

2022 Urban and Community Forestry Funding Application



CHICAGO
REGION
TREES
INITIATIVE

Our Trees.
Our Communities.
Our Future.



General Instructions

- Grant contact: Zach Wirtz at zwirtz@mortonarb.org (preferred) or 630-725-2498.
- Fill out each page of this application, as is applicable to you. In some cases, you may not be required to fill out that item.
- 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 Zach Wirtz by **September 2, 2022**.
- Please note that you are **required to include a signed cover letter** from your Mayor (or equivalent in communities other than municipalities).
- Submit your application electronically. No hard copies will be accepted unless you contact Zach Wirtz to make specific arrangements. **Please type your responses into this fillable PDF**

Applications are due Friday, October 7th, 2021 at 5:00 p.m.

Application Contents

Section 1: Applicant Background Information.....	2
Section 2: Project Plan & Ordinance Requirement.....	4
Section 3: Budget & Match Worksheet (15 points).....	8
Section 4: Project Timeline (10 points).....	10
Section 5: Project Alignment with Grant Goals (15 points).....	11
Section 6: Statement of Leveraged Benefits (20 points).....	12
Section 7: Statement of Need (10 points).....	14
Section 8: Ordinance / Policy (10 points).....	15
Section 9: Bonus Points (11 points).....	16
Final Instructions.....	18
Appendix A. Tree Inventory Maintenance Agreement.....	19
Appendix B. Tree Planting List.....	20
Appendix C. Tree Maintenance Agreement.....	22

Section 1: Applicant Background Information

Organization Name			
Government Type (Municipality, County, Park District, Forest Preserve District, Township, etc.)			
Federal Tax ID (EIN)			
Applicant Contact Information			
Name		Title	
Mailing Address			
Email		Phone Number	
Project Supervisor (if different)		Title	
Email		Phone Number	
<p>Has your community received IDNR grant funding in the last two years from any of the IDNR's grant partner administrators (e.g. The Morton Arboretum, Trees Forever, Heartland Conservancy, etc.)?</p> <p>Describe in the box to the right. (Include funding administrator, amount, and a brief project description.)</p>			
Additional information (as needed):			

Community Questions	Yes (please specify with an X)		No
Do you have an inventory of your public trees? Eligibility: only trees not inventoried or updated in the last 3 years are eligible for funding for an inventory.	Full		
	Partial		
	Digital		
	Paper		
Do you have an urban forest management plan for your public trees? Eligibility: only applicants whose management plans are older than 5 years old and/or not based on an inventory are eligible to receive funding for a management plan.	Fewer than 5 years old		
	More than 5 years old		
	Based on a tree inventory		
	Not based on a tree inventory		
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.	Name		
	Title		
	Email		
Does your organization spend at least \$2 per capita per year on tree planting, pruning, removal, maintenance, etc.?			
Does your organization hold an annual Arbor Day observance? Do you have an annually signed proclamation?			
Are you a Tree City USA? If so, for how many years? If not, and you would like more information, please contact Mike Brunk at michael.brunk@illinois.gov			
Would you like assistance in applying to be a Tree City USA for the first time during this grant? Administrative time for this process may be used as Match for this grant.			

Section 2: Project Plan & Ordinance Requirement

Project Overview and Ordinance Requirement

Indicate your project type. Place an X in <u>one</u> of the four applicable selection boxes. Leave other sections blank.			
1. An urban forest management plan based on a digital and current tree inventory			
2. An inventory of public trees in the community and an urban forest management plan that addresses some portion of the results			
3. Development or enhancement of a tree preservation ordinance without an additional project component			
4. Tree planting on public property			
<p><u>TREE ORDINANCE / POLICY REQUIREMENT FOR ALL PROJECT TYPES:</u></p> <p>A tree preservation /protection ordinance that meets the criteria identified on page 8 of the RFP must be passed before a municipality is eligible to receive its reimbursement at the end of the grant period.</p> <p>Park Districts and Forest Preserves shall submit board approved policies that stipulate natural resource protection with specific urban and community forest management guidance similar to the criteria identified on page 8 of the RFP.</p> <p>All applicants, regardless of whether they are awarded, are eligible to receive assistance free of charge from the Morton Arboretum to develop an ordinance or board/commission approved policy. Contact Zach Wirtz at zwirtz@mortonarb.org with any questions.</p>			
Do you have a tree preservation / protection ordinance (or policy)?			
Yes		OR	No, we will create one and we would like assistance from The Morton Arboretum.
Website link for our tree ordinance, park district / forest preserve policy:			No, we will create one but we don't need assistance.

Project Specifics

Tell us the specifics about your proposed project (as identified above). Place an X in any applicable selection box(s) below, and fill out boxes that ask for a description.

Fill in only the sections that apply to your project type selected above. Leave other sections blank or put N/A.

<i>Project Type 1: An urban forest management plan based on a digital and current tree inventory (if you are not conducting grant funded management plan work based on an existing inventory, leave this section blank)</i>		
	Details	Selected (X)
<p>Management Plan</p> <p>(Must be based on a digital inventory that was updated in the last 4 years)</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 11 and 12 of the Request for Proposals.</p>	<p>Recommended and prioritized urban forest management action items, based on a tree inventory. (i.e., Prioritized planting locations, a cyclical pruning schedule, etc.).</p> <p>Required as explained on page 11 of the RFP.</p>	
	Short- and long-term urban forest goals 2021-2031.	
	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?	\$

Project type 2: An inventory of public trees in the community and an urban forest management plan that addresses some portion of the results (if you are not conducting a grant funded inventory as part of an urban forest management plan project, leave this section blank)

	Details	Selected (X)
Inventory (you must also fill out the management plan boxes bellow)	Full Inventory	
	OR	
	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?	\$
Management Plan 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 11 and 12 of the Request for Proposals.	Details	Selected (X)
	Recommended and prioritized urban forest management action items, based on a tree inventory. (i.e., Prioritized planting locations, a cyclical pruning schedule, etc.). Required as explained on page 11 of the RFP.	
	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?	\$

<i>Project Type 3: Development or enhancement of a tree preservation ordinance without an additional project component</i>		
Tree Ordinance creation or update without an additional project component	Details	Selected (X)
	Creating new ordinance	
	Updating existing ordinance	

<i>Project type 4: Tree planting on public property (if you are not conducting grant funded tree planting work, leave this section blank)</i>		
Tree Planting	Details	Selected (X)
	Number of trees proposed:	
	Do you agree to all of the requirements on page 14 of the RFP, including maintenance and inventorying newly planted trees for a minimum of three years?	
	Do you have locations selected for this planting?	

Section 3: Budget & Match Worksheet (15 points)

Communities are required to submit a proposed budget as part of this application. All communities are required to match their requested grant funds with match spending at a rate of 1:1. Allowable expenses and match are explained on in the grant RFP under “Financial Information”

Examples of match spending include, but are not limited to, time spent developing a specification, plan, or ordinance, approvals and review by staff and/or board; implementation of recommendations of the management plan or inventory, etc. In general, urban forest management activities you normally undertake may be used as match if they relate to grant activities (e.g. cyclical pruning as recommended in a new UFMP, watering newly planted grant funded trees, removal of high priority trees that pose a risk to the community as described in an inventory, etc.). This match requirement should be achievable for all communities and the Morton Arboretum staff would be happy to talk with you to discuss opportunities for match. If you cannot meet the 1:1 requirement, contact Zach Wirtz at zwirtz@mortonarb.org to discuss additional options.

Item	Grant Funds (Must not Exceed 50% of total cost and be between \$5,000-\$25,000)	Match (May not include any federal funds and must be a minimum 50% of the total cost)	Total Cost (Local Match + Grant Funds)
Personnel / Staff Labor Costs (Include any personnel costs for your grant and/or match activities.)			
Fringe Benefits			
Volunteer Personnel (Estimated hours and \$ value per hour. Only counted for match.)	N/A		
<i>Sub Total</i>			
Contracted Services (Include any estimates you’ve received. If not, write the amount you are applying for and the amount you are able to match.)			
<i>Sub Total</i>			

Item (continued)	Grant Funds (continued)	Match (continued)	Total Cost (Local Match + Grant Funds)
<p>Materials (Include any trees, soil, mulch, etc.)</p> <p>For inventory / management plan / ordinance projects, materials are not an allowable grant funded expense but may be used as match.</p>			
<p><i>Sub Total</i></p>			
<p>Other</p> <p>(Please identify/explain the expense.)</p>			
<p><i>Sub Total</i></p>			
<p>Grant Total</p>			

Section 4: Project Timeline (10 points)

Please provide a concise summary of how the work will take place. You may group activities by month or by quarter, as appropriate. You are welcome to create a numbered or bulleted list, or use the one below as a template. Include the following, as applicable.

- Planning / prep meetings
 - Who from your organization will be involved
 - When these meetings will take place
- Which steps need to be approved by your Board / Council
- Ordinance review / development / passing
 - Who will participate
 - Timeline for Board / Council review
 - Board or Council meetings (as appropriate) to approve items including the ordinance
- Finalizing the project & beyond
 - Reporting / invoicing
 - How will these items be updated or managed in the future
- Match activities
 - How, when, & what will you use as match
- (REMINDER: for inventory and management plan projects, only tree planting and/or management activities that occur after the inventory is finalized, and that address the inventory/plan results, may be counted as match.)

Type here; add additional sheets if necessary **Max 2,500 characters.**

Section 5: Project Alignment with Grant Goals (15 points)

How your proposal will benefit the following:

1. Preservation and protection of trees; and/or
2. An improved understanding of what forest composition and structure exists to support improved management and health; and/or
3. Improved management and care of the urban forest for the short and long term; a
4. Increased health and growth of the urban forest; and/or
5. Meet specific community goals.

Type here; add additional sheets if necessary. **Max 2,500 characters.**

Section 6: Statement of Leveraged Benefits (20 points)

Describe, as applicable:

1. How the inventory will be updated regularly and used
2. What kind of management plan will result from the inventory
3. How the management plan will be used in basic operations.
4. How the management plan will be updated.
5. How your community will develop a new tree ordinance
6. How your community will update an existing tree ordinance
7. How the new/updated ordinance will protect trees and canopy in your community
8. How tree planting will benefit your community and how the trees will be maintained to ensure this benefit

Describe your organization's commitment to the project (e.g. Is this project an established goal for the community? Is it tied to a comprehensive or other plan?)

Describe local match, volunteer efforts, financial or in-kind community organization support and/or community contributions. Projects that involve community participation will be awarded higher scores.

Please describe the role, training, and qualifications of any partners and/or potential volunteers.

Support letters from peer organizations may be attached and should describe that entity's commitment to and role in this project. Support letters are required from any entity providing in-kind donations / match for the project.

Type here, continued on next page; add additional sheets if necessary. **Max 3,750 characters**

Leveraged Benefits, Continued

Type here; add additional sheets if necessary **Maximum 2,500 characters**

Section 7: Statement of Need (10 points)

Use this page to describe your organization’s economic and programmatic needs. These might include budget limitations, capacity and staff limitations, or other limitations that have prevented your community from accomplishing these goals. Communities who demonstrate a high need will receive higher scores.

Type here; add additional sheets if necessary. **Max 2,500 characters.**

Section 8: Ordinance / Policy (10 points)

Explain your current ordinance status. Points are awarded for this section based on whether the 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. If your ordinance already meets the minimum grant requirements listed in the RFP, how will you improve your existing ordinance?

Type here; add additional sheets if necessary. **Max 2,500 characters.**

Section 9: Bonus Points (11 points)

Bonus points will be awarded for applications that go above and beyond the minimum requirements. Some of these bonuses will require a signed commitment from Mayor or equivalent be submitted with the application. This commitment can be found at the end of the bonus list.

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

<p>BONUS: Have you encouraged a peer community to apply for this grant? Or, has a peer community recommended that you apply for this grant? If so, please provide details in the box to the right. (2 points)</p>	
<p>BONUS: Applicant commits to apply for Tree City USA if not presently a Tree City USA community, or commits to receiving a Tree City USA Growth Award if presently a Tree City USA community. Indicate commitment in the box to the right if this bonus applies (requires a signed commitment from Mayor or equivalent be submitted with the application). (2 points)</p>	
<p>BONUS: Project is strongly connected to ash tree management or replacement. Indicate commitment in the box to the right if this bonus applies. Describe briefly in the box to the right, and add details explaining how this project relates to ash / EAB management throughout the application. (2 points)</p>	
<p>BONUS: Applicant formally adds a requirement to form a tree board or other advisory group as part of this grant’s required ordinance / policy deliverables. Indicate commitment in the box to the right if this bonus applies. (requires a signed commitment from Mayor or equivalent be submitted with the application). (2 points)</p>	

<p>BONUS: Applicant commits to overmatch. Your community's committed overmatch may be used to assist communities who are unable to meet the match requirements All committed overmatch must be met to be eligible for reimbursement. Indicate amount of overmatch in the box to the right if this bonus applies.</p> <p>Points awarded are commensurate with amount of overmatch. 1 point awarded for 10-24% overmatch, 2 points for 25%-49% overmatch, 3 points for 50%+ (e.g. on a \$20,000 required match, 1 point for additional overmatch of \$2,000-\$4,999, 2 points for \$5,000-\$9,999, 3 points for \$10,000+)</p> <p>(requires a signed commitment from Mayor or equivalent be submitted with the application). (1-3 points)</p>	<p>Overmatch amount: \$</p> <p>Overmatch percent of required match: ____% (example: with requested grant of \$20,000, you are required to have a 1:1 match of \$20,000. If you propose a match total of \$30,000, you would have \$10,000 or 50% overmatch)</p>
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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 9 of this application. (requires signature of Mayor or equivalent)

Name: _____

Title: _____

Organization: _____

Signature

Date

Final Instructions

Please be sure to include all of the following in your application. Once you have completed and collected all of these items, send it to Zach Wirtz at zwirtz@mortonarb.org.

Application Checklist	
Cover Letter signed by the Mayor or equivalent	
Section 1: Applicant Background Info	
Section 2: Project plan & ordinance requirement	
Section 3: Budget – including match expenses	
Section 4: Timeline & Proposed Work Plan	
Section 5: Project Goals	
Section 6: Statement of Leveraged Benefits	
Section 7: Statement of Need	
Section 8: Ordinance / policy	
Section 9: Bonus Points (optional) signed by Mayor or Equivalent	
Tree Inventory Maintenance Agreement (if applicable) Appendix A	
Tree Planting List (if applicable) Appendix B	
Tree Maintenance Agreement (if applicable) Appendix C	
Letters of Support (from organizations who can attest to your capacity to complete this project)	

Appendix A. Tree Inventory Maintenance Agreement

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, 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

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

Description of Proposed Planting Locations (attach map if applicable)

Type here; add additional sheets if necessary

Statement of Tree Diversity

Explain how this tree selection will improve diversity of your tree population:

Type here; add additional sheets if necessary. **Max 2,500 characters.**

Appendix C. Tree Maintenance Agreement

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 or tree recipient (Partner) for the completion of a tree planting project and ongoing care of trees provided through this grant.

The following outlines the responsibilities of the designated Partner:

1. Select species diversity to meet grant requirements.
2. Select species from a state certified nursery.
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.
2. 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 Recipient (Partner) certifies that the Partner will provide customary and reasonable tree care and maintenance 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 3" – 4" 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:
