In addition to supporting County policies, programs and projects that conserve urban forest resources, proposals must be specific, measurable, achievable, realistic, accountable, and set to a timeline. All proposals to use the TPPF must address the following evaluation criteria:

1. Specific: The proposal must specify a project objective and a premise that supports that objective. That objective should relate directly to an existing County program, policy or project such as those identified under the TPPF Purpose section on page 1.
2. Measurable: The proposal must provide a set of criteria that clearly defines when the project objective has been achieved.
3. Achievable: The proposal must provide a synopsis of prior projects, research and/or other background to demonstrate that the project's premise(s) is sound.
4. Realistic: The proposal must provide the level of logistical and organizational resource information needed to demonstrate that project objectives can be achieved within the given timeline and given the level of resources that can be applied.

As appropriate, logistical information should include:

- location of all project activities
- sequence of actions that must be taken
- plant species and sizes that will be used in project
- units/numbers and costs of supplies and materials needed
- anticipated hours and costs of any paid staff involved
- documentation of permission needed to gain access to planting sites
- documentation of effort to locate underground and overhead utilities
- statement of safety concerns and plans
- statement of liability coverage
- statement addressing deer management
- planned maintenance activities

As appropriate, organizational resource information should include:

- additional funding that might become available to support the project
 - specialized equipment or tools available to the organization
 - the numbers and positions of personnel that will be used
 - expertise and educational backgrounds of project manager, workers and volunteers
 - numbers of available volunteers
5. Accountability: The proposal must identify a project manager and an alternate contact person responsible for the successful completion of the proposed project.
6. Set to a timeline: The proposal must provide a specific date that the project objective(s) will be completed.

Fund Administration and Annual Timeline

All proposals to use TPPF funds shall be evaluated for purpose and technical validity by the Director of the Urban Forest Management Division, LDS (Urban Forester) using the criteria established in this report. To the degree possible, the Urban Forester will ensure that the recommended annual project list forwarded to the Tree Commission provides a balance of governmental, non-profit, and EIP-related projects. The Urban Forester will forward a list of recommendations to the Fairfax County Tree Commission (Tree Commission) for consideration and approval. The recommendations of the Tree Commission will in turn be forwarded to the Board of Supervisors for final decision. The Urban Forester will prepare written notification of approval or disapproval decisions within business 10 days of final decision by the Board of Supervisors.

Timing of TPPF proposal evaluations, disbursement, tracking and reporting activities are driven by the County budget cycle and, to a lesser degree, seasonal tree planting windows. The sequence of following dates and activities relates major TPPF milestones:

May 15:	Start accepting new TPPF proposals
June 21:	Stop accepting new TPPF proposals
July 1:	Urban Forester forwards recommendations to Tree Commission
July 15:	Tree Commission recommendations to Board of Supervisors
Early-August:	Approval by Board of Supervisors
Mid-August:	Approval/disapproval notifications in mail
Late-August:	Disbursements by Fiscal Management Branch, LDS, DPWES
October 1:	Start of autumn planting window (typical)
December 31:	End of autumn planting window (typical)
January 21:	Autumn planting/activity tracking reports due to Urban Forester
February 1:	Review of planting/activity tracking reports
March 15:	Start of spring planting window (typical)
May 15:	End of spring planting window (typical)
June 1:	Spring planting/activity tracking reports due to Urban Forester
June 1 -15:	Preparation of TPPF Annual Report by Urban Forester and FMB
June 30	Final TPPF Annual Report in NIP to BOS

TPPF Annual Report

The Urban Forester will require TPPF fund recipients to submit seasonal planting/activity reports that:

- summarize the project objectives
- itemize the placement of trees
- itemized geographic disbursement required through proffer or development conditions
- itemize hours contributed by volunteers and paid staff
- summarize the size, the numbers and species planted
- summarize the survival rates of planting projects
- provides before, during and after digital photos
- summarize the distribution of any educational materials developed or distributed by TPPF funds
- summarize the results of any education and outreach efforts funded by TPPF funding
- summarize the results of any research funded by the TPPF
- summarize the social or environmental benefits that have resulted from the project

After conducting a comprehensive review of the progress reports submitted by TPPF fund recipients, the Urban Forester shall prepare an annual report highlighting the projects, accomplishments and expenditures associated with the past fiscal year. The report will be forwarded to the Board of Supervisors as a NIP Item and shall contain the following type of information:

- Summary of TPPF funded projects and activities
- List of TPPF fund recipients
- Number of trees planted
- Types of species planted
- Location of planting projects
- Summary of social and environmental benefits provided by TPPF projects
- Evaluation of TPPF program

The Urban Forester will ensure that any proffered funds for tree plantings from zoning cases or funds acquired through cash reparations obtained for violations of proffered tree preservation commitments that are designated for disbursement within a specific geographic area or magisterial district via proffer or development condition language is disbursed in accordance with that language. The geographic disbursement will be itemized in the Annual TPPF report.