

# 2022 URBAN & COMMUNITY FORESTRY GRANT PROGRAM

## Request for Proposals

Funding provided by the United States Department of Agriculture Forest Service through direction of the Illinois Department of Natural Resources Urban & Community Forestry Program

Grant funding administered by The Morton Arboretum

**Proposals Due: Friday, October 7<sup>th</sup>, 2022 at 5:00 p.m.**

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Illinois  
Department of  
**Natural  
Resources**



The  
Morton  
Arboretum\*

THE  
CHAMPION  
of TREES

## Table of Contents

TABLE OF CONTENTS .....	2
INTRODUCTION & ALLOWABLE COSTS .....	3
GRANT PROGRAM GOALS.....	4
GENERAL CRITERIA .....	5
FINANCIAL INFORMATION.....	6
TREE PROTECTION / PRESERVATION ORDINANCE REQUIREMENTS.....	8
TREE INVENTORY REQUIREMENTS .....	10
URBAN FOREST MANAGEMENT PLAN REQUIREMENTS.....	12
TREE PLANTING REQUIREMENTS.....	14
PROPOSAL SCORING.....	15
AWARD AND EXECUTION OF AGREEMENT.....	17
PAYMENT.....	18
APPENDIX A: URBAN FOREST MANAGEMENT PLAN DESCRIPTION.....	19
APPENDIX B: TREE BOARD / ADVISORY GROUP DESCRIPTION.....	20

**For more information, please visit:**  
**<https://chicagorti.org/program/urban-community-forestry-grant/>**

**Or please contact Zach Wirtz [zwirtz@mortonarb.org](mailto:zwirtz@mortonarb.org)**

## Introduction & Allowable Costs

This request for proposals provides funding assistance to “communities” (public entities e.g., municipalities, park districts, counties, tribal governments, townships, forest preserves, and other units of government) to improve the urban forest. Funding is provided by the Urban and Community Forestry program of the United States Department of Agriculture Forest Service through the Illinois Department of Natural Resources. The Morton Arboretum is the grant administrator.

The total maximum allowable funding amount for any one organization is \$25,000. The minimum allowable funding amount is \$5,000.

**Assistance is available for any Applicant needing assistance to complete a proposal. Assistance can be provided by contacting Zach Wirtz at [zwirtz@mortonarb.org](mailto:zwirtz@mortonarb.org). All requests for assistance must be received by September 3, 2022.**

### Allowable Costs

All funded projects must include the development or enhancement of a tree preservation ordinance to meet the standard set in this RFP. Projects funded through this proposal may also include one of the following:

1. An urban forest management plan based on a digital and current tree inventory; or
2. An inventory of public trees in the community and an urban forest management plan that addresses some portion of the results; or
3. Development or enhancement of a tree preservation ordinance without an additional project component; or
4. Tree planting on public property

Applicant communities may complete one of the projects listed above by using qualified contractor, ‘in-house’ staff, and/or volunteers (lead by qualified staff). If using a qualified contractor, the Applicant shall use a competitive bid process to determine the best-qualified contractor.

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

## Grant Program Goals

The purpose of Illinois's Urban and Community Forestry program is to assist communities and other units of local government in the development and expansion of local urban and community forestry programs to better prepare Illinois urban forests for the 21<sup>st</sup> century environment.

Funding from this proposal is directed by the Illinois Department of Natural Resources to support communities and other units of local government to improve Urban and Community Forest Management, Maintenance and Stewardship, a primary goal of U.S. Forest Service's Urban and Community Forestry Program's Ten Year Plan

The 2022 Illinois Urban and Community Forestry Grant Program is to provide local governments the opportunity to develop tree inventories, and management plans; enhance tree planting programs; assist with EAB infected ash removal and replacement programs and to assist applicants to meet and adopt a minimum standard of modern day tree ordinance/policy language. This program shall also strive to improve the health and function of the urban forest to support healthy ecosystems and improved quality of life through:

1. Preservation and protection of trees.
2. An improved understanding of what forest composition and structure exists to support improved management and health.
3. Improved management and care of the urban forest for the short and long term.
4. Increased health and growth of the urban forest.

## Project Prioritization

Funding categories covered by this grant will be prioritized during the application process. All Priority 1 applications will be considered first, followed by Priority 2, 3, and 4 respectively. An updated tree protection ordinance / policy is required for participation, regardless of project type, Assistance with ordinance work will be provided free of charge by the Arboretum.

Priority 1: An urban forest management plan based on a digital and current tree inventory

Priority 2: An inventory of public trees in the community and an urban forest management plan that addresses some portion of the results

Priority 3: Development or enhancement of a tree preservation ordinance without an additional project component

Priority 4: Tree planting on public property. Projects related to ash tree replacement will be awarded bonus points (see Proposal Scoring).

## General Criteria

1. The maximum allowable funding amount per eligible organization is \$25,000. The minimum grant request is \$5,000.
2. The deadline for receipt of proposals is Friday, October 7, 2022, at 5:00 p.m.
3. Organizations eligible for funding shall be units of government other than federal or state. These include:
  - a. Municipalities, townships, and county governments
  - b. Tribal governments
  - c. Forest preserves and/or conservation districts
  - d. Park districts
4. All applications shall be submitted electronically to Zach Wirtz by email at [zwirtz@mortonarb.org](mailto:zwirtz@mortonarb.org) by October 7, 2022
5. Technical Assistance is available to help you develop a proposal. Please contact Zach Wirtz at [zwirtz@mortonarb.org](mailto:zwirtz@mortonarb.org) no later than Friday, September 2, 2022.
6. All Applicants will be notified of their status via email by late November 2022.
7. The funding period is approximately 19 months. All work related to this grant, except for the final report, must be completed by Monday, July 1, 2024. Final reporting and reimbursement must be submitted, by Thursday, August 1, 2024.
8. All aspects of all categories of this proposal shall meet or exceed the most current American National Safety Institute (ANSI), International Society of Arboriculture (ISA), and/or other nationally recognized specifications and/or standards.
9. **Ordinance requirement:**
  - a. **Prior to reimbursement of funding, all awarded municipal governments must have a codified, council/board approved tree protection/ preservation ordinance that meets or exceeds the criteria listed on page 8. An existing tree protection/preservation ordinance/policy is not required to apply.**
  - b. Awarded Park District and Forest Preserve Districts shall submit board-approved policies that stipulate natural resource protection with specific urban and community forest management guidance similar to the criteria listed on page 8. Please contact Zach Wirtz at [zwirtz@mortonarb.org](mailto:zwirtz@mortonarb.org) for details on this requirement.
  - c. The Morton Arboretum can provide technical assistance to complete this requirement at no cost to the Applicant – whether awarded or not. Awarded Applicants wishing to receive assistance shall notify, in writing, Zach Wirtz no later than January 1, 2023.
10. No part of the grant funding can be used to pay for land or to purchase equipment.
11. The application must include a statement of leveraged benefits, as defined on page 11.
12. Funding will be awarded based on score, need, and alignment with the grant's program goals. Preference will be given to communities that did not receive a community grant in the FFY21 cycle. Communities with ongoing FFY21 grant projects are ineligible to receive a FFY22 grant.
13. Incomplete applications will not be scored.
14. **Awarded Applicants shall publish in an organization announcement, publication, newsletter or website, recognizing the source of the funding for this project (U.S. Forest Service Region 9 through direction of the Illinois Department of Natural Resources).**

## Financial Information

1. This award requires a 1:1 match based on reimbursable costs and/or in-kind service. Applicants are encouraged to overmatch and will be awarded bonus points for doing so. To be eligible for reimbursement, a community must show proof of spending in the final report for any overmatch amount committed to. For example:

Requested Funding Amount	Local Match	Total Project Cost
\$12,000	\$14,000	\$26,000

2. **An organization unable to achieve a 1:1 match should contact Zach Wirtz at [zwirtz@mortonarb.org](mailto:zwirtz@mortonarb.org) to discuss other arrangements.**
3. Only non-federal money may be used for the match.
4. The labor cost of the Applicant using its qualified employees to implement grant activities can be reimbursed. (Volunteer time may be included in the in-kind match but will not be reimbursed with grant funds.) Supporting documentation must be included for reimbursement. Approved documentation includes time cards, man-power records or other paperwork.
  - a. An hourly proration for the share of fringe benefit costs paid by the Applicant may be included in the labor cost.
  - b. The skills and/or qualifications of individuals completing the work, including Contractors, shall meet nationally recognized standards and certifications.
  - c. Applicant will submit records for employee hours, and shall include the base rate of pay for the employee(s).
5. All Contractors and suppliers completing grant projects must meet nationally recognized training and certification requirements, and evidence is required for reimbursement.

## Eligible and Allowable Match

Applicants cannot request more than \$25,000 and the match requirement is 1 to 1. For every dollar funded, a dollar of match is required. Match may be a cash contribution toward the project or an in-kind contribution.

Supporting documentation for the Applicant's match must be included with reimbursement. Approved documentation includes: invoices, cleared checks, timecards, and/or other paperwork. **Allowable costs for match shall not start before award execution and cannot extend beyond July 1, 2024.** Eligible match is as follows:

1. Direct cash match for contracted services related to inventory, management planning, or tree planting that is funded with grant dollars.
2. Volunteer labor hours which must be counted at or below industry standard rate for the work being completed.
3. Tree pruning, planting, care, maintenance, or removal directly related to activities undertaken with grant funding including:
  - a. Materials or supplies e.g. trees or mulch.
  - b. Site preparation and modifications including tree removal and stump grinding in preparation for tree planting projects\*.
  - c. Labor and material costs for tree maintenance based on an inventory/management plan up to July 1, 2024. \*

- d. Treatment or Removal of EAB Infested ash trees or removal of dead ash trees throughout the community based on an inventory/management plan\*

**\*Unless associated with site preparation for planting funded by this grant, the maintenance, management, or removal of trees may only be used as match if identified as a need in a new or updated inventory and/or management plan. Work may only count as match if completed after said inventory and/or management plan has been completed. Any trees to be removed for match must present significant harm/hazard to the community and documentation of such must be provided. For non-planting projects, tree maintenance or removals must be identified as an action to address the management plan's priorities.**

- 4. Directly related administrative costs, including time spent by staff, officials, volunteers, and others who develop or approve bid documents, contracts, and/or other related tasks.
- 5. Additional inventory features including software subscriptions that are beyond the scope of the grant.
- 6. Communities that commit to match spending above the 1:1 requirement (Overmatch) will be awarded additional points during application scoring. Completion of committed overmatch spending is required to be eligible for grant reimbursement.
- 7. Communities wanting to become a Tree City USA community for the first time may include a request, with your grant proposal, for guidance to complete a 2022 or 2023 Tree City USA application and use the staff time spent on completing a 2022 or 2023 Tree City USA application as part of the community match.

## Tree Protection / Preservation Ordinance Requirements

Prior to reimbursement of funding, a tree protection/preservation ordinance shall be approved by a municipality's, county's, or township's governing body (e.g. city council) that shall meet all the requirements in the chart below. Awarded Park Districts and Forest Preserve Districts shall submit board-approved policies that stipulate natural resource protection with specific urban and community forest management guidance similar to these criteria.

1.	Purpose	Statement of purpose for the tree protection/preservation ordinance.
2.	Statement of Value	Clear statement of the value and service of the urban forest as infrastructure.
3.	Definitions	Clear definitions of terms.
4.	Applicability/scope of ordinance	Clear scope of protection, preservation, management, removals, care and pruning, selection, and planting requirements.
5.	Authority / Enforcement	Identified individual and/or group responsible for making decisions about trees and enforcement of the ordinance. Includes skill requirements or certifications for individuals/organizations managing trees for the community.
6.	Tree Planting and Maintenance Standards	Clear specifications standards referencing the most current American National Safety Institute, International Society of Arboriculture, National Association of Nurseriesmen and/or other nationally recognized organizations, or a reference to such in an accepted urban forest management plan for the following: a) tree production (nursery source production standards) b) tree planting c) tree care d) tree pruning e) species restrictions, e.g. under utilities, use of invasive species
7.	Requirements for contracted tree maintenance	Requirements for contracted tree maintenance including skill and insurance requirements
8.	Establishment of a Tree Board <i>(Mandatory only if selected as a voluntary bonus, see page 17)</i>	Formation and qualifications, responsibilities, and terms for a Tree Board or other advisory group responsible for trees.
9.	Permits	Tree permit requirements, penalties, enforcement,
10.	Protection of trees during construction	Tree protection from construction impacts, and fee and penalty requirements.
11.	Relocation or replacement	Relocation and/or replacement requirements, fees, and penalties for trees removed, damaged or killed.
12.	Appeals	procedure to follow for appealing a citation, and civil remedies
13.	Penalties	Clear penalties for failure to comply with the provisions of the ordinance or reference to fee schedule
14.	Species Lists	Restricted/Prohibited/Undesirable species lists and Desirable/Approved species lists or a reference to such lists in tree management plan
15.	Exceptions	variance
16.	Severability	Statement of severability (this may exist in a related Code)



<b>It is recommended but not required that the tree protection/preservation ordinance include:</b>	
1.	Tree risk assessment protocol and frequency
2.	Education, outreach, and/or assistance to private property owners on tree planting, management and assessment.
3.	Incentives or regulations for trees located on private property.

(\*The Morton Arboretum provides ordinance revision assistance free of charge to communities. Please contact Zach Wirtz at [zwirtz@mortonarb.org](mailto:zwirtz@mortonarb.org).)

## Tree Inventory Requirements

A tree inventory is a database containing specific, standardized information recorded for individual trees in an identified area of the community. The inventory must inform management decisions and be regularly updated. The inventory may contain information about the immediate area surrounding a tree, as necessary for tree management and planning. Sample size must be statistically appropriate to provide accurate conclusions for management recommendations.

**Eligibility: Only applicants whose inventory has not been updated in the last 3 years are eligible for funding for an inventory. An Urban Forest Management Plan that addresses some part of the inventory results must accompany the inventory. Inventories must cover between 15%-100% of the communities public tree population.**

A contractor and/or qualified staff and/or volunteers may be used to complete a new or expand an existing inventory. Staff, contractors, or volunteers shall have the requisite professional experience to complete the work. Verification of this training and skills is required. All work completed through this grant shall meet the nationally recognized requirements and standards. All data collected must be submitted as one compiled inventory (new and old data) to receive reimbursement. Additional services, beyond the deliverables listed below, are not a reimbursable cost but may be used as match, e.g. software subscription fees, etc.

### Tree Inventory Deliverables

1. Individual Tree Data Fields
  - a. GPS Coordinates
  - b. Street Address and Relative Location
  - c. Land use (i.e., residential, business zone, natural area, park, etc.)
  - d. Growing space (i.e., parkway, park, etc.)
  - e. Species
  - f. DBH
  - g. Single or multi-stem designation
  - h. Condition rating & risk assessment (such as TRAQ, Davey 10 point, etc.)
    - i. Defects (roots, wounds, rot, deadwood, etc.)
    - ii. Maintenance Recommendation
  - i. Plantable spaces (optional)
  - j. General comments or notes
2. At a minimum, the inventory shall be delivered as a digital spreadsheet, such as Excel.
3. Training and education
  - a. If a contractor is used, before the project starts, the contractor shall meet with

- the community to outline project goals and plans specific to the community.
- b. Immediately after the inventory is complete, the contractor shall provide a minimum of 3 hours of technical assistance to ensure that the community understands how to use the inventory effectively.
  - c. Following the initial 3 hours, the contractor shall provide an additional minimum of 3 hours of assistance, as needed.
4. The Applicant shall provide a dated copy of inventory summary and Urban Forest Management Plan to the IDNR before reimbursement of grant expenditures. The Morton Arboretum requests a copy of the completed inventory to facilitate its development of outreach materials that assist communities in managing their trees. (Please contact Zach Wirtz at [zwirtz@mortonarb.org](mailto:zwirtz@mortonarb.org) for more information about how inventory data is used by the Arboretum or to waive Morton Arboretum's request.)
  5. A Tree Inventory Maintenance Agreement must be signed (see application for details)

## Urban Forest Management Plan Requirements

Completion of a new or updated management plan is allowed as a project for this grant. It may accompany a tree inventory or be a proposal on its own – as long as it is based on an inventory that was updated no more than four years ago. A management plan’s scope may cover the entire community, or appropriate subsections of a community, such as an Ash Tree Preservation / Replacement plan, risk abatement plan, cyclical pruning plan, community tree planting plan, etc. Urban Forest Management Plans are further described in Appendix A of this document.

Qualified staff and/or a Contractor shall complete a management plan that is based on an up-to-date inventory and shall include the following services.

**Eligibility: only applicants whose existing management plans are older than 5 years old and/or not based on an inventory are eligible to receive funding for a management plan.**

### Management Plan Deliverables:

1. Plan goals and format
  - a. This plan shall be developed to outline the future standards, specifications, and goals for management of the community’s trees and forests over the next 5 to 7 years.
  - b. This plan shall include prioritized action items for a 5 to 7 year period to ensure the Applicant can effectively and efficiently manage their trees.
  - c. This plan shall be delivered in a document format that can be easily edited and updated, e.g. Microsoft Word or another similar program.
2. Plan components may include some of the following, as needed and appropriate, for each community. One component from item (a) is REQUIRED.
  - a. Recommended and prioritized urban forest management action items, based on an inventory. One component from this list is required.
    - i. A description of the organization’s urban forest canopy cover and composition. (Canopy cover data can be provided to organizations in Will, Lake, Kane, Kendall, Cook, DuPage, and McHenry by the Chicago Region Trees Initiative)
    - ii. Prioritized planting locations, including replacements and new plantings.
    - iii. A cyclical pruning schedule and map
    - iv. Prioritized hazard abatement informed by inventory data
    - v. A list of preferred species, prohibited species, and species to be planted in limited quantities
    - vi. How the urban forest inventory will be used to inform decisions and how it will be updated.
    - vii. A strategy for improving forest age and species structure.
  - b. Short and long-term urban forest goals 2022 – 2029.
    - i. Long-term goals such as:

1. Urban forest management goals and risk mitigation
2. Canopy cover goals
3. Climate change response
- ii. Short-term goals (e.g. annual goals) such as:
  1. Tree pruning schedules
  2. A plan for replacement and removals
  3. A plan for hazard abatement
  4. Mitigation of pests and diseases
  5. Benchmarks to ensure progress towards long-term goals
- c. Specifications for planting, pruning, removals, and protection
  - i. Specifications from ANSI, ISA, and/or other nationally recognized standards for tree care (pruning, planting, etc.)
  - ii. Establishing a pruning and maintenance cycle so that care is regularly scheduled.
  - iii. Protection and standards for trees in construction zones
- d. Required and recommended certifications, qualifications, and training for staff, contracted labor, and consulting.
  - i. Formulating these requirements so as to mitigate and manage risk, including climate impacts.
- e. Material equipment, and budget considerations
  - i. Short- and long-term budget projections and needs.
  - ii. A plan for acquisition and replacement of equipment and resources.
- f. A program for education and outreach of residents
  - i. Engaging private landowners and managers within the organization's boundaries.
  - ii. Developing a marketing strategy for engaging residents so they are familiar with urban forestry in their community.
1. Training and education
  - a. If a Contractor is used, before the project starts, the Contractor shall meet with the community to outline project goals and plans specific to the community.
  - b. The Contractor shall provide a minimum of 3 hours, as needed, of outreach and education (that is separate from required inventory outreach) to ensure that the community is able to use the management plan effectively.

**The Community shall provide proof that the management plan was completed and submit a copy of the document to The Morton Arboretum (the Arboretum will provide a copy to IDNR for your community file).**

## Tree Planting Requirements

Tree Planting, on public property within the Applicant's boundaries, may be completed as a project. Trees planted must meet minimum quality metrics, and be planted as described below. A Tree Planting List and Maintenance Agreement is required for all tree planting projects.

### Requirements:

1. Trees planted shall be between 1" and 2" caliper measured at 6" above the root flare.
2. Tree planting projects must be planned and executed to promote the long-term survival of the trees.
3. Tree species selected must be a diverse selection appropriate to your community. A statement of diversity explaining how the selected species will improve tree diversity in your community is required as part of the tree planting plan.
4. Shrubs (species that do not grow beyond 10 feet in height) are not eligible for reimbursement.
5. An International Society of Arboriculture certified arborist must approve the accompanying tree planting plan for all trees funded through this proposal or with match. (See below.)
6. The Applicant must attest to properly caring for trees purchased through this program by including a maintenance plan. The plan must identify who and frequency for watering and mulching trees over the **required three years post-planting period**. (A copy of the proposed maintenance plan must accompany the application.)
7. Trees must be planted according to the ANSI, ISA, and/or other nationally recognized planting specifications.
8. All trees purchased through this proposal shall meet the ANSI American Standard for Nursery Stock (ANSI Z60).
9. All trees must have the **burlap, rope, and wire basket removed (or be a low-profile basket) at time of planting**.
10. All trees shall receive a 2 to 3-inch layer of hardwood mulch over the root ball and not touch the bark of the tree.
11. Tree planting shall take place in the spring or fall of 2023 or spring of 2024.
12. Tree species to be planted must be specified in the grant application. Species selected and site conditions must be identified. Grant participants are encouraged to plant native species.
13. Trees must be purchased from U.S. Department of Agriculture Certified Nurseries.
14. A Tree Maintenance Agreement and Partner Commitment Agreement is required and is attached to the Application packet.
15. Newly planted trees associated with the grant must be inventoried in the community's digital tree inventory at the time of planting and then verified and updated annually for the duration of the maintenance plan agreement. A copy of the inventory shall be submitted to The Arboretum after each update in a Microsoft Excel file format. This inventory will include an up-to-date photo of each planted tree as well as basic information such as species, size, and condition. If the community does not have a digital inventory, data must be entered in the CRTI 'Canopy Counts' online application by the Applicant. **The Arboretum may periodically conduct site visits to ensure the accuracy of this online inventory.**

## Proposal Scoring

Your proposal will be evaluated and ranked by an independent scoring committee. The criteria listed below will be used to score each proposal. In the event of a tie, the following additional factors will be used to score proposals: Applicant need and leveraged benefits; Orderliness of the overall application.

Criteria:	Highest Possible Score
<p><b>Application / work plan:</b> Grant application is thoughtfully prepared, all questions are concisely answered, and follows the application form. Proposal is viable and work plan is clear.</p>	20
<p><b>Budget &amp; Match:</b> Clearly identified costs and plan for match/ in-kind.</p>	15
<p><b>Project timeline:</b> A well-planned, feasible, and viable timeline that shows the Applicant understands the project.</p>	10
<p><b>Project Goals:</b> How your proposal will benefit the following:</p> <ol style="list-style-type: none"> <li>1. Preservation and protection of trees. and/or</li> <li>2. An improved understanding of what forest composition and structure exists to support improved management and health. and/or</li> <li>3. Improved management and care of the urban forest for the short and long term. and/or</li> <li>4. Increased health and growth of the urban forest.</li> </ol>	15
<p><b>Leveraged Benefits: (Maximum 1,500 words)</b> Describe, as applicable for your project:</p> <ul style="list-style-type: none"> <li>• How the inventory will be updated regularly and used</li> <li>• What kind of management plan will result from the inventory</li> <li>• How the management plan will be used in basic operations.</li> <li>• How the management plan will be updated.</li> <li>• How your community will update an existing tree ordinance</li> <li>• How your community will develop a new tree ordinance</li> <li>• How the new/updated ordinance will protect trees and canopy in your community</li> <li>• How tree planting will benefit your community and how the trees will be maintained to ensure this benefit</li> <li>• Describe your organization’s commitment to the project.</li> <li>• Describe local match, volunteer efforts, financial or in-kind community organization support and/or community contributions.</li> <li>• Please describe the role, training, and qualifications of any partners and/or potential volunteers.</li> <li>• Support letters from peer organizations may be attached and should describe that entity’s commitment to and role in this project.</li> </ul>	20

<b>Need:</b> Applicant demonstrates economic or programmatic need.	10
<b>Ordinance/Policy:</b> Applicant has never had a tree ordinance/policy or can demonstrate a commitment to strengthen an existing ordinance/policy e.g. incorporating a management plan or adding provisions for controls on private land	10
<b>Total Possible Points</b>	<b>100</b>
<b>Bonus:</b> if an Applicant encourages a peer community to apply and both apply, both will receive extra points. (As identified in both applications. Be sure to state this in your application.)	2
<b>Bonus:</b> if an Applicant commits to become a <a href="#">Tree City USA</a> if not presently one or commits to receiving a <a href="#">Tree City USA Growth Award</a> if presently a Tree City USA community (requires a signed letter from Mayor or equivalent be submitted with the application).	2
<b>Bonus:</b> if an Applicant can show a strong project connection to ash management or replacement.	2
<b>Bonus:</b> if Applicant adds a commitment to form a tree board or other advisory group as part of this grants required deliverables. See Appendix B for a description of applicable options to fulfil this requirement (requires a signed letter from Mayor or equivalent be submitted with the application).	2
<b>Bonus:</b> if an Applicant commits to overmatch. <b>All committed overmatch must be met to be eligible for reimbursement.</b>	2



## Award and Execution of Agreement

1. All completed proposals shall be submitted electronically, including all attachments, to Zach Wirtz at [zwirtz@mortonarb.org](mailto:zwirtz@mortonarb.org) by **Friday, October 7, 2022, at 5:00 p.m.** Any Applicant requiring assistance either to complete the application or to submit it electronically shall contact Zach Wirtz at [zwirtz@mortonarb.org](mailto:zwirtz@mortonarb.org) no later than Friday, September 2, 2022.
2. Each proposal will be scored according to stated criteria by three separate, independent grant reviewers. The highest scoring proposals will be recommended for funding. Partial funding is possible.
3. Applicants will be notified by **late November, 2022** of funding status.
4. The Applicant must notify any applicable contractor(s) to receive an estimate of cost. **THE AWARDED COMMUNITY IS RESPONSIBLE FOR PAYING ALL EXPENSES AND SUBMITTING FOR REIMBURSEMENT.**
5. Awarded Applicants will be provided an Award Agreement via email. This agreement must be executed by the Applicant's Executive Authority and returned via email **no later than January 20, 2023.**

**Failure to return signed agreement by due date may cause funding award to be revoked.**

6. Once executed by The Morton Arboretum, the Agreement will be sent via email to the Applicant. Once received by the Applicant, the Applicant may contact any awarded contractor to begin work as outlined in the approved proposal.  
**NO WORK SHALL BE STARTED PRIOR TO THE APPROVAL AND EXECUTION OF THE AGREEMENT, INCLUDING MATCH COSTS.**
7. Applicants are required to report quarterly on project progress, including ordinance development, revision, and approval. Emailed reminders with reporting templates will be supplied quarterly. Failure to comply with this requirement may result in cancellation of the current grant, loss of all funding, and potential for disqualification from future grants.
8. Applicants will be required to submit a final report with their reimbursement report which will include a budget form and match documentation worksheets.
9. All work related to this grant, except for the final report, must be completed by **Monday, July 1, 2024.**
10. **Final report and reimbursement materials must be received by Thursday, August 1, 2024.**

## Payment

Reimbursement and payment procedures:

- The Applicant is responsible for all expenses and will receive reimbursement at the end of the grant period.
- The Applicant can expect payment 45-60 days after The Morton Arboretum has received and approved the fully completed reimbursement report containing valid invoices and canceled checks.
- The Applicant shall review the reimbursement materials and all reporting requirements to ensure that all materials are ready for reimbursement by the grant deadline – including all payments and proof of payment.
- Only one reimbursement payment will be made to the Applicant upon completion of all phases of the grant project(s). Once payment is made the grant project is considered complete.
- To receive payment, the Applicant must provide a copy of the approved tree preservation/protection ordinance or policy.
  - All participants must have ordinances/policies that meet the requirements outlined on page 8.
  - Awarded Park District and Forest Preserve Districts shall submit board approved policies that stipulate natural resource protection with specific urban and community forest management guidance similar to the criteria listed on page 8.
  - **It is recommended that a copy of the proposed ordinance/policy be provided to The Morton Arboretum at least 120 days prior to the August 1, 2024 deadline to assure that the ordinance meets all requirements.**
  - Assistance to complete this requirement is provided to all Applicants by The Morton Arboretum regardless of award. Please plan adequate time to complete this requirement.

## Appendix A: Urban Forest Management Plan Description

*Intent:* Developing, using, and periodically updating a management plan demonstrates a community's commitment to the comprehensive management of its community tree and forest resources.

*Definition:*

- a) A detailed document or set of documents that identify and prioritize action items based on professionally-based, relevant inventories and/or resource assessments, that outline the future management of the community's trees and forests. At a minimum, the plan must address public trees. The plan must be **actively used** by the community to guide management decisions and/or resource allocation and updated as needed to incorporate new information.
- b) A plan for trees in a portion of the community, as long as it includes a written explanation of why there is a focus on that area (i.e., the importance of that space to the community) and action items regarding the establishment, protection, conservation, and maintenance of public trees.
- c) Management plans for forested tracts may be counted if they meet the above and the forest meets all the following criteria:
  - i. located in or near a town/municipal/community population center, business district, or residential area,
  - ii. primarily managed for benefit of the residents and to keep the land forested, and
  - iii. owned by the local government (i.e., in public ownership).

*Examples: (Examples include but are not limited to items on this list. Anything counted must meet the definition above.)*

An Urban Forest Master Plan, based on satellite imagery/GIS or other inventories and assessments, that sets goals for tree canopy cover, recommends areas for reforestation, recommends areas for preservation, promotes community education and outreach efforts, recommends tree maintenance policies for town/city/county properties and provides action items for the management of trees and forests (such as establishment, protection, and maintenance).

A Public Tree Planting and Maintenance Plan based on an inventory of trees and open spaces in street rights-of-way and parklands. These plans include information such as a prioritized list of tree pruning and removals, a prioritized list of replacements and new tree plantings, a recommended yearly budget, and a recommended list of tree species for replanting.

A community's comprehensive Land Use Plan that incorporates specific management recommendations for the community's trees and forest resources.

A Tree Risk Reduction and Replanting Plan based on an inventory of community trees.

A tree inventory with recommended action items for managing public trees and forests (i.e., establishment, conservation, protection, and maintenance) that is actively being used.

Other plans, such as those below, as long as they address the required elements in the definition: Urban Canopy Master Plan; Open Space Plan; Long-Term Tree Planting Plan that addresses planting

and care; Pest, Storm, or Disaster Preparedness Plan that addresses trees; Town Forest Management Plan; Urban Forest Management Plan for a downtown business district; Community Wildfire Protection Plan; Community Development Plan that has an urban forest management component

## Appendix B: Tree Board / Advisory Group Description

*Intent:* Many local UCF programs began through the efforts of local community groups, and these groups often serve as a catalyst to encourage active local urban forest resource management for the long term. This performance element aims to ensure that community residents and program stakeholders are informed, educated, and engaged in the development and implementation of a sound community forestry program at the local level.

*Definition:*

- a) Advisory Groups: Organizations that are formalized or chartered (i.e., organizations established by the local government) to advise (during the reporting year) on the establishment, conservation, protection, and maintenance of urban and community trees and forests.
- b) Advocacy Groups: Non-governmental organizations active in the community that advocates or act for the establishment, conservation, protection, and maintenance of urban and community trees and forests during the year.

*Examples: (Examples include but are not limited to items on this list. Anything counted must meet the definition above.):*

- a) A board of community members appointed by local elected officials to advise policymakers on tree ordinances, policies, and management.
- b) A volunteer group such as “City ReLeaf” that is active in advocating for tree planting, preservation, and management in communities.
- c) A local Conservation or Environmental Commission that has an urban forestry sub-group or has urban and community forestry included in the organization’s action plan or charter and organizes at least one tree- or urban forestry-related activity during the year.
- d) A non-profit organization that advocates for community trees in multiple communities, as long as citizens in each community are engaged in the organization’s urban and community forestry advocacy or activities during the reporting year.
- e) An advocacy group that focuses on a public park, greenway, or neighborhood if the group organized at least one tree- or urban forestry-related activity during the reporting year.