



LOWER PLATTE SOUTH
natural resources district

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TO: Landscape Tree Cost-Share Applicant
FROM: Aaron Care, LPSNRD Conservation Forester
DATE: July 2, 2024
SUBJECT: Lower Platte South NRD Landscape Tree Cost-Share

Thank you for applying to The Landscape Tree Cost-Share Program here at the Lower Platte South Natural Resources District.

Included in this email is the Application, Application Checklist, Program Rules, W-9 Form (if you need instructions, they can be found at www.irs.gov/formw9) and United States Citizenship Attestation Form.

Please reach out to me if you have any questions on filling the information in the application.

I must have the Application, W-9 Form and Citizenship Attestation Form before we can approve the application and plant a tree.

If there are any questions and comments, please send them to me for consideration.

Sincerely,

Aaron Clare
aclare@lpsnrd.org
Lower Platte South NRD Conservation Forester

LPSNRD Landscape Tree Cost-Share Application

- Name: _____
- Address where tree will be planted:

- Is the location within the LPSNRD? Yes No
- Tree species selected: _____
- Tree cost: _____
- Cost-Share Amount Requested (75% up to \$115.00): _____

Please include the following supporting documentation:

- Map or photographs of the planting location.
- Quote for the tree from nursery.
- Receipt from 811-Digger's Hotline.
- W-9 and Citizen Attestation Forms attached.

This application has been reviewed by the LPSNRD Conservation Forester and approved by the LPSNRD General Manager

LPSNRD Conservation Forester

Date

LPSNRD General Manager

Date

Lower Platte South Natural Resources District's (LPSNRD) Landscape Tree Cost-Share Applicant Checklist:

- Step 1: Double Check, make sure the tree will be planted in the LPSNRD.
 - [Click this link to see the LPSNRD map.](#)
- Step 2: Determine what tree you (the Applicant) would like to plant.
 - Check species list provided by LPSNRD, is it approved by the LPSNRD?
 - Yes, time for Step 3.
 - No.....
 - What other species would you be interested in that are approved?
 - The LPSNRD Forester is available for consultation, please email at aclare@lpsnrd.org
- Step 3: Shop....
 - Applicants will shop around to find their species of choice.
 - LPSNRD Forester can help in recommending a nursery close to home.
 - Procure a written bid from nursery, with price prior to buying.
- Step 4: Apply....
 - Fill out the LPSNRD Landscape Tree Cost-Share Program application form.
 - All information must be accurate, and Applicant must provide:
 - Address where tree will be planted.
 - Detailed map of exact location of tree planting.
 - The more pictures the better, to see all directions and area is ideal for planting.
 - Pictures of tree placement location.
 - Receipt from 811-Digger's Hotline confirming planting site has been marked.
 - Bid from nursery for the tree.
 - W-9 and Citizenship Forms
 - Submit all information to LPSNRD Forester, preferably via email.
- Step 5: Inspection and Approval...
 - LPSNRD Forester will review the application.
 - Forester will alert Applicant of application submission.
 - Forester then reviews application.
 - Forester will contact Applicant for any additional information needed.
 - If needed, Forester will visit the site to insure it is ideal for the tree.
 - Forester approves application, submits it to General Manager for final approval.
 - General Manager approves.
- Step 6: Purchase tree, plant tree and request for cost-share.
 - With Applicant approved, they will go purchase tree.
 - Tree will then be planted.
 - Applicant is responsible for tree planting.
 - LPSNRD does not cost share on planting.
 - Send request to LPSNRD Forester for cost-share.
 - Forester will inspect tree & planting.
 - Forester will submit request to accounting to issue cost-share.

Lower Platte South Natural Resources District's (LPSNRD) Landscape Tree Cost-Share Rules:

The Lower Platte South Natural Resources District (“District”) has budgeted funds for the purpose of sharing the total cost of trees for the good of urban forest. Below is the program rules and District administering guidelines.

- Applications will be awarded in order (Based on the submission date).
- Maximum of 1 tree per applicant AND location per year.
- Applications will be accepted year around until available funds are expended.
 - Maximum of 85 applicants per year.
- Applications will be reviewed by the District Forester and approved by the General Manager.
- Applicants give permission for District Forester to visit site to inspect planting area and planted tree.
- Tree planting location must be within the District. [See map.](#)
 - Can be planted on rights-of-way, common areas, etc., with proper approval.
 - Can be on private ground residential & commercial.
 - Land cannot be owned by the United State government, the State of Nebraska, and/or any division of government of the State of Nebraska (i.e. county, city, local government).
- The address of tree planting must be accurate with:
 - Detailed map of exact location of future tree placement.
 - Pictures of tree placement location.
- Confirmation of request for tree planting, via email receipt, from Digger’s Hotline, 811.
 - Applicants are required to call Digger’s Hotline (811) prior to any planting.
- No shrubs, grass, flowers and orchard trees.
 - Species not recommended for the District will NOT be approved. See list.
- Standard landscape size 1 ½” stock (1” – 1 ¾”) for deciduous trees and 4 – 5’ for conifer trees is the recommended size. Root maker bag trees 3 gallon to 15 gallon trees are encouraged as well. All trees must be guaranteed for 1 year.
- District will provide technical expertise for tree planting location, tree selection, proper planting and maintenance.
- Cost-Share will be 75% of the cost of the tree, with a maximum of \$115.
- No cost share will be for the nursery to plant.
 - Applicant can plant tree themselves.
 - Nursery can plant, Applicant is responsible for nursery planting cost.
- Applicants will be provided with the Landscape Tree Cost-Share Program checklist.
- Applicants must sign and date application prior to planting.
- Applicants after planting will provide District confirmation of tree planting, via email receipt from nursery and pictures of planted tree.

Species	Height	Spread	Note
Baldcypress	50	30	
River Birch	50	40	
Catalpa	50	35	
Kentucky Coffeetree	50	40	
Cottonwood, Native	80	60	
Elm spp. mis	50	40	Disease resistant varieties available.
Ginkgo	45	35	Males only
Hackberry	50	50	
Hickory spp.	40	40	Native Species only
Oak spp.	50	40	Prioritize native species
Pecan	50	50	
Sycamore	80	50	
Tulip Tree	50	40	
Black Walnut	60	45	
Yellow Buckeye	40	30	
Black Cherry	35	20	
Goldenrain Tree	35	25	
Horsechestnut	60	40	
Persimmon	30	20	
Yellowwood	25	20	
Chestnut spp.	25	25	Disease resistant varieties available.
Flowering Crabapple	20	15	Several varieties available.
Hophornbeam	20	15	
Redbud	20	15	
Serviceberry	15	15	
Douglasfir	50	30	
Concolor Fir	50	25	
Eastern White Pine	70	40	
Ponderosa Pine	65	30	
Red Pine	40	30	
Southwestern White Pine	35	20	
Black Hills Spruce	50	30	
Norway Spruce	70	40	
White Spruce	50	30	

Request for Taxpayer Identification Number and Certification

**Give Form to the
 requester. Do not
 send to the IRS.**

▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type. See Specific Instructions on page 3.	<p>1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.</p> <hr/> <p>2 Business name/disregarded entity name, if different from above</p> <hr/> <p>3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.</p> <p><input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate</p> <p><input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____</p> <p>Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.</p> <p><input type="checkbox"/> Other (see instructions) ▶ _____</p>	<p>4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):</p> <p>Exempt payee code (if any) _____</p> <p>Exemption from FATCA reporting code (if any) _____</p> <p><small>(Applies to accounts maintained outside the U.S.)</small></p>
	<p>5 Address (number, street, and apt. or suite no.) See instructions.</p> <hr/> <p>6 City, state, and ZIP code</p> <hr/> <p>7 List account number(s) here (optional)</p>	<p>Requester's name and address (optional)</p>

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number					
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or					
Employer identification number					
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%; border: 1px solid black; height: 20px;"></td> <td style="width: 5%; text-align: center;">-</td> <td style="width: 85%; border: 1px solid black; height: 20px;"></td> <td style="width: 10%; border: 1px solid black; height: 20px;"></td> </tr> </table>		-			
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Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	<p>Signature of U.S. person ▶ _____</p>	<p>Date ▶ _____</p>
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.

United States Citizenship Attestation Form

For the purpose of complying with Neb. Rev. Stat. §§ 4-108 through 4-114, check one of the following for yourself and attest to your response by providing your name, and signing and dating this form.

I am a citizen of the United States.

- OR -

I am a qualified alien under the federal Immigration and Nationality Act, my immigration status is _____ and my alien number is _____, and I agree to provide a copy of my USCIS documentation upon request.

- AND -

(for corporations, partnerships, or trusts)

Every person who is either a stockholder of the corporation, a partner of the partnership or a beneficiary of the trust is also a United States citizen or qualified alien.

Name of Trust, Partnership or Corporation

I hereby attest that my response and the information provided on this form and any related application for public benefits are true, complete, and accurate and I understand that this information may be used to verify my lawful presence in the United States.

PRINT NAME _____
(first, middle, last)

SIGNATURE _____

DATE _____