

CITY OF BENICIA  
COMMUNITY SUSTAINABILITY COMMISSION  
2016 GRANT APPLICATION



TITLE PAGE

**PART A – BASIC INFORMATION**

**1. PROJECT/PROGRAM NAME:** Benicia Tree Foundation – 1,000 Trees Project

**Amount of Funding Request:** \$28,675

**GRANT PERIOD = 1 YEAR:** January, 2016 – December, 2016

**Organization and/or Person(s) Submitting Proposal:** Tina Marchetti, Executive Director

**2. ORGANIZATION INFO:**

**Name:** Benicia Tree Foundation

**Address:** PO Box 1877, Benicia, CA 94510

**Phone:** (707) 745-4546

**Fax:** (707) 745-4546

**Email:** [tina@beniciatrees.org](mailto:tina@beniciatrees.org)

**Federal ID # (for non-profit or business):** #271218587

**If a non-profit organization, the year legally established:** 2009

**State in which established:** CA

**If a business, the year established, number of years:** N/A

**Location:** N/A

**3. CONTACT PERSON (for this Application)**

**Name:** Tina Marchetti

**Title:** Executive Director

**Address:** PO Box 1877, Benicia, CA 94510

**Phone:** (707) 745-4546

**Email:** [tina@beniciatrees.org](mailto:tina@beniciatrees.org)

**4. The proposed Project/Program will serve FOCUS AREAS of the Benicia Climate Action Plan [CAP] to reduce greenhouse gases [GHG] and thereby also support Community Sustainability. Please list all STRATEGIES within the FOCUS AREAS below that will be addressed (fully or partially) by the proposed Project/Program. Include and explanation of the importance of each STRATEGY to the Project/Program’s mission. [See CAP page 15 for Focus Areas.]**

- **EDUCATION/ PUBLIC OUTREACH (Priority: 4)**
  - **Strategy EO-1.12.** Demonstration Gardens
    - Our Projects act as a demonstration of the right tree in the right place.
  - **Strategy EO-1.13.** Encourage BUSD to Educate K-12 Students on Climate Change and Ways to Reduce GHG Emissions
    - Our Projects on school property include an education component to assist in integration of climate change and environmental stewardship into the curriculum.
    - Tree planting at BUSD sites provide opportunities to involve the students in planning, implementation and management of the projects, further enhancing the educational component, providing experiential education and cultivating civic leadership. The BHS Echo Academy students have become increasingly engaged in our projects in this past year.
- **ENERGY PRODUCTION**
  - N/A
- **TRANSPORTATION AND LAND USE (Priority: 3)**
  - **Strategy T-3.5.** Revise Streetscape Design Standards
    - Benicia Tree Foundation continues to work with the City on implementing the City Tree ordinance, developing the Tree Master Plan, and other projects affecting streetscape design.
- **BUILDINGS (Priority: 5)**
  - **Strategy B-3.3.** Home Energy and Water Audits
    - BTF provides support to property owners who want to add trees for these (and other) purposes, conducting outreach through RisingSun Energy. Shade trees save on cooling costs and all trees conserve water resources.
  - **Strategy B-4.4.** Educate Property Owners, City Commissions, Local Contractors, and Suppliers
    - BTF works to educate the all citizens regarding the benefits of trees in a green building practice through its website, volunteer orientation/training, Arbor Day Festival, reports to the City Council, Parks Recreation & Cemetery Commission and Tree Subcommittee.
- **INDUSTRIAL & COMMERCIAL (Priority: 6)**
  - **Strategy IC-1.1.** Building Audit and Efficiency Program
    - BTF has provided a customized brochure for businesses in the Industrial Park on how they can help the City meet its GHG reduction goals by planting trees on their property. These brochures have been supplied to the City for outreach on the Business Resource Incentive Program.

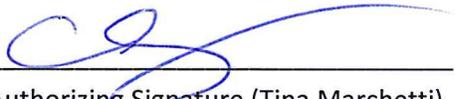
- **Strategy IC-1.5.** Provide Green Building Consulting and Technical Assistance
  - Benicia Tree Foundation offers assistance to homeowners and other community members on species selection and placement, sourcing, installation and maintenance education.
  - BTF will participate in the Clean Tech Fair to distribute information on our services to the community.
  - In 2013, BTF advised the Benicia Armory on landscaping the grounds with drought-tolerant plant materials. In 2014, we planted trees at the Benicia Veteran’s Hall to shade the west side of the building which will significantly reduce cooling costs over the long term.
- **WATER & WASTEWATER (Priority: 2)**
  - **Strategy WW-1.1.** Cash for Grass Rebate Program
    - BTF offers assistance and education through its volunteer programs on drought tolerant species as well as maintenance practices that minimize water usage and utilize water supplements and alternatives (DriWater, etc).
  - **Strategy WW-1.7.** Develop a Business Outreach Program
    - (See Strategy IC-1.5.)
- **SOLID WASTE**
  - N/A
- **PARKS & OPEN SPACE (Priority: 1)**
  - **Strategy P-4.1.** Tree Maintenance Program
    - BTF projects include planning of necessary maintenance to ensure the long term success of Benicia’s tree canopy. BTF has committed to planting >100 trees at Benicia Community Park, and to the maintenance for those trees during their establishment period.
  - **Strategy P-4.2.** Increase the Number of City Trees
    - City trees are on property owned by the City of Benicia. BTF will continue to work with the City on increasing the number of street trees. We have participated annually in the City's Arbor Day plantings as required by the "Tree City USA" designation, providing valuable resources and support for City staff. We will plant >100 trees on City property at Community Park and other locations.
  - **Strategy P-5.1.** Residential Tree Fund
    - BTF will continue to provide support to the City on implementing this project to increase the residential tree canopy.
    - Through participation on the Tree Subcommittee of the Parks Recreation & Cemetery Commission, BTF advises City staff on the use of funds collected through implementation of the City Tree Ordinance.
  - **Strategy P-5.2.** Adopt-A-Tree Program
    - BTF can provide expertise and assistance with the Adopt-A-Tree program.

- Through participation on the Tree Subcommittee of the Parks Recreation & Cemetery Commission, BTF advises the City on implementation of the Heritage Tree Program of the City Tree Ordinance.
- **Strategy P-6.1.** Develop a City-Approved Tree and Plant List
- BTF continues to work with the City on the Tree Master Plan and development of an approved Tree Palette – a listing of recommended trees that are appropriate for the climate and conditions in Benicia. We anticipate an updated, approved tree palette during Summer, 2015 via the Tree Subcommittee.
- **Strategy P-7.1.** Community Gardens in City Parks and Underutilized Sites
  - BTF seeks to identify appropriate locations on private property, City property and other public property where it may organize, manage or otherwise support the planting of trees. We continue to work in cooperation with City staff as well as with private property owners and other public agencies. We have secured approval and begun implementation plans for planting at Community Park, Lake Herman, and Benicia State Recreation Area; offering even greater community involvement and participation.

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**ORGANIZATION CERTIFICATION:** I hereby certify that all information contained in this application and any attachments is true and accurate.

NO CITY EMPLOYEE SHALL BE SIGNATORY ON BEHALF OF AN APPLICANT ORGANIZATION REQUESTING FUNDS FROM THE COMMUNITY SUSTAINABILITY COMMISSION. A CITY EMPLOYEE MAY BE SIGNATORY WHEN APPLYING FOR FUNDS FOR A PROJECT TO BE ADMINISTERED BY THE CITY OF BENICIA.

 _____ Authorizing Signature (Tina Marchetti)	<u>Executive Director</u> Title	<u>5-18-15</u> Date
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Tina Marchetti on behalf of Benicia Tree Foundation  
Typed Name

**PART B – BUDGET INFORMATION\*\***

**5. Please provide a budget for the proposed Project/Program. Expenses listed in this document should be consistent with the Project Description. This budget is only for the Project utilizing grant monies.**

**Do not leave any blank boxes. Use “N/A”, if cost category is not applicable.**

Note: Column “A” = Total cost of the proposed Project.

Column “B” = Amount requested in this grant application.

Column “C” = The difference between Column A and Column B, or the cost of the Project that are not included in this grant request, if any

<b>Grant Proposal - Project Budget - Benicia Tree Foundation</b>			
<b>PROJECT DIRECT EXPENSES</b>	<b>BTF Total Project Costs FY 2016</b>	<b>Sustainability Commission Grant Request Amount</b>	<b>BTF Cost Share</b>
<i>Personnel (direct)</i>			
Executive Director (\$37 Hr. x 20 hrs/wk)	\$ 37,000.00	\$ 13,000.00	\$24,000.00
Labor Burden (Taxes, Insurance)			
<i>Subtotal Personnel</i>	\$ 37,000.00	\$ 13,000.00	\$24,000.00
<i>Non-Personnel</i>	N/A	N/A	N/A
<i>Personnel (support) (union or other staff per site specific requirements for any heavy machinery operation, etc)</i>	\$1,000.00	\$500.00	\$500.00
<i>Benefits (direct)</i>	\$0.00	\$0.00	\$0.00
<i>Contract Services</i>			
California Conservation Corps	\$5,000.00	\$2,500.00	\$2,500.00
<i>Project Supplies</i>			
Trees (200 Trees, Average \$30 tree)	\$ 6,000.00	\$3,000.00	\$3,000.00
Tree Support (stakes, ties, mulch, fertilizer, Driwater, etc.)	\$ 3,200.00	\$1,600.00	\$1,600.00
Volunteer Supplies (Water, etc.)	\$ 500.00	\$250.00	\$250.00
Volunteer Recognition and Signage (Girl Scout Patches, Prizes for Participation, plaque at site, etc.)	\$ 1,200.00	\$600.00	\$600.00
<i>Project Equipment</i>			
Hand Tools (Shovels, Rakes, Etc.)	\$ 750.00	\$ 375.00	\$375.00
Misc site expense	200.00	\$100.00	\$100.00
Equipment Rental	\$ 4,000.00	\$2,000.00	\$2,000.00
<i>Transportation Costs (e.g., gas, rental)</i>			
Mileage (Delivery of materials & equipment to project sites)	\$ 300.00	\$ 150.00	\$150.00
<i>Other Direct Costs</i>	\$ 0.00	\$0.00	\$0.00
<i>Educational &amp; Promotional Materials</i>	\$ 1,250	\$ 625.00	\$625.00
<b>SUBTOTAL DIRECT EXPENSES</b>	<b>\$ 60,400.00</b>	<b>\$24,700.00</b>	<b>\$35,700.00</b>

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<b>INDIRECT EXPENSES</b>			
Administrative Personnel	N/A	N/A	N/A
Benefits	N/A	N/A	N/A
Office Rental	\$ 4,200.00	\$ 2,100.00	\$ 2,100.00
Utilities	\$0.00	\$0.00	\$0.00
Telephone, Web Communications	\$ 600.00	\$ 300.00	\$ 300.00
Office Supplies	\$ 200.00	\$ 100.00	\$ 100.00
Transportation (Gas, Rental)	\$ 250.00	\$ 125.00	\$ 125.00
<i>Other Indirect Costs</i>			\$ -
Volunteer Labor	\$16,605.00	0	\$16,605.00
Liability Insurance	\$2,700.00	\$ 1,350.00	\$ 1,350.00
<b><i>SUBTOTAL INDIRECT EXPENSES</i></b>	<b>\$24,555.00</b>	<b>\$3,975.00</b>	<b>\$20,880.00</b>
<b>TOTAL COSTS - DIRECT &amp; INDIRECT</b>	<b>\$ 84,955.00</b>	<b>\$28,675.00</b>	<b>\$56,280.00</b>
<b>2016 request</b>	<b>\$</b>	<b>\$</b>	

**6. APPLICANT’S FINANCIAL SOURCES:** Please provide sources of other funds for the proposed Project/Program. Total amount should correspond with Total in Column C (from previous page). Do not include your entire budget here. (It should be attached).

Applicant's Sources of Other Funding (be specific)	Amount or Value	Cash or In-Kind (indicate)
VIP Good Neighbor Settlement	\$ 9,675.00	Cash
California ReLeaf Grant	\$ 2,000.00	Cash
Volunteer Labor	\$ 16,605.00	In-Kind
California Natural Resources Agency EEMP Grant	\$ 6,000.00	Cash
CALFIRE Urban Forestry Grant	22,000.00	Cash
<b>TOTAL</b>	<b>\$ 56,280.00</b>	<b>Cash &amp; In-Kind</b>

**7. List any prior City of Benicia grants or loans awarded to your organization and the number of Benicians served with the funds. (If more space is needed to complete your answer, use the reverse side of this page).**

The Benicia Tree Foundation initially received \$200k in funds via the VIP Good Neighbor Settlement. *These funds were from Valero – Benicia, were stipulated in the agreement as being designated to the BTF, and not considered to be City grants or loans, but rather a settlement fund that is administered by the City of Benicia.*

In addition to the number of Benicians served, our success can be measured and quantified by calculating the metric tons of carbon that our completed projects will sequester. At our current count of 450 trees planted, the amount of CO2 sequestered is 56 metric tons per year. *This figure is calculated using the UC Davis EcoSmart Landscapes Portal.* This provides direct benefit to all citizens of Benicia through improvement of air quality. By planting trees at all BUSD campuses, we are directly improving the environment and encouraging environmental stewardship for all students.

Fiscal Year	Project/Program	Amount of City Grant or Loan	Benicians served
2014	1,000 trees	\$35,000	2,000+
2012-13	1,000 trees	\$60,000	2,000+
2010-11	N/A	N/A	500
2009-10	N/A	N/A	N/A
2008-09	N/A (not formed yet)	N/A	N/A
2007-08	N/A (not formed yet)	N/A	N/A
2006-07	N/A (not formed yet)	N/A	N/A
2005-06	N/A (not formed yet)	N/A	N/A
<b>TOTALS</b>	<b>N/A</b>	<b>\$0.00</b>	<b>N/A</b>

**PART C – PROJECT/PROGRAM ORGANIZATION DISCUSSION (Please limit Part C to 5 pages)**

**8. Brief Project/Program Summary (Three to four sentences describing the grant proposal).**

The **1,000 Trees Project** is making history as Benicia’s first major tree planting campaign, dramatically improving the tree canopy in Benicia, and sequestering an estimated 56 metric tons of CO<sub>2</sub> in tree biomass per year thus far. New trees will be planted at BUSD school sites, private property and on public land such as parks and rights of way. The project directly impacts Benicia’s GHG emissions by utilizing the natural ability of the trees to sequester carbon. The project also reduces energy consumption by reducing heat island effects and providing shade to commercial buildings, schools and homes, reducing their cooling costs. The project reduces water use as trees provide shade thereby reducing evapotranspiration rates and watering needs of surrounding grass/lawn areas. Many of the trees we have planted at BUSD sites are placed so as to reduce water needs of surrounding turf grass/playing field areas.

**9. Describe the Project/Program’s general purpose and activities:**

This proposal, and the work of the Benicia Tree Foundation, is directly in alignment with the City of Benicia Climate Action Plan. As stated in the CAP:

*“Trees provide a number of benefits to the community. Increasing the number of trees in Benicia will increase the amount of carbon dioxide absorbed from the atmosphere. They provide shade to naturally cool buildings, create wind barriers to surrounding areas, and enhance streetscapes to encourage alternative modes of transportation. Benicia currently lacks a formalized approach for increasing the amount of trees within the community, as well as criteria for selecting trees based on drought tolerance and carbon sequestration characteristics. The Benicia General Plan recognizes the significance of trees and plants to absorb carbon dioxide, release oxygen, and store carbon.”*

The **1,000 Trees Project** will provide the formalized approach to significantly increase Benicia’s tree canopy. Our outreach programs will guide citizens, business owners, and city stakeholders on planting the right trees in the right places, with emphasis on species that are drought-tolerant and have a high rate of carbon sequestration. Trees most appropriate for residential, business, school, and municipal sites will be identified, sourced, and acquired, making it easy for citizens to be engaged in tree planting. Tree plantings will be located through existing and future BTF programs, which include School Campus Forestry Initiative, Benicia Tree Keeper Program, PG&E Palm Replacement Program and the City Tree Subcommittee. All aspects of the project will be documented to reflect on successes and failures, capture best practices, ensure future replication and sustainability of the community forest.

**The 1,000 Trees Project addresses a major concern in Climate Action Plan: Carbon Sequestration.**

Because one of California’s largest refineries is located in Benicia, carbon emissions are among the highest in the State of California. Given the level of industry in Benicia, reducing the total level of CO<sub>2</sub> emissions and pollutants in Benicia will be very challenging. However, there are actions that can be readily taken by the citizens of Benicia to increase the levels of *carbon sequestration* in the community. There is ample space for tree planting, and the **1,000 Trees Project** represents a significant community effort to sink carbon into locally grown bio-mass (trees) that also provide multiple co-benefits such as: reducing carbon emissions (shading structures and reducing the need for air conditioning, mitigating the heat island effect); calming traffic (creating safer traffic/pedestrian corridors) providing shaded streets for pedestrians and bicyclists (reducing vehicle emissions), cleaning the air (filtering soot and other toxic constituents), improving property values (increasing the net tax base), and reducing water use (use of drought tolerant native trees and shading of landscaped areas thereby reducing rates of evapotranspiration in residential and commercial landscapes), pollution, and runoff (a city’s urban forest can reduce peak storm runoff by 10 to 20 percent, according to the USDA Forest Service). Planting 200

new trees will result in savings of approximately 1,250,000 gallons of water per year (assuming a lifespan of 50-80 years) with a total savings of up to 100,000,000.

The act of planting and maintaining trees provides activity that gives an immediate sense of reward to the participants, and the results of these efforts increase significantly while the trees mature. The landscape in Benicia has already been dramatically improved by the presence of trees, transforming what was historically a relatively treeless landscape. The **1,000 Trees Project** builds upon an established pattern of wide spread tree planting in the community with transformative effect.

Since 2010, more than 450 trees have been planted by Benicia Tree Foundation, with 160 now successfully past their establishment phase. Our projects have engaged more than 1,800 local volunteers who have contributed over 5,400 hours of their time to our projects. This grant will allow us to leverage current and future revenue, increase the number of trees planted, and continue to grow our support base and education audience, engaging hundreds of volunteers and participants in the community. This will be accomplished through a strategy of education, information, networking, volunteer opportunities directed at tree planting events, building on the momentum that we have worked to create in the community.

We will also continue to work towards implementation of other strategic goals:

- Identifying and addressing leading environmental and health issues affected by the urban forest by sequestering and reducing CO2 emissions, engaging a broad cross section of the public in climate action and education, mitigating air pollution and increased temperatures, and reducing waste water runoff.
- Aligning with tree initiatives of local government and other community organizations. This will include continuing our work with the Benicia Unified School District (School Campus Forestry Initiative) and the City of Benicia City Tree Master Plan, City Tree Ordinance, Business Resource Incentive Program, Arbor Day and streetscape/traffic calming projects).

If this project is approved for funding by the Sustainability Commission, BTF can leverage this funding by using it as matching funds for future grants, extending the impact and assuring that Benicia can complete its first major community forestry campaign and ensure that the tree canopy in Benicia will continue to grow.

**10. If sponsored by a non-profit or business, list all financial liabilities or pending legal action:** None.

**11. If applying for other grants for fiscal years 2015-2016, please list the project, funding source(s), proposed budgets and requested amount(s).**

BTF currently has been awarded (\$1,000) from California Releaf for 2015 as part of California Arbor Week, and we have also been approved for a California Natural Resources Agency EEMP Grant (\$6,000) to cover projects between Fall 2015 and 2016. BTF has consistently received grants from California ReLeaf as available through State funding sources such as CalFire. The CalFire grant was not available in 2015 as it was strictly limited to Disadvantaged Communities (DACs) as rated by CalEnviroScreen. Despite significant air quality concerns, Benicia is not currently rated as a disadvantaged community by CalEnviroScreen due to socio-economic rankings. Our urban forestry advocate in Sacramento, California ReLeaf, is currently working with legislators to make future Urban Forestry funds available to non-DACs and this looks promising for 2016 and beyond. BTF plans to apply for a CALFIRE Urban Forestry Grant in Fall, 2015 (\$22,000) that would cover projects in 2016-17. The sustainability grant would assure our progress and viability while state and other funding sources are sought. Additional grant writing and funding initiatives are also planned.

**12a. How much if any money will this project save the organization?** None.

**12b. N/A**

**13. At what location(s) will the proposed Project/Program take place, and, if applicable, how long has the organization been at this location?**

1. School sites in the Benicia Unified School District, where we’ve been planting successfully since 2010.
2. Private property owned by residents and businesses, including properties in industrial zones, landscape lighting districts, and community garden sites. A variety of private planting sites have been successful since 2010.
3. Benicia Housing Authority, Benicia Community Park, Lake Herman, Benicia State Recreation Area and other publicly owned parks, open space land, and rights of ways. These will be new locations.

**14. What are your proposed hours of operations for this Project/Program? Please indicate hours that actual services will be provided, and how this may or may not differ from the hours project staff will be available to respond to inquiries by phone or email, answer general questions, etc.?**

Tree planting events are held on weekdays or weekends, depending on the availability of the participants who are mostly volunteers from the community (i.e. school campus plantings occur during school days and on weekends; community park projects are on weekends). Project staff will be available to respond to phone, email, or general questions during regular business hours, Monday – Friday from 9am to 5pm and will be at all volunteer events.

**14. Describe the Project/Program associated with this grant request. Include the goals to be achieved and the strategy that will be used to meet the goals. Be specific when discussing what will be achieved as a result of the proposed Project/Program, with respect to goals of the Benicia Climate Action Plan to reduce GHG emissions.**

Goal	Objective	Measurable	Timeline
Carbon Sequestration & Reduction of CO2 Emissions	Engage the public, private, and business sectors in a city tree planting and education campaign.	Plant, inventory, and track 200 trees and calculate the benefits.	200 trees to be planted between January and December 2016.
	Expand the forest canopy on BUSD campuses while engaging students, teachers, administrators, parents, and community members in tree planting and education.	Trees Planted and Tracked on BUSD School Property	See above
	Expand the community forest canopy by engaging residential and business property owners in Benicia in tree planting and education thru the TreeKeeper Program, Palm Replacement Program and Sustainable Management Program.	Trees Planted and Tracked on Private Property in Benicia	See above

	Significantly expand the municipal tree inventory, applying tree solutions to a traffic calming, green street projects, and waste water runoff.	Trees Planted and Tracked on Property owned by the City of Benicia or other public agencies.	See above
Public Outreach and Engagement	Engage the citizens and students of Benicia in climate action and education, providing hands on opportunities to reduce GHG emissions, save energy, and reduce water use.	More than 5,000 hours of documented engagement with volunteers, students, citizens, and city employees.	See above
Energy & Water Conservation	Mitigation of air pollution, heat island effect, and storm water runoff in Benicia.	Documented impact of 200 trees planted on air pollution, energy savings, and storm water runoff.	See above

**15. Please describe why the proposed Project/Program is necessary for citizens of Benicia and the community as a whole?**

The vision and work associated with implementing the Climate Action Plan in Benicia faces a number of great challenges. Many elements of the plan, and the work of the Sustainability Commission, remain conceptual to most citizens in Benicia, and relatively few citizens have been able to get their hands directly on climate action projects. Tree projects engage citizens, business owners, and other stakeholders directly in “hands-on” activities that require a variety of decisions (selecting appropriate tree species, where to plant, consideration of maintenance issues, etc.) and actions (planting the tree and maintaining the tree).

Greenhouse gases (e.g., CO<sub>2</sub>) are invisible, and a “metric ton of CO<sub>2</sub>” is merely an abstract concept to most people who hear the term. A tree literally embodies CO<sub>2</sub> and carbon in a concrete and measurable form. A coast live oak will sequester over 13 metric tons of CO<sub>2</sub> during its lifetime. Educating citizens on how trees sequester CO<sub>2</sub> in the form of carbon provides opportunities for developing a deeper understanding of the carbon sink and flow process, and how human activities directly affect the global climate. The education that comes along with tree planting is impactful because it is joined together with a rewarding and positive experience: ask anyone who has planted a tree – there is a tremendous sense of accomplishment in digging a hole and planting something green and beautiful that has the potential to grow big and strong while improving the environment as well as human well-being. The **1,000 Trees Project** will help to make the work of the Climate Action Plan more tangible to hundreds of Benicians and provide engaging opportunities for the community to participate in responding to climate change and for building a more sustainable future. Tree planting events will help raise the important issues associated with climate change, and establish a cadre of citizen volunteers who are prepared to take more active roles in implementing future climate action projects.

Without a proactive city-wide coordinated effort, Benicia will experience a decline in the tree population—a trend that is already occurring throughout many cities in the U.S.

**16. How will outreach be conducted so that services provided will have an educational “ripple effect” throughout the community?**

The Benicia Tree Foundation has a successful track record in engaging hundreds of volunteers in the process of planting the first 450 trees of the **1,000 Trees Project**. A diverse range of community

stakeholders have been involved, including Parent Teacher Groups, elected officials, the Girl Scouts, Cub Scouts, Boy Scouts, civic organizations, local businesses, private property owners, city staff, military servicemen and women, disabled adult groups, ECHO Academy students, and many more. Traffic on the BTF website has increased 580% in its first three years, indicating a strong and growing interest in tree planting activities. Social Media awareness and support has also tripled over the last two years. The work of the organization has also been featured repeatedly in local media, on Facebook, and on other sites. News releases are distributed for all events and an archive of all the coverage of events is on the BTF website (<http://www.beniciatrees.org/news>). BTF will also participate in the outreach efforts of the Sustainability Commission and the City of Benicia.

**17a. List the specific, quantifiable goals of the proposed Project/Program. (Please state the goals in numbers of individuals, families, households or groups projected to be served and then estimate the amount of energy or water savings that may be achieved for each, then total those figures in each category and estimate GHG reduced by the Project/Program over one year.)**

PROJECT LOCATIONS	ANNUAL GOAL	(Projected) Numbers Served, e.g., individuals, families, households, or groups	(Projected) Water & Energy Savings in 1 Year	(Projected) GHG Reductions in 1 year
Plant 75 trees at BUSD School Sites	BTF seeks to plant 200 trees from January – December 2016, including 100 at Community Park, 75 at BUSD sites and 25 on other properties TBD.	An average of 200 students, teachers, parents, and community members engaged in tree planting and climate change education at each school. Trees planted will benefit students for generations to come.	The 200 trees planted will conserve nearly 100 million gallons of water over their lifetime (assumed a 50-80 year lifespan). <b>This averages 6,250 gallons per year per tree in water conservation.</b> Actual savings will be calculated as species are selected. <i>Above figures based on 100 Quercus Agrifolia and 100 Calocedrus Decurrens, two native, drought tolerant and our most oft planted species.</i> Strategically placed trees can reduce cooling costs by 30% and heating costs by 20-50%.	200 trees would provide sequestration of approximately 30 metric tons of CO2 per year. This is a generalized quantification, actual reductions will be measured once the species are selected. Obviously, as the trees mature and grow larger, the GHG reductions increase accordingly.
Plant 25 trees on Private Property		An average of 100 Families or Business Owners will be engaged in tree planting and climate change education each year. Many of these trees will be planted in locations that will also benefit the neighbors, or customers and employees that frequent the business sites. Private property owners will be encouraged to invite the participation of their neighbors and friends.		
Plant 100 trees on Publicly Owned Property		At least 200 volunteers will be engaged in tree planting and climate change education activities each project year and many more will benefit from trees planted on public sites (parks, along streets, etc.)		
Note: During the course of this project, it will be necessary to adjust the mix of trees planted on school sites, private property, or publicly owned property. The total number of trees planted will remain the same: 200 trees.				

**17b. Discuss how this data will be collected, organized and disseminated throughout the community.**

Each tree planting and education event will be documented – sign in sheets by participants, flyers for events, news releases, web site content, etc. Feedback will be collected from participants. BTF utilizes web based project sites that make all information readily accessible to funders and participants. Annual reports on the project will be produced, including metrics of interest to the Sustainability Commission. Additionally, we plan to provide photographic video documentation of tree plantings and events that can be shared via BTF's website and media outlets. Once trees are planted, BTF will continue to utilize UC Davis' EcoSmart Portal to calculate the amount of carbon and greenhouse gases that will be sequestered over the anticipated lifetime of the tree, specific to the species of the trees. This data will be shared through BTF's internal mailing list, BTF website, and media outlets. We will also track energy cost reduction for sites that have added trees for the purpose of reducing cooling costs. We will also install signage at each site to be updated bi-annually advertising the tons of carbon offset by the respective urban forest, further educating the public to the benefit of the trees.

**18. If the proposed Project/Program is an already existing activity, or part of an existing program of the applicant or his or her organization or business, please explain.**

The Benicia Tree Foundation **1,000 Trees Project** is already established, with more than 450 trees planted and 1,800 volunteers engaged. This is an ongoing multi-year project which benefits the entire population of the City of Benicia through reduction of CO<sub>2</sub> and other toxins that are sequestered by the trees, water conservation, improved water quality, reduced effects of heat islands, reduced noise pollution, stress reduction, and improved road safety. The Tree Keeper and Campus Forestry Programs are two examples of successful elements of our campaign. Several hundred trees have already been planted by the time this proposal is considered or approved, with 160 past their establishment phase – providing a strong basis of momentum in the community and solid track record of success.

**19. Identify similar projects or programs in the community and how the proposed Project/Program differs from them.** None that we are aware of, however, we do work closely with several organizations. We have offered support for Benicia Community Gardens' permaculture gardens project, and participate in the Benicia Green Umbrella group.



May 13, 2015

To Whom It May Concern:

We enthusiastically support the proposal by the Benicia Tree Foundation to continue the process of foresting the Benicia Unified School District by planting trees at Benicia High School and our other campuses. These efforts align with key goals in several city-wide initiatives including the Benicia Climate Action Plan, the Benicia Unified School District Wellness Plan, and the Benicia Stormwater Management Plan.

Through our partnership with Benicia Tree Foundation, more than 300 trees have been planted so far at six school campuses, providing a majestic and aesthetically pleasing campus that provides shade and a distinct sense of place at numerous locations throughout the schools. Hundreds of students have participated in planting trees through this initiative, learning the importance of trees in mitigating climate change impact and air quality issues in Benicia.

Unfortunately, due to age, disease, and other factors, the tree population has been dwindling on the Benicia school campuses. Like many of our schools, the BHS campus is now surrounded by asphalt parking, turf fields, and barren hills sparsely planted with trees. The athletic fields, lacking any protection from the wind or shade from the sun, require excessive irrigation, and sports events subject participants to extremes of full-sun heat to bone-chilling winds. We are also impacted by the air quality issues resulting from several local refineries and exhaust from 58,000 cars per day that pass through the center of Benicia on the 780 freeway, which flows at the base of the hill, and is adjacent to several schools in the district. We are proud of the fact that our student body is engaged and concerned with the environment, and that we are represented on the City of Benicia Sustainability Commission by a BUSD student leader from Benicia High School. Benicia's Climate Action Plan is at the forefront of efforts in Solano County. Key goals in the Benicia Climate Action Plan include increasing the number of trees in the community and the use of drought tolerant landscaping. Both students and teachers in the BUSD actively seek opportunities to attain goals in this visionary plan and to align ourselves with other efforts designed to make our community greener and more sustainable.

The tree plantings are designed to provide maximum educational as well as environmental benefits. The tree plantings will provide rich opportunities for engaging in curriculum that involves issues such as climate change and energy consumption, allowing students and teachers to take action through applied scientific learning methods. The project will include educational presentations on urban forestry and climate change, and emphasize the impacts of sustainable landscape design. The new groves of trees will improve storm water retention and soil erosion issues. The trees we propose planting will also provide additional shade, lower temperatures on the school grounds, provide an additional windbreak, and improve

air quality. Existing literature supports planting trees on school sites in order to reduce the impact of pollution on students and teachers.

We urge your support for this history-making effort that we believe has the potential to demonstrate a community-based model for re-foresting school campuses throughout the Benicia Unified School District that serves 5,000 students.

Most Sincerely,

A handwritten signature in cursive script that reads "Janice Adams".

Janice Adams  
Superintendent, BUSD

INTERNAL REVENUE SERVICE  
P. O. BOX 2508  
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: **MAR 15 2010**

BENICIA TREE FOUNDATION  
C/O JESSICA WALSH-KRENICKI  
2445 36TH ST  
SACRAMENTO, CA 95817

Employer Identification Number:  
27-1218587  
DLN:  
17053026308010  
Contact Person:  
DEL TRIMBLE ID# 31309  
Contact Telephone Number:  
(877) 829-5500  
Accounting Period Ending:  
June 30  
Public Charity Status:  
170(b)(1)(A)(vi)  
Form 990 Required:  
Yes  
Effective Date of Exemption:  
October 23, 2009  
Contribution Deductibility:  
Yes  
Addendum Applies:  
No

Dear Applicant:

We are pleased to inform you that upon review of your application for tax exempt status we have determined that you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code. Contributions to you are deductible under section 170 of the Code. You are also qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Code. Because this letter could help resolve any questions regarding your exempt status, you should keep it in your permanent records.

Organizations exempt under section 501(c)(3) of the Code are further classified as either public charities or private foundations. We determined that you are a public charity under the Code section(s) listed in the heading of this letter.

Please see enclosed Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, for some helpful information about your responsibilities as an exempt organization.

Letter 947 (DO/CG)

BENICIA TREE FOUNDATION

Sincerely,

A handwritten signature in cursive script that reads "Robert Choi".

Robert Choi  
Director, Exempt Organizations  
Rulings and Agreements

Enclosure: Publication 4221-PC



**Benicia Tree Foundation**

**Board of Directors 2015**

Alison Fleck (President)  
743 Cheryl Drive, Benicia, CA 94510

Barbara Wood (Treasurer)  
400 Reed Court, Benicia, CA 94510

Steve Goetz (Secretary)  
347 Goldenslopes Court, Benicia, CA 94510

**Principal Staff (contract)**

Tina Marchetti, Executive Director

## Benicia Tree Foundation Executive Director Job Description

The Benicia Tree Foundation (BTF) is a non-profit 501(c)3 organization formed in 2009. It is a citizen-led tree foundation founded by a coalition of individuals from the City's Tree Committee, the California Native Plant Society, landscape industry professionals, and interested residents. The executive director position is a part-time position of 20 hours per week.

The Executive Director is responsible for the professional leadership and management of BTF. The Executive Director, working in conjunction with the board, volunteers, donors, and other organizations will move BTF forward in the development and implementation of the organization's mission and action plan.

Organization Mission: Strengthen community by promoting and supporting tree planting, maintenance, and education.

Position Responsibilities:

In program development and administration, the Executive Director will:

1. Provide leadership in developing program, organizational and financial plans with the Board of Directors and carry out plans and policies authorized by the Board.
2. Promote active and broad participation by volunteers in all areas of the organization's work.
3. Staff Board meetings, maintain official records and documents, and ensure compliance with federal, state and local regulations.
4. Maintain a working knowledge of significant developments and trends in urban forestry and sustainability.
5. Identify and create new funding sources for BTF.

In communications, the Executive Director will:

1. See that the Board is kept fully informed on the condition of the organization and all important factors influencing it.
2. Effectively publicize the activities of the organization, its programs and goals.
3. Establish sound working relationships and cooperative arrangements with community groups, organizations, and government agencies.
4. Represent the programs and point of view of the organization to agencies, organizations, and the general public.

In relations with consultants and volunteers, the Executive Director will:

1. Be responsible for the recruitment and management.
2. Maintain a climate that attracts, keeps, and motivates consultants and volunteers.

In budget and finance, the Executive Director will:

1. Draft and balance an annual budget.
2. Manage cash flows.
3. Ensure proper fiscal accounting and controls in accordance with the guidelines of funding sources and with sound accounting practices.
4. Maintain fiscal solvency of BTF.
5. Jointly, with the president and secretary of the Board of Directors, conduct official correspondence of the organization, and jointly, with designated officers, execute legal documents.

In fundraising and marketing, the Executive Director will:

1. Develop, track and manage grant proposal and responses with board approval.
2. Develop and sustain a diverse funding base.
3. Be responsible for conducting events, public relations, education, and programs.
4. Foster mutually beneficial relationships with businesses and government agencies.

Major Qualifications: The ideal candidate will have:

- Proven leadership skills with an understanding of not-for profits. Experience working with boards of directors and volunteers particularly helpful.
- Excellent organizational development, administration, and contract management skills.
- The ability to encourage teamwork and collaboration; strong interpersonal skills that include the ability to inspire and motivate; effective at conflict management.
- Success at fund development, including knowledge of and success in attracting foundation and corporate grants; ability to identify, steward and solicit individual donors.
- Excellent communication skills, both written and oral; strong presentation skills, including public speaking and grant writing. This includes computer literate skills including the Basic Microsoft Office Suite.
- Experience developing and managing a budget.
- Ability to expand the volunteer and donor base.

**BENICIA TREE FOUNDATION**  
**Meeting Record**  
**May 14, 2015 – BTF Office**

**Attendees:** Steven Goetz, Alison Fleck, Tina Marchetti, Barbara Wood

**Approve record of April 8, 2015 meeting.**

The record was unanimously approved as submitted.

**Consider Treasurer's Report.**

Barbara referred to the report she distributed earlier via email. We have approximately \$45,000 in the bank account. The Releaf grant has not been received. Tina will contact Releaf.

**Review upcoming planting and maintenance dates.**

- Tina has scheduled planting 3 oaks at Benicia Community Day School on May 27. BUSD staff will drill the holes if we rent the auger.
- Tina met with BUSD's temporary maintenance supervisor, and may possibly be able to identify locations for additional trees in the near future.
- BUSD maintenance staff has agreed to install the signs we have made at BHS and Henderson. Tina will talk to BHS Principal about approving a site for the BHS sign.
- Key Club still needs to be contacted to future volunteer opportunities.
- Tina reported on the Community Park planting project.
  - Attendance included 2 Youth Commission members, 3 girl scouts and 3 Eco Club members. 12 trees were planted. Tina reported to the Youth Commission supervisor that we were expecting more youth to volunteer. The supervisor said 5 youth could not find where the project site at Community Park. Apparently the supervisor did not distribute to the youth the location map Tina had provided earlier.
  - Steve asked if we learned anything else from this project that might change our next steps.
  - Tina said additional protection measures are needed for the trees before the goats graze this fall.
  - Tina questioned whether Dri-Water was suitable for tree seedlings, perhaps we should use five gallon trees instead, and Solano Land Trust provides supplemental water to their seedlings so we should too. Tina will visit the Solano Land Trust tree planting project and talk to Sue Wickham to get a better understanding of how they apply Dri Water and get supplemental irrigation to the seedlings.
  - Tina said the planting plan needs to be revised to reflect City comments and perhaps use areas that have more suitable soil conditions. Alison said some flags have been placed to reflect these new ideas. Steve will visit the site and give Tina his ideas.
- Tina will get the assistance of the BMS science teacher schedule installation of Dri Water at 15 trees located outside the playfield area.
- Tina will ask the LHS Principal to help schedule Dri Water installation at their trees.
- Tina will ask the Turner Principal to help include parents and students with installing Dri Water for the trees planted last year.

### **Consider report on PGE Palm Tree Replacment Project**

Two people want to plant replacement trees and Tina will contact a third potential customer.

### **Discussion of Public Outreach, Board members and volunteers.**

- Barbara said she explained BTF's Community Park project to the park users that passed by.
- Tina said 3 Eco students have come to 4 events, and other volunteers have indicated their willingness to volunteer at future projects. Wishing to capitalize on this potential interest, the Board agreed that BTF should schedule volunteer days on every 3<sup>rd</sup> Saturday morning during the dry season (June to September). Tina will send an email blast to our list of past volunteers announcing the maintenance dates, at locations in Benicia to be determined and request RSVPs. [Steve's note: I think we agreed to RSVPs, but correct me if I am wrong and I will correct this record]
- On May 19 Tina and 3 ECO Club students will make a progress report to the City Council.
- Alison asked the Board if we were OK with her asking the owner of Quality Garden Landscaping – if he would be willing to donate/assist with BTF projects and consider being a Board member. The Board agreed, as long as it was understood that BTF could not pay Quality Garden Landscaping for their participation.
- Tina will send a letter to the new BUSD Superintendent, wishing him well in his new position, and requesting a meeting with him to describe our past and current projects with BUSD.

### **Consider Report on Grant Opportunities**

- Tina is preparing a grant application to the Community Sustainability Commission
  - The application will include hiring the California Conservation Corp (CCC) to plant the trees funded by the grant. Tina has discussed this with the Regional Office in Napa. They charge \$19/hour/person and supply all tools. Tina has got approval of the Community Services Department and the City Attorney to hire CCC for this work on their property.
  - Tina will give Board member a draft of the grant application to the Community Sustainability Commission tomorrow. Board members agreed to get our comments to Tina by Monday.
  - Steve moved that Tina be authorized to submit a grant on behalf of BTF to the Community Sustainability Commission. Barbara, Alison and Steve voted aye.
- Tina spoke to Victor Randall about our interest in applying for a Rivers & Parkway Grant. He said the City is considering applying to this program to fund the Waterfront Park. Tina will ask Victor if this project will include trees and if the City will be agree to maintain the improvements funded by the grant. This information may help inform BTF's next steps with this grant program.
- Tina received a letter from the Resource Agency approving our EEMP grant.
  - Barbara said a member of the Heritage Presbyterian Church has agreed to work with BTF and Benicia Housing Authority (BHA) to get volunteers from the church to help plant the trees at the BHA site funded by the EEMP grant. Board members also agreed that BTF needs to get the BHA residents involved in planting these trees.

- Steve asked about the contracts between BTF and the property owners which are required by EEMP. Tina received a signed agreement from BUSD, understands the BHA has questions on BTFs share of the maintenance responsibility, and has not heard from the State Park Dept. Steve said the grant requires the property owner to maintain the trees for 10 years, and the grant will pay for a two-year establishment period. Steve said his intent in preparing the draft agreement, and the way he represented this to BHA staff, was that BTF would be responsible tree establishment, which is two years out of the 10 years required by the grant program. If needed, Tina will make the necessary clarifications to the BHA/BTF agreement to reflect this intent.
- Tina agreed to provide a copy of the BUSD/BTF agreement to Resource Agency staff and ask them if this satisfies their needs, ask them if the Resource Agency/BTF grant agreement will be approved in time to enable us to begin incurring reimbursable expenses in October, and ask them when they need signed agreements from BHA and State Parks.

**Meeting Adjournment**

The next meeting is scheduled for June 3 at 6:30pm at BTF office.

DRAFT