



REQUEST FOR QUALIFICATIONS: URBAN TREE NURSERY
PROPOSED NURSERY BUSINESS PLAN CHECKLIST

Please complete the following checklist describing the proposed Nursery project team, site, and business plan and include it with your letter of inquiry. Selected finalists shall include an updated checklist when they submit their full application. If responses to this checklist require elaboration, applicants are encouraged to address those items in their letter of inquiry or full application.

1 PROJECT TEAM

Does the Project Team have these elements in place?	Project team already has this	Project team has a plan to acquire this	Project team requests assistance with putting this into place
Lead 501(c)(3) nonprofit organization that will act as a fiscal sponsor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Nursery Manager experienced in growing woody plants from seed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Management team that includes the roles of executive director, chief financial officer, nursery program director, and communications assistant	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

2 NURSERY SITE

Does the proposed Nursery site have these characteristics?	Yes	No	Partial or Unsure
At least 2 acres of total land area	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Location within the city of Cleveland or very close to Cleveland border	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Long-term access agreement in place; landowner supports Nursery	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Zoning codes, ordinances, and other local restrictions are favorable to nurseries	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Site characteristics are ideal for growing, taking into consideration orientation, wind exposure, soil type, drainage, and topography	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Does the proposed Nursery site have these characteristics? (con't)	Yes	No	Partial or Unsure
An unlimited water supply and utilities including electricity, sewer, cell phone, internet, and gas or propane	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Basic amenities for workers, such as restroom facilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Security and fencing, including a tall security fence to protect from theft and deer, and a locked entry gate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A workstation with running water, potting benches, wire shelving, and refrigeration	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Access to major roads with space to maneuver tractor trailers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Equipment including heavy machinery (e.g., skid steer) to load, unload, and move plants and materials	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A greenhouse, poly (hoop) house, or cold frame for seed germination	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A protected location to overwinter containerized stock, such as a hoop house	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Room to expand in the future as needed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
No outstanding municipal code violations or citations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

3 NURSERY BUSINESS PLAN

Does the proposed Nursery business plan include the following?	Yes	No	Unsure
Plant material will be grown above ground in pots averaging 3 gallons in size	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The majority of plants will be grown from seed of local origin, with additional plants started from cuttings or liner stock	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Space and equipment to grow plants on site for 1–5 years	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Detailed budget Years 0 (establishment) – 5 (breakeven)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



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Does the proposed Nursery business plan include the following? (cont'd)	Yes	No	Unsure
Plan to participate in workforce development programs that support recruitment, training, and placement of unemployed and underemployed people—especially those with barriers to employment, low income individuals, and people of color—to obtain full-time, sustainable jobs in green industries	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Equity statement and policies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Considerations for biodiversity and nativity and a plan to responsibly source and collect local, native seed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Prospective partnership with the Cleveland Tree Coalition and external stakeholders to support the Cleveland Tree Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Provisions for workers’ rights including living wage, diversity, equity, and inclusion	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Plan that builds equity in Cleveland, including recruiting residents for paid positions and targeting sales and service to Cleveland neighborhoods	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Nursery project team, including lead organization, key team members, and (if applicable) site owner do not have conflicts of interest or active legal cases pending with Cleveland Tree Coalition executive committee members*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

* Cleveland Tree Coalition executive committee members are City of Cleveland, Cleveland Metroparks, Cleveland Neighborhood Progress, Cuyahoga County, Environmental Health Watch, Holden Forests & Gardens, Northeast Ohio Regional Sewer District, Trust for Public Land, and Western Reserve Land Conservancy