2023 URBAN & COMMUNITY FORESTRY GRANT PROGRAM - MANAGING EAB FOR A HEALTHY URBAN FOREST

APPLICATION FORM

General Instructions

- Grant contact: Colette Copic at grants.crti@mortonarb.org (preferred) or 503-953-6930.

- Fill out each page of this application, as is applicable to you. In some cases, you may not be required to fill out an 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 Colette Copic by October 27, 2023.

- **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 Colette Copic to make specific arrangements.

Applications are due November 13, 2023 at 5:00 p.m.

Free Application Assistance Available

CRTI offers free application assistance for communities applying to this grant program. Contact Colette Copic at grants.crti@mortonarb.org for more information.

Application Table of Contents

Grant Information and Funded Program Areas

This program 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 $30,000. The minimum allowable funding amount is $3,000. For all communities, a 1:1 match is required. Match spending is the use of local resources towards the project total and is explained in detail in the "Eligible and allowable match" section of the Request for Proposals.

Please reference the grant's Request for Proposals for more details on this grant.

Allowable Costs

Projects funded through this proposal must include activities related to improving urban forest health through Emerald Ash Borer (EAB, *Agrilus planipennis*) management and/or mitigation. **In addition, all funded projects must include the development or enhancement of a tree protection ordinance to meet the standard set in this RFP.** Projects may include one or more of the following:

1. Development or enhancement of a tree preservation ordinance without an additional project component; **(REQUIRED)** and/or,
2. An urban forest management plan that includes Emerald Ash Borer Management (EAB) as a component and is based on a digital and current tree inventory;
3. An inventory of public trees in the community with an accompanying urban forest management plan that addresses some portion of the results;
4. Diverse tree planting on public property that replaces canopy lost due to EAB
5. Preventative Treatment for EAB
6. Removal of EAB infested or dead ash trees throughout the community

Applicant communities may complete one of the projects listed above by using qualified contractors, '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 an agreement is executed. All work shall be completed within the specified grant time period.

Section 1: Applicant Background Information

Organization Name	
Government Type (Municipality, County, Park District, Forest Preserve District, Township, etc.)	
Federal Tax ID (EIN)	
Award Amount Requested ($)	THIS BOX WILL AUTOFILL AFTER THE BUDGET SECTION IS COMPLETED
Match Proposed ($)	THIS BOX WILL AUTOFILL AFTER THE BUDGET SECTION IS COMPLETED
Note: The Match Proposed ($) amount must meet or exceed the Award Amount Requested.	

Applicant Contact Information			
Name		Title	
Mailing Address			
Email		Phone Number	
Project Supervisor (if different)		Title	
Email		Phone Number	
Additional information (as needed):			

Community Questions	Please specify your answer with a check	
Do you have an inventory of your public trees? If so, please indicate the format the inventory is available.	No inventory of public trees	
	Full	
	Partial	
	Digital	
	Paper	
Has your inventory been updated in the last three years? Eligibility: only trees not inventoried or updated in the last 3 years are eligible for funding for an inventory.	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	
Do you have an urban forest management plan for your public trees? 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.	Yes, and it is fewer than 4 years old	
	Yes, but it is more than 4 years old	
	Yes, it is based on a tree inventory	
	Yes, but it is not based on a tree inventory	
	No, my community does not have a management plan	
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	

Tree City USA Questions* *If you are a non-municipal government, you can leave this section blank.	Yes	No
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	Number of years:	
Does your organization spend at least $2 per capita per year on tree planting, pruning, removal, maintenance, etc.?		
Would you like assistance in applying to be a Tree City USA during this grant? Administrative time for this process may be used as Match for this grant.		

Section 2: Project Overview and Ordinance Requirement (15)

Indicate your project type(s). Place a check in the applicable selection boxes. Leave other sections blank.	
1. Development or enhancement of a tree preservation ordinance **(REQUIRED)**	
2. An urban forest management plan that includes Emerald Ash Borer Management (EAB) as a component and is based on a digital and current tree inventory	
3. An inventory of public trees in the community with an accompanying urban forest management plan that addresses some portion of the results	
4. Diverse tree planting on public property that replaces canopy lost due to EAB	
5. Preventative Treatment for EAB	
6. Removal of EAB infested or dead ash trees throughout the community	

TREE ORDINANCE / POLICY REQUIREMENT FOR ALL PROJECT TYPES:

A tree 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.

Non-municipal entities 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.

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 Colette Copic at grants.crti@mortonarb.org with any questions.

Do you have a tree preservation / protection ordinance (or policy)? (Mark with a check)	
Yes	Website/link to ordinance:_____
No, we will create one and we would like assistance from The Morton Arboretum.	
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 a check 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.

Project Type 1: Development or enhancement of a tree preservation ordinance without an additional project component		
	Details	**Selected**
Tree Ordinance creation or update without an additional project component	Creating new ordinance	
	Updating existing ordinance	

Project Type 2: An urban forest management plan that includes Emerald Ash Borer Management (EAB) as a component and is 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)		
	Details	**Selected**
Management Plan (Must be based on a digital inventory that was updated in the last 4 years) 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 10 and 11 of the Request for Proposals.	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 10 of the RFP.**	
	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 3: An inventory of public trees in the community with an accompanying 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**
Inventory (you must also fill out the management plan boxes below)	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?	$	

	Details	**Selected**
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 10 and 11 of the Request for Proposals.	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?	$

Project type 4: Tree planting on public property (if you are not conducting grant funded tree planting work, leave this section blank)		
	Details	**Selected**
Tree Planting	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?	
Please note that all applications for tree planting projects MUST fill out the Species Diversity Statement and tree planting list on page 27 and 28 of this application. Incomplete applications will not be scored.		

Project type 5: Preventative Treatment for EAB (if you are not conducting grant funded preventative treatment for EAB, leave this section blank)		
	Details	**Selected**
Preventative Treatment for EAB	Number of trees to be treated:	
	Do you agree to all of the requirements on page 15 of the RFP, including submitting a certified arborist report documenting the viability of success for each tree before it is treated?	
	Do you have trees selected for this treatment?	
	Has a Certified Arborist assessed the condition of the ash tree(s) being considered for treatment and stated it is a viable candidate for insecticide?	

Project type 6: Removal of EAB infested or dead ash trees throughout the community (if you are not conducting grant funded ash tree removal work, leave this section blank)		
	Details	**Selected**
Removal of EAB infested or dead ash trees	Number of trees to remove:	
	Do you agree to all of the requirements on page 15 of the RFP, including submitting a report by a Certified Arborist explaining the rationale for removal prior to starting your project?	
	Do you have trees selected for removal?	

Project Overview Narrative

1,500 characters (maximum including spaces) – Provide a summary of the project that includes the scope (e.g., number of trees removed, number of trees planted) key partners, and expected accomplishments.

Evaluation Criteria for Project Overview:

- The Applicant indicates a clear scope of the project that includes key numeric deliverables and addresses challenges from EAB (e.g., number of trees planted, number of management plan sections, etc.)
- The Applicant identifies who will be involved in the project
- The Applicant provides a short narrative on the long term impact for this project and describes how this project will contribute to the community's canopy and/or contribute to a vibrant and healthy urban forest over the long term.

Section 3: Purpose and Need (15)

1,500 characters (maximum including spaces) – Describe how the project addresses environmental, financial or capacity needs in your community.

Evaluation Criteria for Purpose and Need:

- The Applicant describes the connection between project activities and priorities of applicable strategic plans, or urban forest goals.
- The application demonstrates the need for support due to the devastating impact of EAB.
- The application clearly describes the community's unique challenges (e.g. canopy loss, staff capacity, budgetary constraints, etc.) and identifies reasons why this grant is needed to address these specific challenges.

Section 4: Scope of Work (15)

5,000 characters (maximum including spaces) – Provide a narrative that details the activities and methods proposed for your project. Include how this project will address the priorities of the program.

Evaluation Criteria for Scope of Work:

- The applicant shows capability and clear plans for carrying out the project and maintaining long-term project benefits.
- The applicant and/or partners show adequate expertise to address technical elements of the project or will seek out contractors with adequate expertise. If applicable, the Applicant describes the role, training, and qualifications of any partners and/or potential volunteers.
- Support letters are required from any entity providing in-kind donations / match for the project. Support letters from peer organizations may also be attached and should describe that entity's commitment to and role in this project.
- The project is designed to be resilient to the effects of climate change and other ecosystem stressors.

Scope of Work Narrative Continued

Section 5: Leveraged Benefits (20)

5,000 characters (maximum including spaces) – Explain how the project will continue to benefit the community past the grant term and set up the community for success into the future. Describe, as applicable:

- How the inventory will be updated regularly and used
- What kind of management plan will result from the inventory, and how this management plan will specifically help with management of EAB
- How the management plan will be used in basic operations and updated
- How your community will develop and implement a new or existing tree ordinance
- How tree planting will benefit your community and how the trees will be maintained to ensure this benefit
- How newly planted trees will be cared for and monitored after the grant period has ended
- How your tree maintenance project (removals, treatment, etc.) will contribute to an overall healthier urban forest

Summarize how the project will create and sustain environmental benefits and outcomes over multiple decades. 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?)

Evaluation criteria for Leveraged Benefits:

- The application shows clear intention that the project will benefit your forestry program or community for the long term.
- Projects that can describe how this grant would expand your urban forestry efforts (not just supplement) will receive higher scores.

Leveraged Benefits Narrative:

Section 6: Budget Details (20)

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

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 and how much match you commit to. For free assistance in filling out this section, you can contact Colette Copic at grants.crti@mortonarb.org)

Evaluation Criteria for Budget Detail:

- The budget indicated in this table is balanced and the match is present and realistic.
- The Applicant describes all local match, both in-kind and direct, including contracted services, personnel salary and fringe, material purchases, volunteer efforts, community organization support and/or community contributions.
- The Applicant details any "other" expenses listed in the budget matrix.

Item	Grant Award Funds ($) (Total must be between $3,500-$35,000)	Match ($) (Total must meet or exceed the Grant Award Fund requested)	Total Cost (Grant Award Funds + Match)
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		
Sub Total			

Item	Grant Award Funds ($) (Total must be between $3,500-$35,000)	Match ($) (Total must meet or exceed the Grant Award Fund requested)	Total Cost (Grant Award Funds + Match)
Contracted services (Base this on any estimates you've received.)			
Sub Total			
Supplies (Include any trees, soil, mulch, etc.) For inventory / management plan / ordinance projects, materials are not an allowable grant funded expense but may be used as match.			
Sub Total			
Other (Please identify/explain the expense.)			
Sub Total			
Grant Total			

Budget Narrative-1,500 characters (maximum including spaces)

Provide a written explanation of expensable activities and match.

Evaluation Criteria for Budget Narrative:

- The Applicant provides a clear explanation on how they arrived at project cost (e.g., quotes, previous projects).
- The Applicant describes all local match, both in-kind and direct, including contracted services, personnel salary and fringe, material purchases, volunteer efforts, community organization support and/or community contributions.
- The Applicant details any "other" expenses listed in the budget matrix.

Section 7: Timeline (15)

1,500 characters (maximum including spaces) – Provide an approximate schedule of intermediate steps and major milestones.
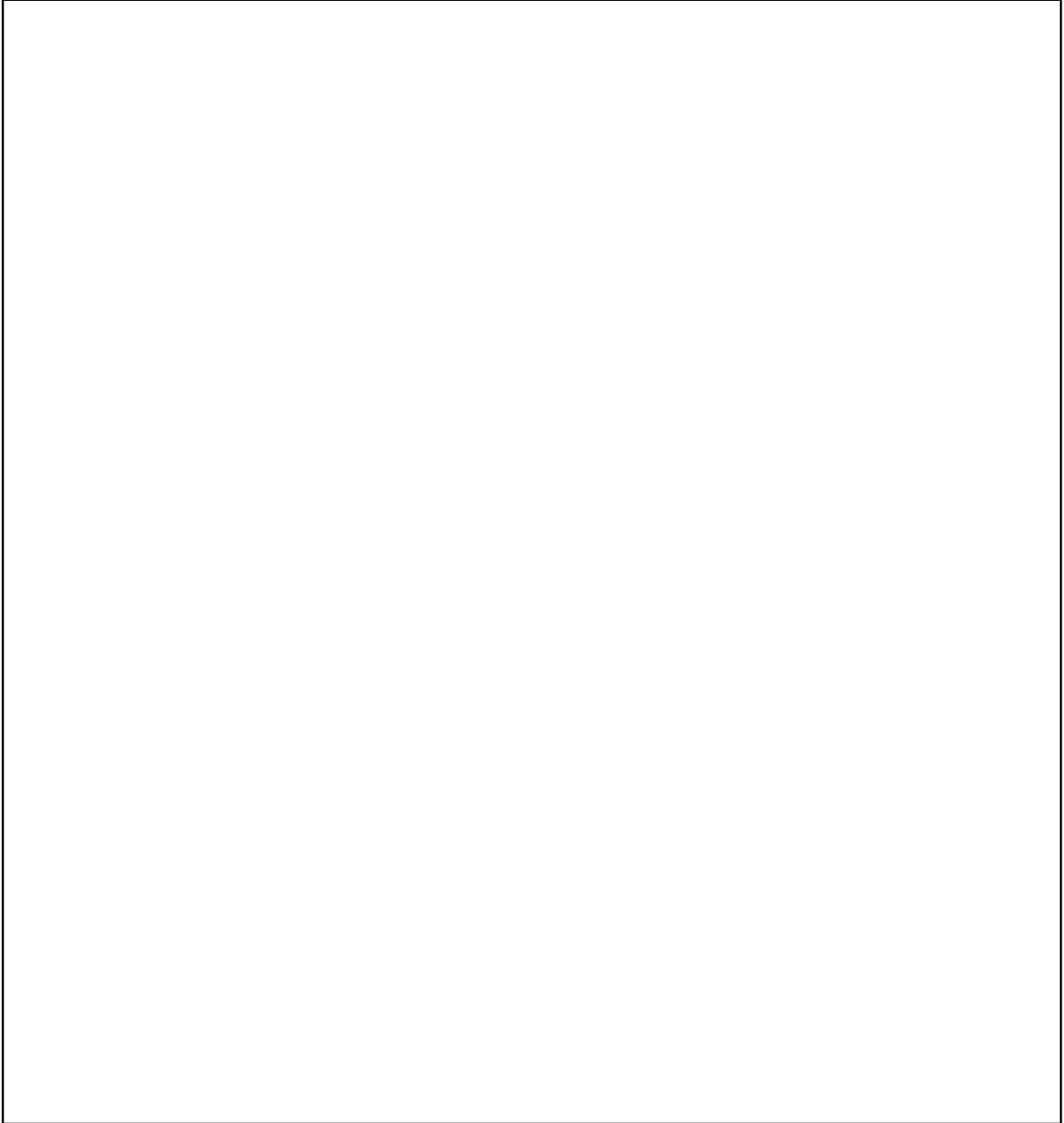
You may group activities by month or by quarter, as appropriate. You are welcome to create a numbered or bulleted list, or use the one below as a template. Include the following, as applicable.

- 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

Evaluation criteria for timeline:

- The Applicant's timeline is clear and realistic
- Major milestones and required approvals are detailed
- Match activity timing is considered and clear

Timeline narrative:

Section 8: Bonus Points (6 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 your Mayor, Executive Director, Board Chair, or other Chief Executive of your governmental entity, to 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 deliverables to your grant agreement. For these bonuses, you must complete the additional requirement to be eligible for reimbursement.

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)	
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 the Mayor or Village President to be submitted with the application).** (2 points)	

BONUS: Applicant formally adds a requirement to form a tree board or other advisory group. See Appendix B of the RFP for a description of this added commitment. **(requires a signed commitment from the Mayor or Chief Executive to be submitted with the application).** (2 points)	

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 chief executive).

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 Colette Copic at grants.crti@mortonarb.org.

Application Checklist	
Cover Letter signed by the Mayor or chief executive	
Section 1: Applicant Background Information	
Section 2: Project Overview and Ordinance Requirement	
Section 3: Purpose and Need	
Section 4: Scope of Work	
Section 5: Leveraged Benefits	
Section 6: Budget Details	
Section 7: Timeline	
Section 8: 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 Support (from organizations who can attest to your capacity to complete this project)	
Additional supporting documents including quotes or cost estimates, tree planting maps, etc.	

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 sheets as needed				

Description of Proposed Planting Locations (attach map if applicable)

Statement of Tree Diversity- (REQUIRED FOR ALL PLANTING PROJECTS)
Please describe the steps you are taking to ensure a high level of species diversity in your planting project.

Appendix C. Community Partner Commitment and 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 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.
2. Care of the trees before, during, and post planting is the responsibility of the Partner.
    1. 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.
    2. 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.
    3. 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:

_____