

**PURCELLVILLE NEIGHBORWOODS PROGRAM**

Homeowner Associations in the Town of Purcellville are invited to apply for funding to help plant trees in common areas owned by the HOA. The Purcellville Tree and Environment Sustainability Committee and the Virginia Department of Forestry (VDof) are working together on the "Purcellville NeighborWoods Program" to encourage Homeowner Associations (HOAs) within the incorporated limits of the Town of Purcellville to plant and maintain native trees. The deadline to apply is March 1, 2023.



**HOA AND CONTACT INFORMATION**

**HOA Name\***

**Address\***

**City\***

**State\***

**Zip\***

**The HOA is within the incorporated limits of the Town of Purcellville.\***

- Yes
- No
- Don't know

**Contact Name\***

**Email Address\***

**Phone Number\***

**PROJECT INFORMATION**

**Description of project area and need.\***

*EXAMPLE: We have an open space near our neighborhood playground without any shade trees which would make the spot ideal for watching the kids play and congregating with other adults.*

**If you have any experience in completing similar projects, please describe below.**

**Part of this grant has an engagement and educational component. Please explain how the HOA will involve and engage their members, which may include how decisions about the trees and shrubs selected for the project were made, how to plant and care for trees, how trees impact water quality, how they will be involved in the planting, distribution of educational materials to members, presentations at HOA meetings, etc.\***

*EXAMPLE: We will post on the HOA Facebook page, publish an article in the HOA newsletter, and have presentation at an HOA meeting to educate members about the project, and about the value of native trees to wildlife and local waterways. We will select trees and shrubs in coordination with Virginia Department of Forestry's list of recommended native trees.*

**Tree Maintenance Plan**

**This grant has a requirement for a long-term tree maintenance plan. Your HOA may be able to incorporate tree maintenance into an existing landscaping contract.\***

*EXAMPLE: Tree maintenance is the responsibility of the property management company. They have agreed to take care of the trees after they have been planted. A letter with that agreement is included in the attachments.*

**Deliverables/Expected Outcomes\***

*EXAMPLE:*

*Deliverables include:*

- *Planting of five red maple trees*
- *Educating HOA members about native trees and how they benefit wildlife and improve water quality*

*Outcomes include:*

- *More pleasant and shaded playground area*
- *Better understanding of the value of native trees*

**Please provide the name of the certified arborist, or organization or agency (i.e. Virginia Tech, Virginia Department of Forestry, Loudoun County Tree Stewards, etc.) that provided guidance for this project and what that guidance was. \***

*EXAMPLE: We have researched information about native trees on the Virginia Department of Forestry's website and on the Plant NOVA Trees website, reviewed information on the Town's prohibited species list, and consulted with a forester from the Virginia Department of Forestry. The guidance we received was that we could plant up to five red maple trees in the space available.*

**Please upload the design plan drawing/s, map indicating ownership of the property where plantings will take place, site photo/s, and species list.\***

No file chosen

Additional fields to upload documents and photos are below if needed.

**Additional Files for Design, Map, Photos, Species List, Etc.**

No fi...osen

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No fi...osen

**Please upload the proposal budget for your project including detailed costs, quantities, and species of trees and shrubs; supplies; and other materials needed for the planting. \***

No file chosen

**Please upload a letter of approval from the HOA or authorized representative accepting responsibility for the planting and long-term maintenance of the trees.\***

No file chosen

## AGREEMENTS / UNDERSTANDINGS

Check each item below to indicate your agreement and understanding with the statement.

**The proposed project is in the common area owned by the HOA.\***

I agree

**The trees and shrubs proposed in this project are native to Virginia.\***

I agree

**The maximum reimbursable cost for 2-inch caliper trees is \$130 per tree. If higher value trees are purchased that is ok, but the grant will only pay up to \$130 per tree. When larger caliper trees are approved, fewer trees will be planted per acre.\***

I agree

**The accepted rate per seedling for contract planting: providing the seedling, planting labor, using a tree protector, stake all together is \$9.00/seedling. This may not be your cost as project needs and requirements differ. When budgeting please use your anticipated actual cost.\***

I agree

**Projects will educate participants of the water quality benefits of tree planting.\***

I agree

**Projects will include community outreach and engagement components to enhance the benefits of the project and promote those activities as models for others to replicate.\***

I agree

**NO large shade trees shall be planted under power lines.\***

I agree

**Grant funds will not be approved for projects that have been completed or materials that have been purchased prior to grant award.\***

I agree

**Grant funds will not be approved for projects that are initiated as a requirement of landscape ordinance, zoning, or that supplant previously planned tree maintenance or planting activities, ongoing tree maintenance or planting activities, etc.\***

I agree

**This grant is a 50/50 matching program with 50% of the funds from VDOF and 50% of the funds from the Town of Purcellville. These funds may only be used for the following: purchase of approved trees/shrubs, purchase of supplies for planting and protecting the trees/shrubs including leaf compost, mulch, stakes, wire, tubes, netting.\***

I agree

**Documentation, receipts, and reports will be required as a condition of award of the funding. The deadline for submission of required items is June 30, 2023 to allow the Town sufficient time to process and prepare its report and reimbursement request to the Virginia Department of Forestry. If the required documentation is not provided by the deadline, the project will not be reimbursed.\***

I agree

**The HOA is required to pay all costs up front, and will be reimbursed for 100% of approved costs after the Town has received all required documentation by the June 30, 2023 deadline.\***

I agree

**By checking the box below, I affirm that the HOA has agreed to participate and that I am legally authorized to commit the HOA to this proposal.\***

I agree