

MNDOT  
**COMMUNITY ROADSIDE LANDSCAPING  
PARTNERSHIP PROGRAM**

**APPLICATION MANUAL**  
(February 2014)

From Wildflowers to Trees



A Growing Partnership  
Improving Our Communities and Environment



The Minnesota Department of Transportation's Community Roadside Landscaping Partnership Program is designed to provide technical and financial assistance to communities that are interested in landscaping state highway rights of way. This is a reimbursement program, not a grant.

**The program has three goals: (1) roadside beautification, (2) community improvement, and (3) Environmental stewardship.**

This manual describes the program and application requirements, and provides examples of required documents. Part I is the Program Description. Part II is the Application Form and the instructions to complete the form. Part III is the Appendices that provide other information pertinent to the application process.

If you have any questions about the program or application requirements, please call (651) 366-4617 to speak with Mn/DOT's Landscape Partnership Program Coordinator.

## **APPLICANT ELIGIBILITY**

For purposes of this program, **'Communities' are defined as counties, home rule charters, statutory cities or towns, townships, and Counties. Ineligible applicants will not be considered unless they are sponsored by a community or other unit of government that can execute and honor a cooperative agreement with MnDOT** (a necessary requirement for MnDOT to transfer funds.) If you have questions about your group's eligibility, please contact the Landscape Partnership Program coordinator for assistance.

## **ELIGIBLE COMPONENTS**

**Funds awarded under this program must be used for roadside landscaping located on state trunk highway rights of way with fee or easement title.** Interstate freeways and high volume divided highways with controlled access may be excluded from this program due to liability, safety, and access problems. MnDOT District Staff or the Landscape Architect/Designer assigned will help determine if the site is suitable.

Components that support the goals of the program include, but are not limited to, the following:

- **Planting and maintenance of trees, shrubs, vines, perennial groundcovers, wildflowers and grasses.**
- **Incorporation of soil amendments, herbicides, edging, weed fabric, wood fiber blanket, mulch (wood chip, rock or other approved types), rodent protection, staking and guying, gator bags, and seedling shelters.**

Components that support the goals of the program, which MnDOT can help design and locate, but are **not** funded by Mn/DOT's Landscape Partnership Program are:

- **Community entrance monuments**
- **Retaining walls, walkways, planters, etc.**
- **Benches, lighting, irrigation, etc...**

Communities seeking approval to initiate a proposed landscape partnership project with provision of MnDOT technical and design assistance **must submit a written request to the appropriate MnDOT District Engineer** (see Appendix III.), **along with the completed application.**

**Design Assistance Needed (MnDOT Prepared Plans):**

If you need design assistance, please complete the all of the application except sections 6 and 7. Also please include all of the required attachments, except attachment "C". Submittal can be at anytime during the year. Allow between 6 months to 1 year for design and municipal agreement processes.

**Submitting Plans Prepared by Others:**

If you are submitting your own design, please complete your written request and submit your applications for **fall planting** to Mn/DOT **by May 31<sup>st</sup>**. Applications for **spring planting** must be submitted to MnDOT **by December 31<sup>st</sup>**.

Project components must support at least one of the three goals of the program (roadside beautification, community improvement, and environmental stewardship.)

In the formative stages of the project, the applicant must form and **designate a committee of at least three contact people for the project.** At least one of the three contact people **must be an employee or official representative of the local government unit requesting or sponsoring the project.** The designated individuals on the committee would then be responsible for overall project liaison and coordination prior to and during the submission of the application, as well as during implementation stages, installation, and maintenance period of the project.

At least one of the committee members will be required to **help set up a training session for the Community.** They will be responsible for providing Community workers and volunteers with Mn/DOT supplied instructions, and information packets pertaining to safe and proper worker supervision, materials handling, plant installation and plant maintenance.

The application must include a **formal resolution indicating community support** for the desired improvements and authorization of a primary contact person to apply to MnDOT for funding. See Appendix I for sample resolution.

**A MnDOT approved** (District and Landscape Partnership Program Coordinator) **landscape plan at a scale of not more than 50'=1" must be included as part of the application.**

(11" x 17" reductions are acceptable for application purposes.) The landscape plan shall incorporate by reference or attachment, standard MnDOT planting details, material specifications and special provisions as applicable. The plan may be prepared by one of MnDOT's landscape architects, landscape designers or foresters with no obligation or cost to the community, **as scheduled work loads permit.** Potential applicants may use the services of local landscape design professionals to prepare plans, **at their own cost,** thereby minimizing time delays that may occur as a result of MnDOT's workload. MnDOT's project manager will assist applicants in obtaining base mapping information, design guidelines, required reviews, and necessary approvals. Community designed plans will need to be reviewed by Mn/DOT Staff, to determine if the project meets minimum standards for safety and mobility.

**Funding assistance is limited to the estimated cost of providing the required landscape materials.** Materials included, but not limited to are: soil amendments, herbicides, plant materials, seed, sod, mulch, rodent guards, gator bags, and other miscellaneous materials necessary for the project. Eligible projects must include a minimum of \$1,000 worth of materials and the maximum award of funds for any project or project phase shall not exceed \$30,000\* in any given year.

**The program requires that a community provide the funds or in-kind services to install and maintain the state funded materials.** Applicants may utilize their own labor forces, service organizations, volunteers or contractors. The community must act as the contract letting and administration authority where contract installation is desired. Contract awards must be received and approved by District Staff and the Landscape Partnership Coordinator, before the project can be started.

If volunteers are to be used, the application must include **a volunteer pledge list\*\*** identifying sufficient numbers of volunteers to complete the scope of work within an acceptable time period. Volunteers **must be** 18 years of age or older **unless accompanied and supervised** by an adult at all times. A ratio of at least one adult supervisor for every five children under the age of 18 is required.

Successful applicants are required to enter into a Cooperative Agreement with MnDOT to install and maintain the roadside landscape improvements. A detailed landscape plan showing actual locations and quantities of materials along with the specifications and special provisions will form the basis of the Agreement together with the application and schedule of maintenance requirements (Appendix V).

**The applicant must submit the completed application and written request to the appropriate MnDOT District Engineer (Appendix III). The application could also be sent electronically, in PDF Format.** The application will then be reviewed for approval by MnDOT's District and Landscaping Programs staff.

## CRITERIA FOR EVALUATING APPLICATIONS

After the completed application has been submitted to MnDOT, additional information may be required. Clarification of vague or ambiguous application materials may be requested by the MnDOT review team. Incomplete applications will not be considered for funding.

In order for an application to be reviewed, it must contain the basic, minimal requirements as outlined in this manual. Applications may be approved for funding in the full amount requested or in an amount less than requested.

**The criteria to be used in reviewing and ranking qualifying applications include:**

1. Extent to which the proposed project meets one or more of the goals of the program.
2. Extent to which the proposed project is consistent with MnDOT policy, safety, design, and operations guidelines.
3. Extent to which the proposed project and partner demonstrate a strong likelihood for successful installation, establishment and maintenance of the roadside landscaping investment.

\*The upper limit cost is determined by the local District office, based on funding available for the fiscal year that the project is completed in.

\*\* Estimated Volunteers needed based on 1person planting either: 1 tree/hour, or 4 shrubs/hour, or 20 perennials/hour.

## PROJECT FUND REIMBURSEMENT

### Project Fund reimbursement is contingent upon:

- **Appropriate preparatory work and installation of approved landscape materials.** Approved materials need to include all certificates and licenses required by the state, as per MnDOT spec 2571.
- **Execution and approval of the Cooperative Agreement.** Funds may be transferred to the community upon receipt of a written request to the Statewide Landscape Partnership Coordinator with a copy of the purchase orders and/or invoices for landscape materials.
  - o The letter needs to include the project number, agreement number and the amount of reimbursement that is being requested
  - o The letter must also state if the amount being requested is for payment in full or for a partial payment.
    - A partial payment may be made if the community was not able to complete all planting operations on the day of the planting, but need to be reimbursed for the material that has been planted to date.
    - The city must then request a final payment after the project is completed.
  - o A partial payment by MnDOT does not constitute an agreement for additional plantings outside of the original agreement.
  - o A partial or full payment does not guarantee an approval for future projects with MnDOT, unless the community submits another application.

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**MN/DOT COMMUNITY ROADSIDE LANDSCAPING  
PARTNERSHIP PROGRAM**

**APPLICATION FORM**

Submitted By: \_\_\_\_\_

Date: \_\_\_\_\_



**(1) APPLICANT**

Local Government Unit / Community\_\_\_\_\_

Address\_\_\_\_\_

**(2) COMMITTEE OF PRIMARY CONTACT PERSONS:** One of the Committee members must be employed as a staff member or representative of the Local Government Unit.

**Name**\_\_\_\_\_ **Phone**\_\_\_\_\_

Address\_\_\_\_\_

\_\_\_\_\_

**Name**\_\_\_\_\_ **Phone**\_\_\_\_\_

Address\_\_\_\_\_

\_\_\_\_\_

**Name**\_\_\_\_\_ **Phone**\_\_\_\_\_

Address\_\_\_\_\_

\_\_\_\_\_

**(3) DESCRIBE THE LOCATION OF THE PROJECT SITE(S).** (Include county, city and the limits of the project.) Trunk Highway:\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**(4) BRIEFLY STATE THE GOALS AND SCOPE OF YOUR PROPOSED PROJECT.**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**(5) BRIEFLY STATE THE PUBLIC PARTICIPATION (Committees, Boards or other) AND APPROVAL PROCESS USED (City Council or other) AND SIGNIFICANT COORDINATION WITH OTHER PROGRAMS (DNR, Watershed District, or other).**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



- (8) DESCRIBE THE TYPES OF LABOR FORCES AND THE ESTIMATED QUANTITY OF PERSONNEL THAT WILL INSTALL AND MAINTAIN THE PROJECT. (city crews, youth service corp., contractors, volunteers) If the majority of work is to be performed by volunteers, a preliminary pledge list of volunteers must be attached.

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### STATEMENT OF ASSURANCES

To the best of my knowledge and belief, data in this application is true and correct, and the document has been duly authorized by the government unit of the applicant with full understanding of the program requirements. It is agreed that at least one primary contact person will hold a training session for the community workers, volunteers and/or contractors to provide proper direction and information packets for landscape project preparation, inspection, installation, and maintenance. It is agreed that if volunteer workers are to be used, they will meet minimum age or eligibility requirements. It is agreed that the local government unit will enter into an Agreement with MnDOT ensuring that the local government unit will ensure or provide required maintenance of the roadside landscape improvements described in the plan and the Agreement.

\_\_\_\_\_  
Signature of the Primary Contact Person  
Authorized By the Local Government Unit

\_\_\_\_\_  
Date

### REQUIRED ATTACHMENTS TO BE INCLUDED AS PART OF THE APPLICATION:

- (A) \_\_\_\_\_ RESOLUTION AUTHORIZING APPLICATION AND DESIGNATING AUTHORIZED PRIMARY CONTACT PERSON.
- (B) \_\_\_\_\_ MAP OF PROJECT LOCATION.
- (C) \_\_\_\_\_ VOLUNTEER PLEDGE LIST  
(If volunteers are to be used, otherwise state how the project will be installed)

#### If submitting plans by others

- (D) \_\_\_\_\_ MNDOT APPROVED LANDSCAPE PLAN AND ESTIMATE (Approval Stamped and Dated By District Staff and Landscape Partnership Coordinator)

The documents submitted in support of this application shall be considered part of this application.

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## APPENDICES

- I. SAMPLE OF RESOLUTION AUTHORIZING APPLICATION AND DESIGNATING AUTHORIZED PRIMARY CONTACT PERSON.
- II. LIST OF RESOURCES.
- III. MAP OF MN/DOT DISTRICTS AND LIST OF DISTRICT/METRO DIVISION CONTACTS WITH ADDRESSES AND PHONE NUMBERS.
- IV. EXAMPLE MAINTENANCE ACTIVITY CHARTS
- V. PARTIAL LIST OF ACTIVITIES TO INSURE SUCCESS OF PARTNERSHIP PLANTINGS.
- VI. MN/DOT LANDSCAPING PARTNERSHIP PROCESS FLOW DIAGRAM.

**SAMPLE RESOLUTION**  
**AUTHORIZING APPLICATION AND PRIMARY CONTACT PERSON**

Applicants must adopt the following as a resolution or letter and submit it with the application. Applications without a completed and signed resolution or letter will not be considered.

Be it resolved that \_\_\_\_\_  
(applicant/local government)

act as sponsoring unit for the project identified as \_\_\_\_\_

on the state trunk highway(s) \_\_\_\_\_ to be conducted

during the period \_\_\_\_\_ through \_\_\_\_\_  
(duration dates)

Be it further resolved \_\_\_\_\_ is hereby authorized to apply  
(name of primary contact person)

to the Minnesota Department of Transportation for funding of this project on behalf of

\_\_\_\_\_  
(applicant/local government)

I certify that the above resolution was adopted or approved by \_\_\_\_\_ of  
(City Council or City/County official)

\_\_\_\_\_ on \_\_\_\_\_  
(applicant/local government) (date)

**SIGNED:**

\_\_\_\_\_  
(signature)

\_\_\_\_\_  
(title) (date)

**WITNESSED:**

\_\_\_\_\_  
(signature)

\_\_\_\_\_  
(title) (date)

## LIST OF RESOURCES

### **The following may be able to provide assistance or information affecting your project.**

Minnesota Department of Transportation  
(see Appendix III for contacts)

- District Offices
- Statewide Landscape Partnership Coordinator

Minnesota Extension Service  
University of Minnesota  
St. Paul, MN 55108

[www.extension.umn.edu](http://www.extension.umn.edu)

AnswerLine - (800) 854-1678

Minnesota State Horticultural Society  
Minnesota Green  
1755 Prior Avenue North  
Falcon Heights, MN 55113

[www.northerngarderner.org](http://www.northerngarderner.org)

(651) 643-3601 or (800) 676-6747 ext 211

Minnesota State Historical Society  
State Historic Preservation Government  
Project and Compliance  
History Center, 345 Kellogg Blvd. W.  
St. Paul, MN (651) 296-5462

Iron Range Resources And Rehabilitation Board  
Community Development Division  
P.O. Box 441, Highway 53 South  
Eveleth, MN 55734 (218) 735-3000

[www.ironrangeresources.org](http://www.ironrangeresources.org)

University of Minnesota  
School of Architecture and Landscape  
Architecture  
216 Pillsbury Drive S.E.  
Minneapolis, MN 55455 (612) 626-9068  
[www.design.umn.edu](http://www.design.umn.edu)

University of Minnesota Landscape Arboretum  
3675 Arboretum Drive  
Chanhassen, MN 55317 (952) 443-1400  
[www.arboretum.umn.edu](http://www.arboretum.umn.edu)

Minnesota Nursery and Landscape Association  
P.O. Box 130307  
St. Paul, MN 55113 (651) 633-4987  
[www.mnla.biz](http://www.mnla.biz)

Minnesota Chapter of the  
American Society of Landscape Architects  
275 Market Street, Suite 54  
Minneapolis, MN 55405 (612) 339-0797  
[www.masla.org](http://www.masla.org)

Minnesota Design Team  
AIA Minnesota  
International Market Square  
275 Market Street, Suite 54  
Minneapolis, MN 55405  
(612) 338-6763 ext 214  
[www.minnestoadesignteam.org](http://www.minnestoadesignteam.org)

### **Local Offices of the following:**

- County Agricultural Extension Service
- Department of Natural Resources (D.N.R.)  
Division of Forestry
- Regional / Metropolitan Planning  
Commissions and Councils
- Soil Conservation Service (S.C.S.)
- Soil and Water Conservation Districts  
(S.W.C.D.)
- U.S. Forest Service (U.S.F.S.)

**FOR MORE INFORMATION** or guidance in developing Landscape Partnership projects, contact:

**Mn/DOT State Landscape Partnership Program Coordinator**

Todd A. Carroll, Landscape Architect  
MnDOT Office of Environmental Stewardship,  
395 John Ireland Blvd., M.S. 686  
St. Paul, MN 55155-1899  
Phone: (651) 366-4617  
E-mail: [Todd.Carroll@state.mn.us](mailto:Todd.Carroll@state.mn.us)

**Send completed applications or to request design assistance** contact the appropriate District Representative listed below.

**District Contacts:**

District 1	Mr. Duane Hill 1123 Mesaba Avenue Duluth, MN 55811 (218) 725-2704 <a href="mailto:Duane.Hill@state.mn.us">Duane.Hill@state.mn.us</a>
District 2	Mr. Curt Larson 248 – 125 <sup>th</sup> Ave. NE Thief River Falls, MN 56701 (218) 683 - 8023 <a href="mailto:Curt.Larson@state.mn.us">Curt.Larson@state.mn.us</a>
District 3	Mr. Dan Anderson, D.E. 7694 Industrial Park Baxter, MN 56425 (218) 828-5703 <a href="mailto:Daniel.D.Anderson@state.mn.us">Daniel.D.Anderson@state.mn.us</a>
District 4	Ms. Jody Martinson D.E. 1000 Highway 10 West Detroit Lakes, MN 56501 (218) 846-3603 <a href="mailto:Jody.Martinson@state.mn.us">Jody.Martinson@state.mn.us</a>
District 6	Mr. Nathan Gregor 2900, 48 <sup>th</sup> St. N.W. Rochester, MN 55903 (507) 286-7561 <a href="mailto:Nathan.Gregor@state.mn.us">Nathan.Gregor@state.mn.us</a>
District 7	Mr. Jed Falgren, A.D.E. 2151 Bassett Dr. Mankato, MN 56001-5032 (507) 304-6104 <a href="mailto:Jed.Falgren@state.mn.us">Jed.Falgren@state.mn.us</a>
District 8	Mr. Mel Odens, A. D.E. 1800 E. College Dr. Marshall, MN 56258 (507) 537-2044 <a href="mailto:Mel.Odens@state.mn.us">Mel.Odens@state.mn.us</a>
Metro	Mr. Ryan Sodd 1500 West County Rd. B2 Roseville, MN 55113-3105 (651) 234-7923 <a href="mailto:Ryan.Sodd@state.mn.us">Ryan.Sodd@state.mn.us</a>

MINNESOTA  
DEPARTMENT OF TRANSPORTATION  
DISTRICTS

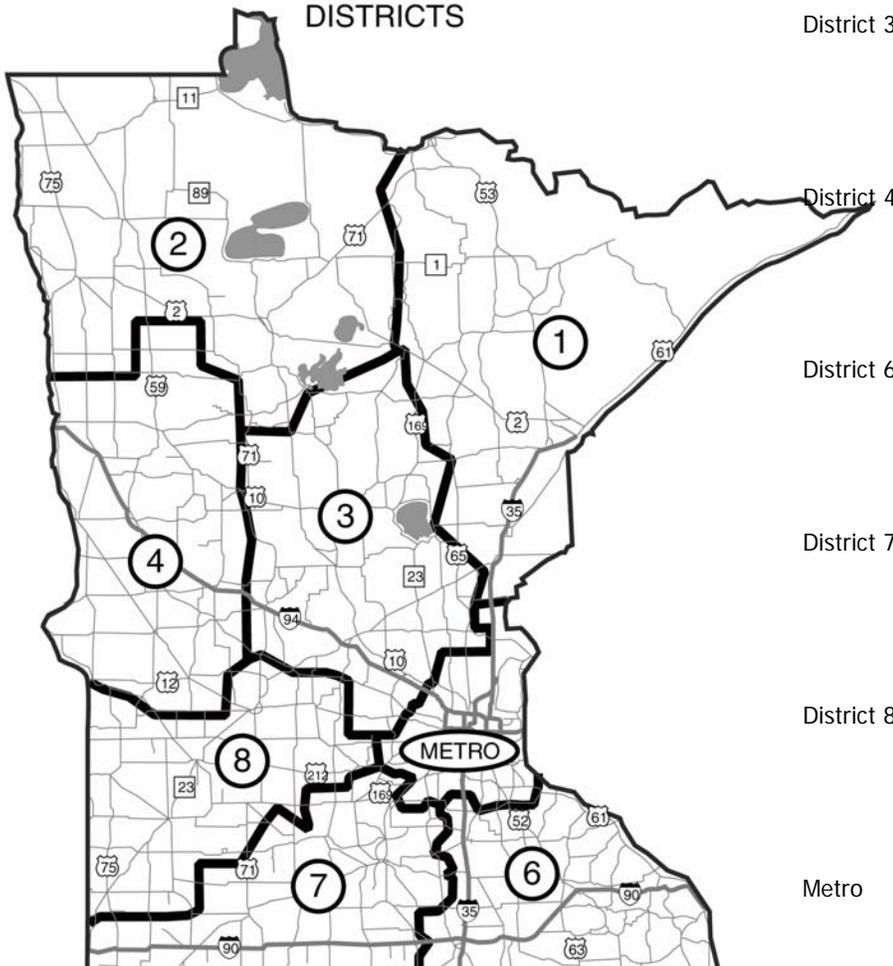


TABLE 1 - REQUIRED LANDSCAPE MAINTENANCE ACTIVITIES

PLANT GROUPS	PRUNING		WEED CONTROL	FERTILIZATION	WATERING	INSECT AND DISEASE CONTROL	RODENT PROTECTION	REMOVALS AND REPLACEMENTS
	WHEN TO	TYPE OF						
<b>Evergreen Trees</b>	Anytime - Dry Conditions	Corrective and Deadwood Removal	Maintain mulch at 3" minimum depth and a 2' minimum radius around trees in mowed areas in a weed free condition.	Yes	Yes until established (2 yrs.)	As Needed	Yes - Unless in an area with pedestrian use. Mowed turf in formal planting areas will help reduce rodent problems.	Remove all dead Plants.
<b>Shade Trees</b>	Anytime - Dry Conditions	Thinning and Corrective for good Form and Structure		Yes				
Oaks	<b>Not</b> in April, May or June							
Honeylocust	<b>Not</b> when Dormant, Humid or Wet							
<b>Ornamental Trees</b>	Winter			Yes				
<b>Evergreen Shrubs</b>	Anytime - Dry Conditions	Deadwood Removal	Maintain mulch at 3" minimum depth in a weed free condition until shrub crown closure.	Yes	Supplemental watering may be needed during drought periods (especially during July and August) even after plants are established.	Remove diseased plants which pose threats to adjacent plantings.	No - Rodent protection is generally not practical for mass shrub plantings. Maintaining clean mulched planting areas free of weed growth will reduce problems	Replace dead or dying plants unless the visual appearance or design intent are not noticeably compromised by the lost plants.
<b>Deciduous Shrubs</b>	Dormant	Corrective and Renewal	Yes					
<b>Vines</b>	Dormant	Deadwood Removal	No					
<b>Groundcovers</b>	Not Needed		Yes					

TABLE 2 - CALENDAR OF LANDSCAPE MAINTENANCE

ACTIVITY	JAN.	FEB.	MAR.	APRIL	MAY	JUNE	JULY	AUG.	SEPT.	OCT.	NOV.	DEC.
<b>Pruning</b>	See Table 1 for best time for specific species											
<b>Weed Control</b>	Planting beds must be kept in a weed free condition											
Mow 3' from bed edges					X	X	X	X	X			
Remulch				00XX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	00	
Herbicide	Must be applied by a Licensed Pesticide Applicator											
<b>Fertilization</b>				XXXX								
Turf, Shrubs Trees												
<b>Insect &amp; Disease</b>	Time of control depends on the type of insect or disease and when it is detected											
<b>Sunscald Protection</b>												
<b>Watering</b>	During first and second growing season approximately one a week or as needed to maintain adequate but not excessive soil moisture											
<b>Maintain Rodent Protection</b>	0000	0000	0000	0000	0000				00XX	XXXX	XX00	0000
<b>Mowing</b>												
Prairie Establishment							X	X	X			
Turf Establishment					00X	XXXX	XXXX	XXXX	XXXX	XX00		
<b>Mower Damage Prevention</b>												
Educate Mower Operators				X	XXXX	XXXX	XXXX	XXXX	XXXX	XX00		
<b>Replanting</b>												
Evergreen Trees				-0XX	XX00			--0X	XXX0			
Deciduous Trees - B&B and B.R.				-0XX	XXXX	0---				0XXX	X0--	
Container Plants				-XXX	XXXX	XXX0	0000	000X	XXXX	X000		
Turf				---0	XXXX	XX00	0000	--0X	XXXX	00--		

x - Optimum time

o - Less than Optimum Time

TABLE 3 - DESCRIPTION OF TYPES OF PRUNING

TYPE OF PRUNING	WHEN TO PRUNE	DESCRIPTION
Disease Removal	After Diagnosis	Removal of fungal bacterial growths. Sterilize pruners between cuts.
Deadwood Removal	See Table 1	Removal of dead branches, normally from the interior portion or the crown
Training	See Table 1	Maintaining central leaders and acceptable symmetry in evergreen, shade and ornamental trees. Removal of Suckers and water spots
Corrective	See Table 1	Removal of storm-damaged, vehicle damaged, or vandalized limbs
Renewal	See Table 1	Removing all top growth at or near the ground line and remulch. Or removal of 1/3 of the oldest stems at the ground line.

TABLE 4 - WEED CONTROL METHODS, INTEGRATED APPROACH

METHOD	CATEGORY		
	TREES	SHRUB BEDS	TURF
Replanting - Filling Voids		X	X
Fertilization	X	X	X
Remulch *	X	X	X
Herbicides	X	No Spraying**	X
Weed Whip	Do not injure trunks	Avoid stem injury	X

\* Wood Chip mulch should be replenished around shade trees and low growing shrubs every 3-5 years. Place mulch to a 4" depth. Mulching will help control weeds, reduce mower damage and conserve moisture.

\*\* Approved Herbicide method as per Mn/DOT specification 2571.3K2a, which includes spot treatment, brush, or wick applicator. Other methods upon prior approval by Mn/DOT.

TABLE 5 - FERTILIZATION SCHEDULE

CATEGORY	FREQUENCY	TIME OF APPLICATION	ANALYSIS	RATE
Mowed Turf* & Groundcovers	Every 3 years	April or October	12-12-12	300 lbs/ac 7 lbs/1000 sq. ft.
Mass mulched Shrub/Tree Beds**	Every 3 years	October or April	12-12-12	25 lbs/1000 sq. ft.
Individually Mulched Shade Trees*	Every 3 years	October or April	12-12-12	10 lbs/1000 sq. ft.

Note: Do not fertilize trees and turf during the same season. Offset tree fertilization by one season in order prevent fertilization burn out.

\* Over 2 lbs/1000 sq. ft. of "actual nitrogen" will burn turf. For example, the rate of 25 lbs of 12-12-12/1000 sq. ft. specified for mass mulch beds equates to 3 lbs of 'actual nitrogen' per 1000 sq. ft.

\*\* Plants that fix nitrogen, like silver buffaloberry, caragana, honeylocust, Russian olive or other legumes, should not be fertilized except under special conditions. Tall shrubs do not need to be fertilized if leaf color remains normal.

**SUGGESTED ACTIVITIES TO INSURE LANDSCAPE PROJECT SUCCESS**

<b>ACTIVITIES - BEFORE PLANTING DAY</b>	<b>RESPONSIBLE PARTY/PERSON</b>
Overall coordination .....	City, Beautification Committee
Request MnDOT sanction and technical assistance .....	City
Secure assistance from local resources; services; sponsors	City, Beautification Committee
Initial scoping and strategy meetings .....	City, MN/DOT, Local Resource Personnel and Services
Prepare plan .....	MN/DOT or City, Consultant Designer, Resource Personnel
Review plan .....	MN/DOT, City and Beautification Committee
Identify preliminary work force capabilities and volunteer pledges .....	City, Beautification Committee and Mn/DOT
Identify preliminary equipment and supply needs and provider commitments / terms .....	City, Beautification Committee and Mn/DOT
Approve plan .....	Mn/DOT and City
Obtain cost estimates / bids for provision of Landscape materials .....	City, Beautification Committee and Mn/DOT
Secure Commitments to maintain plantings .....	City
Develop phasing strategy and schedule .....	City, Beautification Committee and Mn/DOT
Submit <b>completed</b> partnership application with MnDOT approved plan .....	City, Beautification Committee
Notify successful applicants of projects to be awarded .....	Mn/DOT
Prepare and execute the Landscape Partnership Agreement .....	Mn/DOT and City
Order and schedule delivery of plants and materials .....	City
Provide training session for plant inspection, installation, and maintenance .....	Beautification Committee and Mn/DOT
Attend training session .....	Community Workers, Volunteers, and Contractors
Plan a Planting Day Ceremony to Honor the Effort and Participants .....	Beautification Committee
Publicize planting day and line up sponsors, services, "leaders", work crews (volunteers, contractors, etc.) .....	Beautification Committee
Hold orientation meeting(s) to schedule and plan installation; to assign tasks; and to review proper procedures and info packets / videos .....	Beautification Committee
Supply stakes .....	MN/DOT
Stake plant locations .....	City, Crew Leaders and MN/DOT
Review staking .....	MN/DOT
Locate and mark utilities, re-stake as necessary .....	City, Beautification Committee
Locate material storage sites and staging areas .....	Beautification Committee and MN/DOT
Spray Roundup in planting areas (Optional and preferably in late summer or early fall) .....	Experienced and Licensed Personnel (City, County, Mn/DOT or Contractor)
Haul compost / soil amendments to planting beds .....	City / Community "Forces"
Till planting beds (incorporate compost or other soil amendments preferably in fall) .....	City / Community "Forces"
Haul wood chips to storage locations near planting beds ...	City / Community "Forces"
Layout flower beds and line up flowers .....	Community Garden Club
Receive and inspect nursery stock (preferably in spring) ....	Trained Community Personnel with assistance from Local Conservation and Environmental Resource Personnel

**ACTIVITIES - PLANTING DAY**

Breakfast gathering suggested .....	Organizers, Crew leaders, Service Providers
Check-In Station with Information Providers, Refreshments .....	City / Community "Forces" and Sponsors
Traffic Control, Signing and access / parking directions.....	Mn/DOT, Local Law Enforcement Personnel, and Designated City / Community Safety Officer
Provision of "porta-potties" .....	City / Communities Sponsors
Planting and safety demonstrations .....	MN/DOT, Local Resource Personnel and Crew Leaders
Distribution of plants and materials from and to storage sites ..	Local Resource Personnel and Crew leaders
Supervise planting crews (crew leaders).....	Local Resource Personnel, Trained Community Personnel and Mn/DOT
Insure proper handling and protection of plants before and during planting .....	Crew Leaders
Insure safe work methods and behaviors .....	Crew Leaders
Insure proper plant and material installation.....	Crew Leaders
Install plants, seed, sod, mulch, rodent protection, etc. ....	City / Community "Forces"
Watering .....	Fire Department and City / Community "Forces"
TAKE PICTURES throughout project.....	Mn/DOT, Volunteers and Media
Provide Simple Lunch .....	City / Community Sponsors and Service Organizations
Conduct a Ceremony to Honor the Effort and Participants.....	Beautification Committee, Dignitaries, Participants

**ACTIVITIES AFTER PLANTING**

Send letters of appreciation.....	Mn/DOT and Beautification Committee
Set up maintenance schedule .....	City, Volunteers, Trained Community Personnel
Watering .....	Fire Department and City / Community "Forces"
Weeding, monitoring for disease, insect, drainage problems .....	City / Community "Forces"

**POTENTIAL WORK GROUPS**

Civic groups	Garden Clubs	Army Reserve Unit	Sentence to Service
Scouts	Youth groups	Vo-Ag Class	Businesses
City Parks/Public Works Crews	FFA	4-H Clubs	Contractors

## MNDOT LANDSCAPING PARTNERSHIP PROCESS

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For General Information call the MnDOT Landscape Partnership Program Coordinator (651) 366-4617

Sponsoring Local Government Unit must send a letter or resolution to the MnDOT District Contact person (Appendix III) requesting sanction and technical assistance to develop a proposed landscaping partnership project.

If MnDOT District Staff consider the project request feasible and desirable, the Landscape Partnership Program Coordinator (LPPC) will be asked to assign a Project Manager to provide design and/or technical assistance to the Community.

MnDOT Project Manager (landscape architect, designer or forester) and District Liaison meet with the Community to discuss project planning, implementation, and maintenance concerns.

MnDOT Project Manager prepares or assists the Community designer in preparing conceptual Plans.

District Liaison reviews preliminary Plan for safety and operational concerns prior to Plan review with the Community.

MnDOT Project Manager, District Liaison, and Local Government Unit / Community meet to review the Plan and to identify desired modifications, options, timetables, implementation strategies and phasing.

MnDOT Project Manager or the Community designer finalizes the detailed Plans, Cost Estimates, and Specifications for review and approval by Mn/DOT and Local Government Unit / Community representatives.

MnDOT District Liaison approves plan and gets the necessary Mn/DOT signatures.

Local Government Unit / Authorized Primary Contact Person prepare a "complete" Partnership Project Application and submit it in duplicate to the MnDOT Landscape Partnership Program Coordinator.

MnDOT Landscape Partnership Program Coordinator screens Application with Project Manager for accuracy / completeness and forwards a recommendation for approval / rejection of Funding with the Application to District Liaison.

Subsequent to District feedback, the Landscape Partnership Program Coordinator notifies applicants of approval, rejection, or deferral of their Application and Mn/DOT funding.

If the Application and Funding are approved, the MnDOT Project Manager will draft a Cooperative Agreement detailing the Local Government Unit's procurement, installation, and maintenance responsibilities. The MnDOT Municipal Agreements Engineer coordinates execution of the Agreement and encumbrance of District landscape partnership Funds.

MnDOT Project Manager provides technical assistance to help the Community organize their efforts, procure quality materials, obtain training, and coordinate safe and successful installation and maintenance of their plantings.

Local Government Unit sends copies of the Purchase Orders for Approved Materials specified in the Project Application and Plan to the MnDOT Project Manager.

MnDOT Municipal Agreements Engineer authorizes a Lump Sum Payment of the Approved Funding Amount to the Local Government Unit

MnDOT Project Manager(s) will Evaluate Compliance / Success of Project relative to intent by written report including Corrective Actions, if needed, and continue providing technical assistance to Community as necessary.

Send out Thank You Letters and Certificates of Appreciation.