

# Tree Inventory and Management Plan Grant for Communities over 75,000 Residents



THE  
CHAMPION  
of TREES



Illinois  
Department of  
**Natural  
Resources**



## General Instructions

- Grant contact: Colette Copic - [grants.CRTI@morton.org](mailto:grants.CRTI@morton.org) (preferred) or 503-953-6930.
- Fill out each page of this application. Please fill in the application electronically; handwritten applications are difficult for our reviewers to score. If you have questions or need assistance, please contact us.
- We do not wish for this application process to be a barrier to any interested Applicant. If you would like assistance or have questions, please contact Colette Copic by February 2nd, 2024.
- **Please note that you are required to include a signed cover letter from your Mayor (or equivalent in organization/community other than municipality).**
- Submit your application electronically via email to [grants.crti@mortonarb.org](mailto:grants.crti@mortonarb.org). No hard copies will be accepted unless you contact Colette Copic to make specific arrangements.

**Applications are due March 1, 2024 at 5:00 p.m.**

## Free Application Assistance is Available!

The Morton Arboretum offers free application assistance for communities applying to this grant program. Contact Colette Copic at [grants.crti@mortonarb.org](mailto:grants.crti@mortonarb.org) for more information. The Morton Arboretum is an equal opportunity provider.

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## Grant Information and Funded Program Areas

These grant funds are provided by USDA Forest Service Urban and Community Forestry's allocation from the Inflation Reduction Act. This request for proposals provides funding assistance to large disadvantaged municipalities over 75,000 residents and their associated park districts to conduct inventories of public trees within the applicant's boundaries, and create Urban and Community Forest Management Plans based on the inventory that includes one or more components of focus on maintaining and/or improving tree canopy in disadvantaged areas of the community. Projects must also contain an accompanying implementation action based on the new inventory and plan.

A total of \$5,616,709 in funding is available. The total maximum allowable funding amount for any application is \$3,000,000. 100 percent of work must take place in, or benefit, disadvantaged communities and, therefore, match is waived. The grant period is 3.5 years.

**No match is required for eligible projects.** 100% of work must take place in, or benefit, disadvantaged communities. The match waiver must be passed on to any sub-awardees as described in the General Criteria section of the RFP.

**Please reference the grant's Request for Proposals (RFP) for more details on this grant. You may access the RFP at <https://chicagorti.org/grants>**

## Allowable Projects

All proposals funded through this grant shall result in the following deliverables:

1. A digital tree inventory that includes 100% of the community's public tree population.
2. An urban forest management plan that addresses the inventory results. Management plans must include significant and documented community engagement (seeking input to influence decisions). The plan must also include strategies for improving service to disadvantaged communities.
3. At least one implementation action to increase or improve tree canopy in disadvantaged areas. A map of disadvantaged census tract areas that combines these tools can be [found here](#). These on-the-ground projects must implement part of the management plan and occur solely in disadvantaged areas of the community.

**All projects must directly benefit disadvantaged areas of the community.**

**No work shall start on the project until the Applicant is awarded funding. All work shall be completed within the specified grant time period.**

## Section 1: Applicant Background Information

In this section, you tell us about your organization.

Organization Name	
Government Type (Municipality, County, Park District, Forest Preserve District, Township, etc.)	
Federal Tax ID (EIN)	
<p>SAM Unique Entity ID (UEI)</p> <p>The UEI is a 12-character alphanumeric ID assigned to an entity by <a href="https://sam.gov">SAM.gov</a>. <b>You must have an active SAM registration at the time of grant award.</b> If you do not currently have a UEI, please put - “in progress” in the box to the right and visit <a href="https://sam.gov">SAM.gov</a> and apply as soon as possible.</p>	
Award Amount Requested (\$)	
<p>Does your entity own/manage public land in disadvantaged census tracts (identified by CEJST, EJScreen, or HUD Opportunity Zones per the RFP) and thus, is eligible for funding through this grant?</p> <p><a href="#">You may refer to this map to identify disadvantaged areas in your community.</a></p>	<p>Yes, my entity owns or manages land with disadvantaged census tracts</p> <p>No, my entity does not own or manage land with disadvantaged census tracts (ineligible)</p>

<p>All projects must directly benefit disadvantaged areas according to approved federal tools. Please list the disadvantaged areas in which your project will take place and/or directly benefit.</p> <p><a href="#">You may refer to this map to identify disadvantaged areas in your community.</a> Click on any green tract to see its ID number.</p>	
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Applicant Contact Information			
Name		Title	
Mailing Address			
Email		Phone Number	
Project Supervisor (if different)		Title	
Email		Phone Number	

Community Questions	Please specify your answer with a check	
Do you have an inventory of your public trees?	No inventory of public trees	
	Full	
	Partial	

<p>If you have an inventory, is it digital? If you do not have an inventory, leave this blank.</p>	Digital	
	Paper	
<p>Has your tree inventory been updated in the last three years?</p> <p>Eligibility: Only trees not inventoried or updated in the last 3 years are eligible for funding for an inventory.</p>	No, our inventory has not been updated in the last three years	
	Partial - Parts of our inventory have been updated in the last three years	
	Yes - Our inventory has been fully updated in the last three years	
<p>Do you have an urban forest management plan for your public trees?</p> <p>Eligibility: only Applicants whose management plans are older than 4 years old and/or not based on an inventory are eligible to receive funding for a management plan.</p>	Yes, and it is fewer than 4 years old	
	Yes, but it is more than 4 years old	
	No, my community does not have a management plan	
<p>If you have an urban forest management plan, is it based on a tree inventory?</p>	Yes, it is based on a tree inventory	
	No. We have a plan, but it is not based on an inventory	
	Not applicable	
<p>Does your organization have someone legally responsible for and designated by an ordinance to care for trees on public property (i.e.: forester, city department, tree board)? If so, provide name, title, and email.</p>	Name	
	Title	
	Email	

## Section 2: Project Overview (10 points)

- 1) In this section, you will provide a summary of the entire project that includes the program area(s), location, key partners, and expected accomplishments.

<p style="text-align: center;"><b>Inventory</b></p> <p>Partial inventory projects are acceptable so long as the project adds to existing information and results in a full, communitywide, up to date (less than 4 years old) tree inventory.</p>	<b>Details</b>		<b>Please mark selected with a check</b>	
	Full Inventory			
	<b>OR</b>			
	Partial Inventory			
	What % of your trees will be inventoried?			
	Partial inventory – will your project cover one neighborhood, a stratified sample, or other? Please briefly explain in the box to the right			
	Have you received an estimate for your inventory? If so, how much is your inventory expected to cost?			
<p style="text-align: center;"><b>Management Plan</b></p> <p>Please use the boxes to the right to indicate which components you would like included in your management plan. More complete details on each of these categories is available on pages 7 and 8 of the Request for Proposals.</p>	<b>Details</b>		<b>Please mark selected with a check</b>	
	Recommended and prioritized urban forest management action items, based on a tree inventory. (i.e., Prioritized planting locations, a cyclical pruning schedule, etc.). <b>Required as explained on page 8 of the RFP.</b>			
	Strategies or goals to enhance or increase tree canopy in disadvantaged areas. <b>Required as explained on page 8 of the RFP.</b>			
	Short- and long-term urban forest goals 2022-2029.			
	Specifications for planting, pruning, removals, and construction protection.			
	Required and recommended certifications, qualifications, and training for staff, contracted labor, and consultants.			
	Material, equipment, and budget projections and considerations.			
	A program for education and outreach for residents.			
	Other:			
	(add additional sheet if needed)			
Have you already received an estimate for a management plan with the components selected above? If so, what is the estimated cost?				

### Management Plan Implementation Action

What implementation action(s) will you complete in disadvantaged areas using grant funds? Select all that apply.

***Increasing tree canopy in disadvantaged areas of communities***

- Diverse tree planting on public property (must include post planting care)

***Improving forest health in disadvantaged areas of communities***

- Tree Pruning
- Dead tree removals
- Ash treatment
- Pest treatment
- Invasive tree/shrub removal
- Tree mulching
- Watering
- Staff dedicated to outreach/education in disadvantaged areas
- Other (please specify): \_\_\_\_\_

All implementation actions must directly benefit disadvantaged areas according to approved federal tools. Please list the disadvantaged areas in which your implementation action will take place and/or directly benefit. [You may refer to this map to identify disadvantaged areas in your community.](#) Click on any eligible tract to see its ID number.

- 2) In a few sentences, provide a summary of the project. Include who your key partners are, and expected accomplishments.



### Section 3: Purpose and Need (20 points)

In this section, you will describe your entity’s current forestry program and how the proposed projects address a financial or capacity need in your community.

- 1) In 2-3 sentences, describe your current staff capacity and budget for forestry programming.

- 2) In 2-3 sentences, describe your community’s current challenges (e.g. canopy loss, staff capacity and training, etc.) and reasons why this grant is needed to address these specific challenges.

- 3) In 3-5 sentences, describe how the project will address the specific needs of disadvantaged areas in your community.

*This grant focuses on areas of your community that are considered disadvantaged by federal tools. [You can view all eligible areas on this map](#), which combines all approved tools to determine eligibility (CJEST, HUD Opportunity Zones, and EJScreen). If you wish, other equity indicators (for example the [CRTI Priority Map](#), American Forest [Tree Equity Score](#)) to talk about the challenges faced by disadvantaged areas of your community. You could e.g. describe how part of your community has high particulate matter per EJScreen and how tree planting would help reduce that. You may choose to consider topics covered in the [Benefits of Trees for Livable Sustainable Communities](#).*

- 4) In 3-5 sentences, explain how your project(s) address goals of the [Justice40 Initiative](#), [Illinois Forest Action Plan](#) (especially Appendix A), the [Ten-Year National Urban and Community Forestry Plan](#), or other applicable plans.

#### **Section 4: Scope of Work (15 points)**

In this section, you will provide details about the activities and methods proposed to accomplish your project.

- 1) In 3-5 sentences, tell us the quantifiable scope of your project.  
*For example, list the number of trees inventoried, the type of management plan to be created, the number of trees to be planted, etc.*

- 2) In 2-3 sentences, explain your community's expertise to address technical elements of the project or how you will seek out contractors with adequate expertise.  
*For example, tell us about your staff qualifications related to trees (e.g. Certified Arborists, etc.) or if you plan to contract out parts of your project, how you plan to identify qualified contractors.*

- 3) In 3-5 sentences, describe the role, training, and qualifications of any partner organizations, potential volunteers or related groups in disadvantaged areas.  
*Partner organizations from disadvantaged communities must be full partners in the project. A letter of commitment is required to be submitted by each contributing partner organization. A sample letter can be found in Appendix D.*

- 4) In 2-3 sentences explain how your project is designed to increase resiliency to the effects of climate change and other ecosystem stressors.  
*For example, you could describe how a plan you will write addresses these issues, or how diverse tree planting would help your canopy's resilience in the future.*

## Section 5: Leveraged Benefits (20 points)

In this section, you will summarize how the project will provide ongoing environmental benefits and outcomes for disadvantaged areas of your community after the end of this grant.

- 1) In 3-5 sentences, describe how this project goes above and beyond what your community is normally able to achieve.

*Projects must be additive, meaning these funds cannot just replace money you would normally spend on urban and community forestry projects.*

- 2) In 5-8 sentences, describe how the inventory and management plan will be used and regularly updated after the grant period.

- 3) In 3-5 sentences, describe how this project fits into your community's long-term goals. *For example, is this project an established goal for your community? Is it tied to a comprehensive, climate, strategic, or other plan in your community?*

- 4) In 3-5 sentences, describe how you will sustain community engagement from this project after the grant period?

## Section 6: Management Plan Implementation (10)

As described in the RFP, a grant funded, on-the-ground implementation action (tree planting, maintenance, risk mitigation, etc.) in a disadvantaged area of your community is required for all projects. **A portion of your grant funds must be allocated to carry out this implementation action.** In this section, you will explain how your implementation action item will take place.

- 1) In 2-3 sentences, describe the key outcomes for disadvantaged areas in your community. *For example, dead tree removals and replacements in disadvantaged areas have the potential to improve forest health which will ensure more benefits in disadvantaged communities. You may choose to consider topics covered in the [Benefits of Trees for Livable Sustainable Communities](#).*

- 2) In 4-5 sentences, describe why you chose this implementation action and why you think it is the best first step to take after completing the management plan and inventory.

## Section 7: Budget Details (15 points)

In this section, you will submit, and explain, a proposed budget as part of this application. Please take your time to fill in this table correctly and completely. The dollar amounts you indicate in this table will be a determining factor in how much your project is awarded. For free assistance in filling out this section, you can contact Colette Copic at [grants.crti@mortonarb.org](mailto:grants.crti@mortonarb.org)

As described in the RFP, a grant funded, on-the-ground implementation action (tree planting, maintenance, risk mitigation, etc.) in a disadvantaged area of your community is required for all projects. **A portion of your grant funds must be allocated to carry out this implementation action.**

Applicants are required to submit a detailed budget that clearly outlines their funding needs for the inventory, management plan, and the associated on-the-ground action they would like to perform in a disadvantaged census tract, such as tree planting or risk reduction (e.g. pruning, dead tree removal, etc.).

While we understand that the specifics of the project may evolve as a result of the planning process, it is important to provide a reasonable estimate of expected outcomes at the time of application. This includes quantifiable metrics, such as the estimated number of trees to be planted, which should be based on your current understanding of costs, needs, and other existing information.

**Please note that once grant awards are made, the funding allocation is fixed and cannot be changed. However, we understand that the community-wide project may uncover new insights, challenges, or opportunities that could necessitate adjustments to the on-the-ground action.** In such cases, we encourage open communication with our grant administration team to discuss any necessary modifications to the project's outcomes. **Any modification must be proposed and approved in writing. An implementation action in disadvantaged areas is required for all projects to receive final reimbursement.**

The goal of this approach is to ensure that grant recipients have a clear plan and budget in place while allowing for flexibility and adaptation based on the evolving needs and discoveries that may arise during the project.

### Budget Table

<p style="text-align: center;"><b>Item</b></p>	<p style="text-align: center;"><b>Grant Funds Requested</b> <i>Total grant funds must not exceed the maximum award amount of \$3,000,000</i></p>	<p style="text-align: center;">For each section, provide a brief (1-2 sentence or bulleted list) explanation of requested funding  <i>For example, what are the supplies you wish to purchase, what services will be used for certain contractors, etc.</i></p>
<p><b>Personnel / Staff Labor Costs</b> <i>Include all requested personnel (salary) costs for new and existing staff working on deliverables for this grant.</i></p>		
<p><b>Fringe Benefits</b> <i>Include all fringe costs for new or existing staff working on deliverables for this grant (fringe costs are benefits related to employment, e.g. insurance, etc.)</i></p>		
<p><b>Contracted Services</b> <i>This is funding you plan to give to a vendor or contractor to complete a service as part of the project.</i></p> <p><i>You are encouraged to attach any estimates you've received to your application.</i></p>		



<p style="text-align: center;"><b>Item</b></p>	<p style="text-align: center;"><b>Grant Funds Requested</b>  <i>Total grant funds must not exceed the maximum award amount of \$3,000,000</i></p>	<p style="text-align: center;">For each section, provide a brief (1-2 sentence or bulleted list) explanation of requested funding   <i>For example, what are the supplies you wish to purchase, what services will be used for certain contractors, etc.</i></p>
<p><b>Supplies</b>  <i>Include any trees, soil, mulch, watering bags, etc.</i></p> <p><i>Note: <b>Equipment is NOT allowed.</b> Equipment is nonexpendable, tangible personal property with an acquisition cost greater than \$5,000 per unit and a useful lifespan of more than 1 year.</i></p>		
<p><b>Other, Including Subawards</b>  <i>Subawards are funding you plan to give to a partner organization to complete part of the project.</i></p> <p><i>Applicants that pass-through funding (sub-award) for work in disadvantaged communities must pass the match waiver to sub-awardees performing the work.</i></p> <p><i>Please identify/explain any other expenses.</i></p>		
<p><b>Grant Request Total</b></p>		

1) In 3-5 sentences, provide an explanation on how you arrived at project costs (e.g., quotes, previous projects).

2) If you have funding requests in the “Other” Category above, please explain those expenses here in 3-5 sentences.

## Section 8: Community Engagement and Sharing Knowledge and Outcomes (10 points)

In this section, you will identify the strategies and methods you will take to create sustained, and meaningful participation and engagement from community members in disadvantaged areas.

Commitment letters from participating partner organizations must be attached and should describe that entity's commitment to and role in this project. A sample letter of commitment can be found in [Appendix D](#).

- 1) In 3-5 sentences describe how you will include community involvement during the creation of the management plan.

- 2) In 2-3 sentences, explain how you will integrate community engagement before, during, and after your project.  
*For example, will you plan on having educational sessions that talk about the results of your new inventory, or classes on the importance of trees recently planted in your community?*

- 3) In 5-8 sentences, explain how you plan to implement thoughtful and intentional action steps to work with disadvantaged communities for sustained engagement.

*For example, how will you work with community members to ask their opinion, encourage them to co-create with you, and develop buy-in from your residents/visitors? How will you incorporate the information you receive into your decision making?*

- 4) In many communities, there are potential barriers to community engagement. In 3-5 sentences, what intentional efforts to address potential barriers to engagement in disadvantaged areas are you considering?

*For example, you may be planning to work with a local community group to help build trust with residents in your community and gain insights into their priorities and values.*

## Section 9: Timeline (10 points)

In this section, you will provide an approximate schedule of intermediate steps and major milestones.

The timeline you specify in this application will be used to track your grant progress. Communities will be expected to stick to this timeline as much as possible, so please carefully consider realistic timeframes and potential barriers. Your timeline should help the reviewers to understand:

- clear start and end dates for different phases or milestones of the project,
- that your timeline is realistic and achievable given the resources and time available,
- measurable milestones or checkpoints that will allow for progress tracking, evaluation, and reimbursement,
- your sustained community engagement, especially in disadvantaged areas, and
- who will be responsible for each part of the project, including internal approvals.

A template for your timeline is available [here](#). Please complete your timeline in Microsoft Word or similar program and attach it to your application submission as either a Word Document or PDF. Suggested topics to cover in your timeline include but are not limited to:

- Planning/prep meetings
  - Who from your organization will be involved
  - When will these meetings will take place
- At what point will community engagement will occur and how
- Which steps/actions need to be approved by your Board/Council
- Major project milestones
  - When will you request bids, hire consultants, have a finalized management plan, complete the inventory, plant trees, do maintenance, etc.
  - How long will individual project components take (e.g. inventory completion milestones as listed in the RFP, plan writing, implementation action, etc.)
- Finalizing the project & beyond
  - Reporting/invoicing frequency, final report preparation

Below is an example format for your timeline This format must be used, and a [template](#) is available for

Grant Activities	2024		2025				2026				2027				2028
	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1
<b>[Activity 1 and responsible person(s)/required approvals]</b>		X	X	X											
Major Task 1 – [insert Major Task]		X													
Major Task 2 – [insert Major Task]			X												
Major Task 3 – [insert Major Task]				X											
<b>[Activity 2 and responsible person(s)/required approvals]</b>															
Major Task 1 – [insert Major Task]															
Major Task 2 – [insert Major Task]															
Major Task 3 – [insert Major Task]															
<b>[Activity 3 and responsible person(s)/required approvals]</b>															
Major Task 1 – [insert Major Task]															
Major Task 2 – [insert Major Task]															
Major Task 3 – [insert Major Task]															
<b>[Activity 4 and responsible person(s)/required approvals]</b>															
Major Task 1 – [insert Major Task]															
Major Task 2 – [insert Major Task]															
Major Task 3 – [insert Major Task]															
<b>[Activity 5 and responsible person(s)/required approvals]</b>															
Major Task 1 – [insert Major Task]															
Major Task 2 – [insert Major Task]															
Major Task 3 – [insert Major Task]															
<b>[Activity 6 and responsible person(s)/required approvals]</b>															
Major Task 1 – [insert Major Task]															
Major Task 2 – [insert Major Task]															
Major Task 3 – [insert Major Task]															

A template is available [here](#). Attach your timeline as a Word Document or PDF to your application package.

## Section 10: Bonus Points (4 points)

In this section, you score Bonus Points!

Extra points will be awarded for applications that go above and beyond the minimum requirements. Bonuses will require a signed commitment from your Mayor, Executive Director, Board Chair, or other Chief Executive of your governmental entity, to be submitted with the application. This signed commitment can be found at the end of the bonus list.

Some of these bonuses will add additional required deliverables to your grant agreement. **For these bonuses, you must complete the additional requirement to be eligible for reimbursement.**

<p><b>BONUS:</b> Municipal Applicant commits to becoming a 2023 and 2024 <a href="#">Tree City USA</a> community if not presently recognized or commits to receiving a 2024 and 2025 <a href="#">Tree City USA Growth Award</a> if presently a Tree City USA community.</p> <p>If your municipality has been recognized as a Tree City USA Growth recipient for 10+ years you may submit proof and will also receive this bonus.</p> <p><b>(Requires a signed commitment from the Mayor or Village President to be submitted with the application).</b></p> <p>(2 points)</p>	<p>Check this box to add this bonus to your project</p>
<p><b>BONUS:</b> If a municipality and its associated park district both apply, both will receive extra points. Please indicate if your associated park district or municipality intends to apply.</p> <p>(2 points)</p>	

**Commitment to add additional grant deliverables:** I certify that, according to the above, my organization will comply with our self-selected bonus requirements listed in section 10 of this application. (requires signature of Mayor or Chief Executive). *This page may be electronically signed, or printed, signed, and attached to the application.*

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

## Final Instructions

Please be sure to include all of the following in your application. Incomplete applications will not be scored. Once you have completed and collected all of these items, submit it electronically, as one email, it to [grants.crti@mortonarb.org](mailto:grants.crti@mortonarb.org) with the subject line “[your community’s name] Urban and Community Forestry Grant for Government Entities Grant Application”

Application Checklist	
Cover Letter signed by the Mayor or chief executive	
Section 1: Applicant Background Information	
Section 2: Project Overview	
Section 3: Purpose and Need	
Section 4: Scope of Work	
Section 5: Leveraged Benefits	
Section 6: Management Plan Implementation	
Section 7: Budget Details	
Section 8: Community Engagement and Sharing Knowledge and Outcomes	
Section 9: Timeline	
Section 10: Bonus Points (optional) signed by Mayor or Chief Executive	
Tree Inventory Maintenance Agreement (if applicable) Appendix A	
Tree Planting List (if applicable) Appendix B	
Tree Maintenance Agreement (if applicable) Appendix C	
Letters of Commitment (from partners who you will work with to carry out this project).	



## Appendix A. Tree Inventory Maintenance Agreement

### Required for all projects.

This Tree Inventory Maintenance Agreement between The Morton Arboretum and the Applicant certifies that regular and effective updates and maintenance will be performed for a period of five years after initial inventory completion, and will comply with the following requirements:

- The tree inventory shall be updated regularly to ensure that it reflects current conditions in the community. Tree data should be updated during cyclical pruning, or on another continuous basis.
- Inventory updates shall reflect new plantings, removals, replacements, pruning/trimming, condition updates, and maintenance recommendations.
- This work may be done in-house, by contractors, or by volunteers. However, everyone who is working on the update, whether as a paid or volunteer service, shall be qualified/certified or adequately trained to do so.
- Tree inventory updates shall result in timely, periodic updates to prioritization and other action items in an accompanying Urban Forest Management Plan, if applicable.

I certify that, according to the above, my organization will comply with tree inventory maintenance requirements. (requires signature of Forestry Department Director or equivalent)

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Organization: \_\_\_\_\_

\_\_\_\_\_

Signature

\_\_\_\_\_

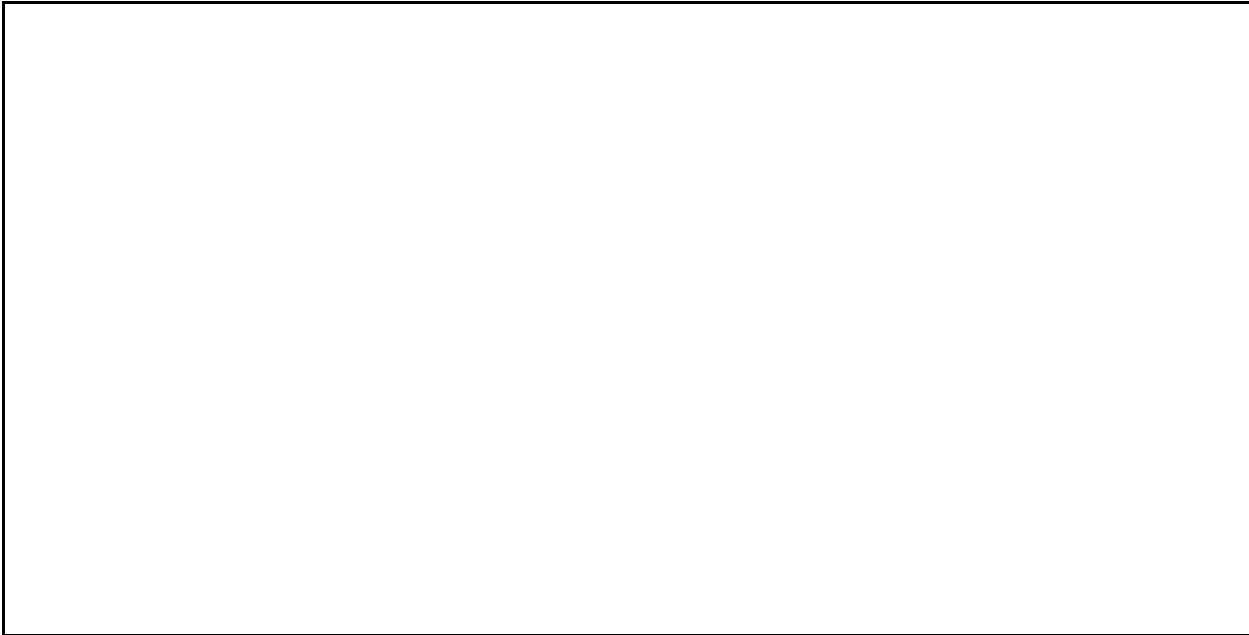
Date

## Appendix B. Tree Planting List

**Required for projects that include tree planting.** List species you intend to plant, proposed quantities, and any applicable cost estimates. If you wish to change your species selections during your grant term based on availability, new information, cost, etc. please contact your grant administrator for approval.

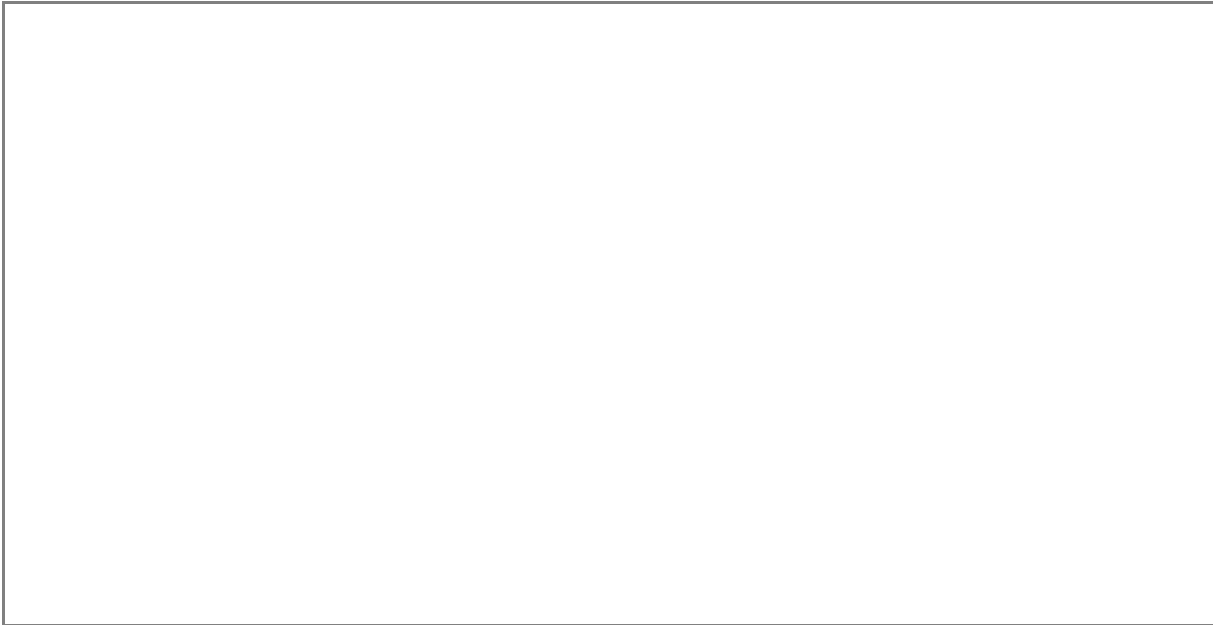
Species (common name)	Species (botanical name)	Number proposed	Anticipated cost per tree, planted	Notes
Add additional sheets as needed				

Description of Proposed Planting Locations (attach map if applicable)



Statement of Tree Diversity

In 5-7 sentences, describe how the species you plan to plant will help increase the overall species diversity of your urban forest. If the information is available, discuss your current species diversity and how this project will affect it.



## **Appendix C. Community Partner Commitment and Tree Maintenance Agreement**

### **Required for projects that include tree planting.**

Community Partner Commitments and Tree Maintenance Agreements are required for tree planting projects.

### **Community Partner Commitment Agreement**

This is an agreement between The Morton Arboretum (Arboretum) and a community partner, tree, or grant recipient (Partner) for the completion of a tree planting project and ongoing care of trees provided or purchased through this grant.

The following outlines the responsibilities of the designated Partner:

1. Select species diversity to meet grant requirements.
2. Select species from nurseries that are licensed by the State of Illinois.
3. Contact JULIE (Joint Utility Locating Information for Excavators) (all locations other than the City of Chicago or DIGGER for locations within the City of Chicago) two weeks before the planting event. These organizations check utilities before any digging occurs (811). For sites in the city of Chicago call 811 or 312-744-7000. For sites outside of the city of Chicago call 811 or 1-800-892-0123.
  - a. The landowner must call for utility locates to ensure the proposed planting sites are clear of utility lines.
  - b. Mark the proposed tree locations prior to the JULIE/DIGGER visit.
4. Care of the trees before, during, and post planting is the responsibility of the Partner.
  - a. Ensure that trees are protected during the delivery process so they are adequately covered in transit and watered to ensure the trees do not get dried out.
  - b. Inspect trees upon arrival to make sure stem to root attachment is solid and no damage to bark, branches or roots has taken place. Refuse trees that do not meet these requirements.
  - c. Store the trees in a protected location until they are planted.
  - d. All trees must be watered appropriately, before, during, and after they are planted. The Partner will determine the water source and provide the water for the new trees on the day of planting and thereafter for a minimum of three years.

### **Tree Maintenance Agreement**

This Tree Maintenance Agreement between The Morton Arboretum (Arboretum) and the Community Partner and/or Tree or Grant Recipient (Partner) certifies that the Partner will provide customary and reasonable tree care and maintenance for three years post planting.

The Partner is responsible for mulching and watering the trees appropriately for three years to enable trees to become fully established and thrive. Following are the Partner’s responsibilities:

1. During the growing season approximately 10-15 gallons of water or 1” of water should be applied once weekly to the root ball of newly planted trees unless adequate soil moisture is present.
2. A 2” – 3” layer of organic, wood chip mulch will be maintained in a circular area around the base of the tree that is at least 3 feet in diameter, taking care that the mulch does not touch the trunk of the tree.
3. All tags, rope, and wire will be removed.
4. Trunk wrap may remain in place for the first winter season if necessary for thin-barked trees.
5. If trees are staked, stakes will only be used in windy locations and will be removed after one year.
6. All trees will be monitored for pests or other signs of stress, and conditions will be remedied when appropriate and possible.

I certify that, according to the above Community Partner Commitment Agreement and Tree Maintenance Agreement, I will comply with these requirements. (requires signature of Forestry Department Director or equivalent)

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Organization: \_\_\_\_\_

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

If you would like tree care tips or tree related information please provide your email below:

\_\_\_\_\_

## Appendix D. Sample Partner Commitment Letter

This template can be used by your partners to show their commitment to participating in your project. Partners should use their Organization's Letterhead, and edit any text in brackets, and edit any part of this template to fit your project scope and needs.

[Date]

[Recipient Organization's Name]

[Recipient Organization's Address]

Re: Commitment to Support [Project Name] Grant Application in Disadvantaged Communities

Dear [Applicant Organization's Name],

We are delighted to extend our commitment to collaborate with [Your Organization's Name] in supporting the [Project Name] grant application, particularly with a focus on benefiting disadvantaged communities. As a dedicated partner, [Your Organization's Name] is committed to contributing [specific details of support, e.g., financial resources, expertise, in-kind contributions, etc.] to ensure the successful implementation of this impactful project that seeks to address the unique needs of underprivileged populations.

Our organization recognizes the profound impact the [Project Name] is poised to have on [mention the disadvantaged communities, beneficiaries, or relevant stakeholders], and we share your commitment to creating positive change in these areas. We firmly believe that our collaborative efforts will play a crucial role in addressing the challenges faced by these communities and fostering sustainable development. In alignment with our commitment, [Your Organization's Name] pledges to provide the following support:

[Specify the nature and extent of financial support, if applicable, detail any in-kind contributions or resources being offered, and highlight any expertise, technical assistance, or personnel support that will be provided]

This commitment is made with the understanding that our organizations will work closely together to achieve the mutual objectives outlined in the [Project Name], with a specific emphasis on promoting equity and well-being in disadvantaged communities. We are committed to conducting our collaborative efforts with sensitivity to the unique needs, challenges, and strengths of these communities.

We look forward to the opportunity to contribute to the success of the [Project Name] and to make a meaningful impact on the lives of those in disadvantaged communities. Please feel free to reach out to us if you have any questions or require further clarification regarding our commitment.

Thank you for considering our organization as a partner in this endeavor. We are enthusiastic about the prospect of working together to address the specific needs of disadvantaged communities and create lasting positive change.

Sincerely,

[Your Name]

[Your Title]

[Your Organization's Name]

[Your Contact Information]