

WESTERN LAKE ERIE BASIN EMERALD ASH BORER GRANT

2010 Application and Guidelines



ADMINISTRATIVE AGENCY
OHIO DEPARTMENT OF NATURAL RESOURCES
DIVISION OF FORESTRY



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INTRODUCTION

This guide has been developed to assist communities applying for tree removal, purchasing, and planting funds under the Urban Forestry Grant Program. Funding is provided through the USDA Forest Service. The Ohio Department of Natural Resources, Division of Forestry is the grant administrator.

The landscape focus of this initiative is to restore tree canopy and watershed health within portions of the Lake Erie Basin affected by the Emerald Ash Borer.

GRANT PROGRAM GOALS

1. To contract with local governments for the removal of ash trees and the purchase and planting of non-host EAB trees on land owned or controlled by local governments.
2. To restore damaged community tree canopy.
3. To improve watershed health.
4. To enhance the quality of life in participating cities, villages, and townships.
5. To promote urban forestry benefits through the proper planting and care of trees.
6. To strengthen and support existing comprehensive community tree care programs.
7. To ensure that urban forests provide communities with clean air and water, increased property values, reduced erosion and stormwater runoff, wildlife habitat, as well as moderate temperatures, lessened energy demands, and offer year-round enjoyment.
8. To promote Ohio's nursery industry through the sale of replacement stock, and to promote Ohio's arboriculture and landscape industries through tree removal and installation contracts.
9. To preemptively reduce a community's ash population, thus lessening the economic burden which is the inevitable consequence from an EAB infestation.
10. To promote risk management within EAB infested and soon-to-be infested communities by removing ash trees.

GENERAL CRITERIA

1. The deadline for receipt of proposals is **March 30, 2010**. Postmark is acceptable.
2. All applicants will be notified of their status by mid-May 2010.
3. All work must be completed by December 31, 2010.
4. This is a 50/50 match program based on *reimbursable costs*.
Example: A community must match at least \$2,000 in eligible project costs to receive a \$2,000 grant. As a result, the community must document expenditures of at least \$4,000 to be reimbursed \$2,000.
5. Grant requests must not exceed \$50,000 nor be less than \$2,000.
6. No part of the grant can be used to pay for land or land charges.
7. When contracting for tree removal, firms with International Society of Arboriculture Certified Arborists should be used. Firms must have appropriate insurance and Workers Compensation.
8. Anyone removing trees must adhere to OSHA 1910.266, *Logging Operations: Occupational Safety and Health Standards* and the latest revision of the ANSI Z133.1, *Pruning, Repairing, Maintaining, and Removing Trees and Cutting Brush – Safety Requirements*.
9. At least 25% of the ash trees removed must be replanted with a non-EAB host species. It is not necessary for trees to go back into a removal location. Where possible, large-growing tree species are strongly encouraged.
Example: If 100 ash are removed, at least 25 planting locations must be replanted.
10. Tree purchases must be made from a commercial nursery and be a minimum of 1½ inches in caliper (ANSI Z60.1-1990 *American Standard for Nursery Stock*). Smaller caliper sizes are acceptable if necessary to obtain desirable species, and if approved by the Grant Administrator.
11. Only non-Federal/State Money (defined as funds acquired from other than the Federal or State Government) can be used as part of a community's grant match.
12. In-kind labor contributions (from volunteers) must not exceed a rate of \$20.00 per hour.
13. Partial funding of proposals is possible.
14. Application approval will be based on scoring and previous grant performance.
15. Communities that have not received an ODNR Urban Forestry Grant during the preceding year will be selected before communities who have received funding the preceding year.

APPLICATION REQUIREMENTS

Your proposal package must include all of the following:

1. A *Cost Document* that outlines the proposal request, and includes the specifics of the cost share match. The cost share match may include additional tree removal and purchases, contract installation, and in-kind contributions directly associated with the project. If applying for funds to accomplish more than one project, separate the costs by project.

Example: If the identified community project will cost \$10,000, then the grant request and match may appear as follows:

\$10,000 Project

\$5,000 Grant Request – To remove ash trees and purchase non-host trees

\$5,000 City/Village/Township Match

\$3,000 for additional tree purchases

\$2,000 for additional ash removals

2. A *Technical Narrative* responsive to the following criteria:
 - a. Do you have a community Emerald Ash Borer Management Plan
 - b. Describe how minimum Emerald Ash Borer Management Plan elements have been implemented.
 - c. Clearly state the objective(s) of the project(s).
 - d. Describe the location(s) where the tree removal and/or tree planting project(s) will take place, how many trees will be removed and/or planted, and the species and size of the trees to be planted. The proposal shall include vicinity maps showing planting site locations.
 - e. Specify standards for site selection, site preparations, planting stock care and selection. The proposal must also certify that planting methods and overall care and maintenance conform to industry standards that are reasonable and customary.
 - f. Specify the personnel, their qualifications and experience, and who will be responsible for supervising the project.
 - g. Describe a cost-effective approach toward accomplishing the objective(s) of the project(s).
 - h. Accommodate preliminary meeting, periodic inspection, and post-audit by the Ohio Division of Forestry.

3. A brief statement describing the components of your comprehensive tree care program, if applicable, i.e., legal authority, funding, staffing, projects, etc.
4. A signed statement from a designated community official certifying responsibility for 100% of the maintenance of the proposed plantings.
5. A letter from the local tree board, commission, or council supporting this project.
6. One original and one collated copy of everything in your proposal. All material, excluding maps, must be no larger than 8½ by 11 inches.
7. An authorizing resolution by council (sample provided).
8. A completed application form.
9. Applications must be postmarked no later than **March 30, 2010**. A complete proposal consisting of the original and one copy should be mailed to the Urban Forestry Grant Administrator:

Drew Todd
Ohio Department of Natural Resources
Division of Forestry
2045 Morse Road, H-1
Columbus, Ohio 43224-6693

RATING CRITERIA

Your application will be rated based on how well it addresses the following:

1. A written Emerald Ash Borer Management Plan that addresses at least the minimum elements recommended by the Ohio Division of Forestry (see EAB Management Plan template at www.ohiodnr.com/Portals/18/eab/pdf/EABmanagement_plan022808.pdf)
2. Implementation of *at least* the ash tree inventory, ash reduction, and canopy replacement plan elements of a community Emerald Ash Borer Management Plan.
3. A legally responsible department and citizen commission charged with the development and administration of a comprehensive community tree care program.
4. A community tree care ordinance which, as a minimum, describes public policies for tree installation, maintenance, and removal.
5. An ongoing urban forestry program funded by a minimum of \$2.00 per capita (potential grant monies not included). This need not be a line item amount in the community budget, but could include expenditures for tree removal, administration expenses, volunteer labor, and other activity involved in managing a community's forest resource.
6. Any proposed tree-planting plan must incorporate answers to the following questions:
 - a. How will the project trees be maintained during the transplant establishment period?
 - b. If the site needs to be modified to ensure a successful planting, how will this be accomplished?
 - c. How are the selected species appropriate for the site?
 - d. How is the tree commission/board involved with this project?
 - e. How are public utilities appropriately considered? *Never plant large trees underneath utility wires.*
 - f. How do the selected planting sites provide maximum public access and visual impact?
 - g. How is the project designed to improve the species diversity of your urban forest resource?
 - h. How will project trees be replaced if they die outside the guarantee period?
 - i. How is the project innovative? (partnerships, public/private involvement, unique approach, etc.)
 - j. How were the aesthetic, architectural, climatic, and/or engineering plant functions considered for the sites?
7. Have you received an Ohio Division of Forestry Grant in the past year?

PROPOSAL RATING

Your proposal will be evaluated and ranked by the Urban Forestry Assistance Program. The criteria listed below will be used to rate each project. A multiplier assigned to each criterion will be used to determine a project's final score; the highest possible score is 270. *The following factors, in the order listed, will be used to break any scoring ties: a) the number of trees planted per grant dollars requested, and b) the date the proposal was received.*

Criteria: (from 0-5)	Multiplier	Highest Possible Score
1. Written EAB Management Plan	5	25
2. Implemented EAB Management Plan	5	25
3. Legal Authority	5	25
4. Street Tree Ordinance	5	25
5. Program Funding	5	25
6. Early Maintenance	4	20
7. Site Modifications	4	20
8. Species Selection	4	20
9. Tree Commission	3	15
10. Utility Wires	3	15
11. Public Access	3	15
12. Species Diversification	2	10
13. Replacement Budget	2	10
14. Innovative	2	10
15. Plant Functions	2	10
	TOTAL	270

AWARD AND EXECUTION OF CONTRACT

The highest rated community proposals, based on stated criteria and minimum requirements, will be recommended for funding with available monies. Following approval from the Director of the Ohio Department of Natural Resources, applicants will be notified of their status.

Two agreements (contracts) shall be signed by the successful grant recipient and returned promptly to the Division of Forestry for final execution. Receipt of a fully executed contract will serve as official notification for the community to begin their project. *Do not start the approved project or incur any match costs prior to receiving a fully executed agreement.*

Partial funding of proposals is possible.

PAYMENT

Payment shall be made only to the contracted community for invoices paid by the city/village/township. Communities can expect payment within 45 days after the Ohio Department of Natural Resources' receipt of completed reimbursement forms containing valid invoice(s) and/or canceled check(s). Only *one reimbursement payment* will be made to the contracted community upon completion of all phases of the project.

The removal, purchase, and planting of trees, as well as all installation materials and soil amendments to be used along public rights-of-way or other public lands, are the only eligible reimbursement costs.

ELIGIBLE COMMUNITY MATCHING COSTS

The following costs are allowable as a community's match for the project:

1. Additional ash tree removal for the specified project.
2. Additional tree purchases for the specified project.
3. Additional tree installation for the specified project.
4. Site modifications directly related to the project.
5. Administrative cost directly related to the project.

Future maintenance and any project costs incurred prior to the formal approval of this proposal are ineligible for matching purposes.

CHECKLIST

Your proposal should include two collated sets of the following material:

- _____ Application Form
- _____ Cost Document
- _____ Technical Narrative
- _____ Signed Maintenance Agreement
- _____ Letter of Support
- _____ Emerald Ash Borer Management Plan
- _____ Description of Tree Department/Commission
- _____ Community Tree Ordinance
- _____ Program Funding Information
- _____ Council Resolution

WESTERN LAKE ERIE BASIN EMERALD ASH BORER GRANT

2010 APPLICATION FORM

COMMUNITY _____ TAX I.D. # _____

ADDRESS _____

CITY _____ ZIP CODE _____

COUNTY _____

MAYOR _____

CONTACT _____

E-MAIL _____

PHONE _____

POPULATION _____

ANNUAL TREE CARE BUDGET _____ PER CAPITA _____

GRANT AMOUNT REQUESTED _____

COMMUNITY MATCH (DIRECT CASH) _____ (IN-KIND) _____

NUMBER OF ASH TREES REMOVED WITH GRANT FUNDS _____

NUMBER OF TREES PURCHASED WITH GRANT FUNDS _____

TOTAL NUMBER OF TREES PLANTED ON PROJECT _____

AS DESIGNATED REPRESENTATIVE OF SAID APPLICANT, I HEREBY AGREE TO IMPLEMENT THIS PROJECT ACCORDING TO THE ATTACHED COST AND TECHNICAL PROPOSALS.

SIGNATURE _____

TITLE _____ DATE _____

SAMPLE RESOLUTION

RESOLUTION NO. _____

A RESOLUTION AUTHORIZING _____ TO FILE AN APPLICATION AND ENTER INTO AN AGREEMENT WITH THE OHIO DEPARTMENT OF NATURAL RESOURCES FOR THE PURPOSE OF ACQUIRING FUNDS THROUGH THE DIVISION OF FORESTRY'S URBAN FORESTRY ASSISTANCE PROGRAM, AND DECLARING AN EMERGENCY.

WHEREAS, the quality of urban life is enhanced by the proper management of the urban forest resource; and

WHEREAS, _____ recognizes the importance of providing tree and shrub related benefits to its citizens; and

WHEREAS, funding for the removal, purchase, installation and care of trees and other urban vegetation is available through the Ohio Department of Natural Resources, Division of Forestry.

NOW, THEREFORE, BE IT RESOLVED BY _____, COUNTY OF _____, STATE OF OHIO:

SECTION 1. That the _____ is hereby authorized to apply for and, if awarded, enter into agreement with the Department to administer a grant to implement said program, and that _____ is (are) authorized to sign said agreement.

SECTION 2. That the _____ hereby requests the Department of Natural Resources, Division of Forestry, to consider and fund its application project.

SECTION 3. That it is found and determined that all formal actions of this _____ concerning and relating to the adoption of this resolution were adopted in an open meeting of this _____, and that all deliberations of this, _____ and of any of its committees that resulted in such formal action, were in meetings open to the public in compliance with all legal requirements including Section 121.22 of the Ohio Revised Code.

ADOPTED ON _____, 20__

Signature

Title

Signature

Title

WITNESSED: _____
Clerk