

# Illinois Urban Forest Restoration Grant for Emerald Ash Borer

2011-2012 Application and Guidelines



Administrative Agency  
Metropolitan Mayors Caucus

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EOC compliance statement: All grant partners are equal opportunity providers and employers.

## Introduction

This guide has been developed to assist communities applying for funds to purchase and plant trees under the Urban and Community Forestry and the Forest Health Cooperative Programs of the United States Department of Agriculture. The Metropolitan Mayors Caucus is the grant administrator.

This grant program represents two separate funding initiatives to mitigate losses from the emerald ash borer (EAB.) Both sources of funding seek to minimize future loss of tree canopy, replant trees, slow the spread of EAB, and generally encourage sustainable urban forest management. One source of funding focuses on the health of the Great Lakes Basin and the other may be used inside or outside the basin.

## Grant Objectives and Activities

**The objective of this funding opportunity is to plan, evaluate, remove and plant trees.** The only allowable costs for this grant program include the cost of trees and costs associated with planting trees.

To encourage comprehensive urban forest management, an EAB Management Plan will be a required activity for this grant. A template for such a plan is included in this document. Grant workshops are offered to assist communities in the design and implementation of successful projects. See <http://www.mayorscaucus.org/pages/Home/Opportunities.html> for information. Technical assistance is available to communities lacking capacity to plan a tree-planting project.

## Grant Program Goals

This program has many goals related to mitigating emerald ash borer and promoting economic recovery.

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 diminished 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 a variety of ecosystem services -clean air, clean 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 diversify urban forests for long-term sustainability and resistance to future pests.
  9. To promote Illinois's nursery industry through the sale of replacement stock and to promote Illinois's arboriculture and landscape industries through management planning, tree removal and installation contracts.
  10. To preemptively reduce a community's ash population creating a more diverse community forest, thus lessening the economic burden - the inevitable consequence of an EAB infestation.
  11. To promote risk management within EAB infested and soon-to-be infested communities by removing ash trees.
  12. To collect data through the Municipal Ash Survey to better understand how EAB is impacting municipalities on a regional basis.

## General Criteria

1. Deadline for receipt of proposals is **January 20, 2012 at 5:00 pm.**
2. Submit 4 copies of each grant application to:

Metropolitan Mayors Caucus  
 Attn: Eve Pytel  
 233 South Wacker Drive, Suite 800,  
 Chicago, IL 60606

3. Applicants may only submit one proposal and may not submit both an urban restoration application and technical assistance application. In the case where two applications are submitted the first to arrive will be scored and the second to arrive will be discounted.
4. Questions may be referred to [epytel@mayorscaucus.org](mailto:epytel@mayorscaucus.org). On a weekly basis those questions and answers will be posted at the Mayors Caucus Website on the Opportunities Page.  
<http://www.mayorscaucus.org/pages/Home/Opportunities.html>
5. All applicants will be notified of their status by via email or letter by **February 24, 2012.**
6. All work must be completed for this grant by **June 15, 2013.**

## Financial Information

1. This is an 80/ 20 match program based on reimbursable costs and in kind service. For example:

\$1600	+	\$400	= \$2000
Requested		Local	Total Project
Amount		Match	Cost

Communities are encouraged to overmatch. In extreme circumstances, communities are encouraged to contact Eve Pytel at [epytel@mayorscaucus.org](mailto:epytel@mayorscaucus.org) for assistance with determining appropriate matches.

2. Grants are “not-to-exceed” grants based on population. Please see the table below to determine your maximum grant size.

Maximum Allotment	Municipal Population
\$40,000	Greater than 100,000
\$30,000	Greater than 50,000
\$20,000	Greater than 25,000
\$10,000	Less than 25,000

- Only non-federal money may be used for the local match.
- The actual cost to the applicant of using its own employees on work directly related to the project is an allowable expense. These costs must be supported by detailed time records which account for all hours worked related to the project. The employee's base rate of pay, along with an hourly proration for the applicant's share of retirement contributions and the value of any other fringe benefit costs paid by the applicant is allowable.
- Applicants using volunteer labor on project related work may account for the value of that labor as though those volunteer workers were on paid status of the applicant and earning the same salary as an employee who is performing comparable work. Volunteer labor may only be documented as an in-kind expense. As an example, the value of volunteer labor assisting the work crew who are being paid \$12.50 an hour in base salary and fringe benefits may be counted as \$12.50 an hour. If the applicant has no paid employees who are performing similar work, then the value of the volunteer labor may be counted as \$10.00 per hour unless acceptable justification can be made for a higher rate. Under no circumstances can the value of volunteer labor be higher than that of paid employees performing similar work.

## Eligibility

Only communities that have been confirmed infested by Illinois Department of Agriculture (IDA) or are within the IDA emerald ash borer (EAB) quarantine zone are eligible to apply. As of November 10, 2011, 39 counties were included in the quarantine. See IDA website for current quarantine boundaries.

<http://illinoiseab.com>

1. No part of the grant can be used to pay for land or equipment. Tree removal costs are ineligible for grant support; however, removal expenses may be used to meet the match requirements.
2. Proposed trees may not include trees that are part of capital or construction projects or will be impacted by a roadway project within the next three years.
3. Communities currently designated as a Tree City USA by the Arbor Day Foundation and the National Association of State Foresters will be scored higher on their application <http://www.arborday.org/programs/treeCityUSA/index.cfm>.
4. Other local governments, such as park districts and counties may apply and if they can document that they spend at least \$2 per capita on trees they will be scored higher, too.

5. Communities that demonstrate need for the grant will be scored higher than those that do not. Need may be economic or programmatic.
6. Application approval will be based on score, need, and alignment with the grant program's goals.
7. If successful, grant applicant must comply with the Federal Funding Accountability and Transparency Act (FFATA) was signed on September 26, 2006. The FFATA legislation requires information on federal awards (federal financial assistance and expenditures) be made available to the public via a single, searchable website. All grantees will be required to submit a FFATA worksheet to the Caucus with its grant award document that provides the entity name, Duns number, zip code +4 digits and declares that whether it receives (1) 80 percent or more of its annual gross revenues in U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements; and (2) \$25,000,000 or more in annual gross revenues from U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements?

## Assurances

Technical Assistance is available to help you plan a successful tree planting project. If you lack capacity to prepare this application to meet the following criteria, please request a no-cost consultation with the certified arborist retained by the Caucus and The Morton Arboretum. Advisory services available include consultation necessary to identify ash trees, plan a planting project and guide in procurement of nursery stock and specify contractual service to remove or plant. Preparation and submittal of the application is the responsibility of the applicant. To arrange for technical assistance, contact Eve Pytel at [epytel@mayorscaucus.org](mailto:epytel@mayorscaucus.org).

1. Tree planting projects must be planned and executed for long-term survival of trees. Tree species must be selected to match site and cultural conditions. An ISA certified arborist must approve your Work Plan.
2. The applicant must attest to properly caring for trees purchased through this program by including a maintenance plan. Trees must be planted according to the *International Society of Arboriculture Tree Planting Best Management Practice* <http://secure.isa-arbor.com/webstore/BMPs-C59.aspx>, mulched and watered appropriately for three years to enable trees to become fully established and thrive. Planting is based on *ANSI A300-2005 (Part 6) Transplanting*. Alternatively, the Suburban Tree Consortium specifications will be accepted.
3. When contracting for tree removal, firms employing International Society of Arboriculture Certified Arborists should be used. Firms shall have a current EAB compliance agreement with the Illinois Department of Agriculture. Firms must have appropriate Workers Compensation insurance.
4. Anyone removing trees must adhere to *ANSI A133.1: Pruning, Repairing, Maintaining, and Removing Trees and Cutting Brush – Safety Requirements*.
5. Nursery stock must be a minimum of 1 ¼" and no greater than 3" inches in caliper and must adhere to the ANSI Z60.1-2004 American Standard for Nursery Stock. The standard is available here

- <http://agri.nv.gov/Brochures/ANLAStandard2004.pdf>. Trees purchased according to the Suburban Tree Consortium specifications will also be accepted.
6. Diversification of the community forest is a goal. Grantees may not propose to purchase more than 20% of any one genus or 10% of anyone species. If an applicant can document that tree diversification is being achieved through a long range plan and that the past 4 years of tree purchases have been diverse the evaluation committee may consider waiving the requirement.
  7. Tree species must be specified in grant proposals and must be listed on the Illinois Department of Agriculture's (IDA) recommended *Reforestation List*. See list for site and region appropriate recommendations. <http://illinoiseab.com/> (click Reforestation)
  8. Trees purchases must be made with Illinois Department of Agriculture Certified Nurseries. To identify nurseries, click here: <http://www.agr.state.il.us/Environment/nursery/>
  9. Upon completion of the tree planting, data on survivability will be collected semiannually via electronic survey.
  10. On a quarterly basis, grantees will be asked to report on project progress. A template has been enclosed in this application. A substitute format (i.e., planting blueprint, computerized inventory) may be used with approval of the Grant Supervisor. Failure to comply with this requirement may result in cancellation of the current grant and disqualification from future grants. In addition, grantees will be required to submit a final report. The final report will follow the structure of the quarterly report and will include a budget form and match documentation worksheets
  11. A locally approved EAB Management Plan is required before grant funds are disbursed. If you have an existing EAB Management Plan, please include it in this application. If you do not have an existing plan, a plan must be completed prior to replanting. No grant expenses will be reimbursed until an EAB Management Plan is on file. Communities may use the sample plan attached to this document.

## Proposal Scoring

Your proposal will be evaluated and ranked by the scoring committee. The criteria listed below will be used to rate each project. The highest possible score is 150. The following factors, in the order listed will be used to break scoring ties: number of trees planted per grant dollar requested, date proposal was received, and community need. Applicants that did not receive grants in the 2010-2011 grant program will be prioritized. Although a complete and orderly application is essential in a competitive grant program, a few of the following criteria are indicative of more advanced urban forest management and will qualify for additional points.

	Criteria:	Highest Possible Score
Required	Application: All questions are sufficiently and concisely answered. Grant application is thoughtfully prepared and follows the application form. Proposal is doable and work plan is understandable.	30
	Budget: Clearly identified allowable costs and identified allowable local match, follows format provided in the application form and grant portion does not exceed maximum amount based on population threshold.	25
	Application is reviewed and signed by ISA Certified Arborist.	25
	Project time line. Projects completed later than June 15 of 2013 are considered infeasible and will not be considered. Timeline shows that the grantee understands the project.	15
	Compliance agreement with Illinois Department of Agriculture with State Agency Official Signature.	5
	Leveraged Benefits: Describe community commitment to the project. What will your community contribute to support this project? If program is to be completely executed by staff and consultants describe commitment and ability to fulfill that project. Be sure to describe local match, volunteer efforts, financial or in kind community organization support. If project is reliant on volunteers and others please describe those partners and their role. Support letters should be attached affirming that entity's commitment and role in the project.	25
Extra Credit	Submit Municipal Ash Survey	5
	The proposed project supports goals of local <u>existing</u> EAB Management Plan	5
	Community is designated as a Tree City USA by the Arbor Day Foundation and the National Association of State Foresters or through participation in 'Trees Count' has a current urban and community forestry plan or is an organization that cannot participate in Tree City, but can document that over \$2 per capita is spent on tree management.	5
	Need: Application demonstrates economic or programmatic need for grant.	10
	Total Possible Points	150

## Award and Execution of Agreement

The highest scoring proposals, based on stated criteria and minimum requirements, will be recommended for funding with available monies.

Two agreements shall be signed by the successful grant recipient and returned promptly to the Metropolitan Mayors Caucus for final execution. Receipt of fully executed agreement 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

Reimbursement payment shall be made only to the contracted entity for invoices paid by the grant recipients. Communities can expect payment between 45-60 days after the Metropolitan Mayors Caucus has received completed reimbursement request forms containing valid invoices and/or canceled checks. **Only one reimbursement payment will be made to the contracted community upon completion of all phases of the grant project.** Once payment is made the grant project is considered completed.

**The purchase and planting of trees are the only eligible costs.** Removal, purchase of installation materials, soil amendments to be used along public rights-of-way or other public lands are eligible as local match.

To receive payment, the administering agency must receive your EAB Management Plan.

## Eligible Local Matching Costs

The following costs are allowable as a community's local match of the project cost:

1. Removal, utilization of salvageable lumber and disposal of ash trees by community employees, volunteer or contractors.
2. Additional tree purchases for the specified project.
3. Site modifications and materials (soil, mulch) directly related to the project.
4. Labor costs or in-kind volunteer labor to plant for tree must be documented.
5. Administrative costs directly related to the project.
6. Labor and material costs for tree maintenance.
7. Removal of infested ash trees or non-infested ash trees removed as part of a community ash reduction plan after November 1, 2011, may be eligible with documentation of species, costs, infestation and/or ash reduction plan.

Supporting documentation for the applicant/grantee's match must be included with the completed reimbursement forms. Approved forms of documentation include: receipts, paid invoices, daily activity reports, volunteer sign-in sheets, or other paperwork documenting work completed.

Project costs incurred prior to the formal approval of this proposal are ineligible for matching purposes. Though future maintenance of trees is required for this grant agreement, maintenance costs incurred beyond the completion of this grant, are not eligible for match.

## **Checklist**

Your proposal should include 4 collated sets of the following:

- Cover letter on letterhead signed by Mayor or President or Village Manager for municipalities or equivalent for other types of organizations.
- Grant Application Form
- Signed Tree Maintenance Agreement
- Existing Emerald Ash Borer Management Plan (if available)
- Illinois Department of Agriculture Compliance Agreement
- Municipal Ash Management Survey

# Grant Application Form

1. Applicant Organization Name:
2. Tax I.D.:
3. Applicant Contact Information:
  - a. Name:
  - b. Mailing Address (include zip code+4):
  - c. Email:
  - d. Phone Number:
4. Amount of funding requested:
5. Amount of local match:
6. Population:
  - a. If a municipality, please give your population from the 2010 Census.
  - b. For entities other than municipalities, provide the following:
    - i. Your organization's square footage:
    - ii. Your municipality's square footage (or all of the municipalities you overlap with):
    - iii. Divide your square footage by your municipal square footage:
    - iv. Multiply item iii by population served. This is your population threshold for maximum grant size as described on page 5.
7. Community commitment to trees:
  - a. Tree City USA status (years, award level):
  - b. Were you selected to participate in Illinois Department of Natural Resources "Trees Count"? What products were provided to you through that program? Describe status of implementation:
  - c. Does your organization have a community forestry program (shown by annual municipal budget of at least \$2 per capita) that addresses dead and hazardous tree removal, pruning, planting, care and insect/disease control? Please append documentation.
  - d. Does your organization have someone legally responsible and designated by an ordinance to care for trees on public property (ie: forester, city department, tree board)? If so, provide name and email.
  - e. Does your organization have a tree care ordinance (tree care policies, planting, maintenance, removal, species lists - preferably not invasives)?
  - f. Does your community hold an annual Arbor Day observance and have a proclamation?
  - g. Does your organization have a tree inventory? Ash only or all public trees?
  - h. Does your community have a tree management plan based on an inventory?

- i. Does your community have an EAB management plan? Please append your internally approved existing EAB management plan if available. Internally approved means that either your arborist or forester, public works director, village manager or mayor has approved of it. Internal approval does not require village board approval. If you do not have an EAB Management Plan, you will be required to prepare one over the course of the grant project and must submit it prior to reimbursement. A sample plan and references are attached.

8. **Statement of Need:** Why does your community need this grant (Please limit to 250 words)?

9. Please describe your proposed **Work Plan**. Your work plan should describe what you plan to do and how you plan to do it. Your work plan should outline the resources needed to accomplish your project. In addition your work plan should outline who will work on it the project. Please be sure to answer the following questions:

- a. How many trees will you plant?
- b. How many ash trees do you have?
- c. How many ash trees did you removed between August 2006 and October 2011? Can you provide documentation if requested of those removals and what form would the documentation take?
- d. How many ash trees will you remove as part of your project?

An *ISA Certified Arborist* must review and sign the plan and the following completed chart and affirm the following statement, *“This plan will likely assure the successful establishment of these trees in these locations.”* Contact information and certification number is required. Be sure to include the total number of trees purchased and planted with grant funds in your work plan.

e. Complete the following **Work Plan Chart**:

**Work Plan Chart**

Replant Address*	Approximate Replant date	Replant Tree Genus	Replant Species

\* More general description than address may be given.

- f. Time Line: Please provide a time line for the project. Be sure to include administrative actions, removal, planting, maintenance, invoicing, etc.

**Sample Project Time Line:**

Month	Task
February	Bid landscape services grant for tree removal, Purchase, Installation and Maintenance. If not done already, complete EAB Management Plan.
March	Village board approves removal contract
March-May	Trees are removed or replanted
April - October	Watering program to maintain new trees.
September-October	Trees are planted or removed
October	Ash logs are milled into lumber.
November	Invoice the Mayors Caucus for Reimbursement

- g. Project Budget: Please provide a detailed budget using the format below. Budgets must distinguish between local cost or matching funds and grant costs.

**Sample Project Budget:**

Item	Local Cost (May not include any federal funds)	Grant Cost (Must not Exceed 80% of the total cost)
<i>Administrative Personnel Cost</i>		
Forester (21 Hours)	\$945	0
Public Works Director (5 Hours hours)	\$225	0
<i>Sub Total</i>	\$1170	0
<i>Tree Removal</i>		
Removal of 20 Trees @ \$400 per tree	\$8000	0
<i>Sub Total</i>	\$8000	0
<i>Tree Planting</i>		
Tree Purchase (100 @ \$250)	0	\$25,000
Contractor or Internal Cost to Plant estimated at \$45 per hour	\$9000	0
Mulch, Soil, Etc.	\$2330	0
<i>Sub Total</i>	\$11,330	\$25,000
<i>Grand Total</i>	\$20,500	\$25,000
<i>Project Percent</i>	45%	55%

# Municipal Ash Management Survey for the Year 2012

The Metropolitan Mayors Caucus, Morton Arboretum and Forest Service seek to collect data regarding municipal ash management. Data will be used for many purposes. We seek to understand resources required to manage EAB on a regional or statewide level.

## **Public Ash Tree Population:**

What year was EAB first found in your municipality? \_\_\_\_\_

What was your beginning public ash tree population when EAB was first found? (# trees) \_\_\_\_\_

What % of your total public tree population was comprised of ash when EAB was first found? \_\_\_\_\_

What was your public ash tree population at the end of this current year? (# trees) \_\_\_\_\_

## **Public Ash Tree Removals:**

How many public ashes were removed this past year? (# trees) \_\_\_\_\_ Of these ... How many were removed because of confirmed EAB infestation? (#trees) \_\_\_\_\_

How many were for ash tree reduction? (# trees) \_\_\_\_\_

How many were from storm damage? (# trees) \_\_\_\_\_

How many for other reasons? (# trees) \_\_\_\_\_

Who did your tree removals this year? Municipal \_\_\_\_\_% Contractor \_\_\_\_\_%

What was the average DBH of your ash removals? \_\_\_\_\_

What was the average cost /tree for ash removals? \_\_\_\_\_

Average cost/ash stump removal? \_\_\_\_\_

What problems, if any, do you anticipate in keeping up with planned ash removals? (Check all that apply):

Funding \_\_\_\_\_ Public Safety \_\_\_\_\_ Other (specify) \_\_\_\_\_

## **Insecticide Treatments:**

A. # of public ashes treated by your municipality this year? \_\_\_\_\_ # planned for next year \_\_\_\_\_

Product(s)

Used \_\_\_\_\_

B. How many public ashes were treated by property owners this year? \_\_\_\_\_

Product(s)

Used \_\_\_\_\_

Do property owners need a permit to treat a public tree? \_\_\_\_\_

Do you authorize treatment of any public trees that are already infested with EAB? \_\_\_\_\_

C. How is your municipality involved in property owners' treatment of public trees?(check one):

1) Municipality only issues permits and provides general information about options

\_\_\_\_\_

2) Municipality selects an approved contractor who offers discounts directly to property owners\_\_\_\_\_

3) Municipality hires and monitors contractor; property owners pay municipality\_\_\_\_\_

4)Other (specify) \_\_\_\_\_.

Do you delay removal of treated public trees if they become infested after treatment? \_\_\_\_\_ If so, and the tree declines, how/when is the removal decision made? \_\_\_\_\_

E. Why are you using/allowing EAB insecticides? (Check all that apply):

To prolong the life of individual trees\_\_\_\_\_ To spread out removals over a longer, more manageable time period\_\_\_\_\_ To get the trees past the initial wave of EAB and hope treatments can be discontinued thereafter \_\_\_\_\_ Other

(specify)\_\_\_\_\_

**EAB Ordinances:**

Do you have an ordinance for requiring removal of infested public ashes ? (Y/N)\_\_\_\_\_

Do you have an ordinance for requiring removal of infested private ashes? (Y/N)\_\_\_\_\_

In actuality, on average, what is the number of days between confirmation & removal of public trees? \_\_\_\_\_ In actuality, on average, what is the number of days between confirmation & removal of private trees? \_\_\_\_\_

**Ash Replacement:**

Does your community have a tree replacement program? (Y/N)\_\_\_\_\_

How many removed ash trees were replaced this year? \_\_\_\_\_

Who paid what percentage of the dollars spent for ash replacements this year?

Municipality \_\_\_\_\_% Resident \_\_\_\_\_% Grant \_\_\_\_\_%

Do you have a program promoting replacement of removed private ashes? (Y/N)\_\_\_\_\_

**Public Education/Awareness:**

What type of activities are you doing to increase public awareness of EAB? (check all that apply):

News releases\_\_\_ Website\_\_\_ Seminars\_\_\_ Municipal newsletter\_\_\_ Cable TV\_\_\_\_\_

Direct Mailings to property owners\_\_\_ Educational displays/brochures\_\_\_\_\_

Other (specify)\_\_\_\_\_

Comments:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Municipality:**\_\_\_\_\_

**Phone:**

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

**Date:**

**Email:**\_\_\_\_\_

Thank You for your Responses!

# State of Illinois Emerald Ash Borer Compliance Agreement

## Illinois Department of Agriculture STATE OF ILLINOIS EMERALD ASH BORER COMPLIANCE AGREEMENT

Company or Name: \_\_\_\_\_ Contact Name: Mr./Ms. \_\_\_\_\_  
Mailing Address: Street \_\_\_\_\_ City/Town \_\_\_\_\_ State \_\_\_\_\_ Zip code \_\_\_\_\_  
Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_  
County \_\_\_\_\_  
Disposal or Processing Yard Location (if different than mailing address above): Street \_\_\_\_\_  
City/Town \_\_\_\_\_ Zip code \_\_\_\_\_ County \_\_\_\_\_

Applicable to State of Illinois Interior State Quarantine(s) for the Emerald Ash Borer (*Agrilus planipennis*)  
Pursuant to the Insect Pest and Plant Disease Act (505 Illinois Compiled Statutes 90/1 et seq.)

I acknowledge State and Federal regulations governing the Emerald Ash Borer (EAB), quarantine zone boundaries, and "regulated articles"\*. When working within and near EAB quarantine zone(s), I agree to supply records that may be required for inspection. I agree to comply with the procedures listed below in this agreement and with any other procedures required by the Director of the Illinois Department of Agriculture, as follows:

1. Regulated articles shall not be moved out of established quarantine zone(s) at any time unless: a) the regulated articles have been chipped/processed to a size measuring less than 1.0 inch in two dimensions; b) the bark and outer ½ inch of sapwood of regulated articles has been completely removed; or c) the regulated articles, including firewood, have been treated to meet USDA-APHIS-PPQ standards for Kiln Sterilization (T404-b-4), Heat Treatment (T314-a), or Fumigation Treatment (T404-b-1-1);
2. From May 1 to September 1, all regulated articles originating from within the EAB quarantine zone and leaving any municipality or township of their origin shall only be transported within the EAB quarantine zone in an enclosed vehicle or a vehicle completely enclosed by a covering, such as canvas, plastic or tightly woven cloth, adequate to prevent the passage of the Emerald Ash Borer to the environment;
3. Any and all persons or entities transferring possession of regulated articles within the EAB quarantine zone to another person or entity shall inform the person or entity taking possession of the regulated article, either verbally or in writing, that the said regulated articles are subject to State and Federal quarantine regulations;
4. Employers shall inform their employees about the EAB quarantine regulations, including EAB quarantine zone boundaries, instruct employees how to identify the EAB and its signs, and require a copy of this compliance agreement to be carried by employees working in the State of Illinois; and
5. The Illinois Department of Agriculture shall be informed of any suspected EAB infestation(s).

\*"Regulated Articles" are hereby defined as the following:

- 1) The Emerald Ash Borer (*Agrilus planipennis* Fairmaire) in any living stage of development;
- 2) Ash trees (*Fraxinus spp.*) of any size;
- 3) Ash limbs and branches;
- 4) Any cut non-coniferous, hardwood firewood;
- 5) Bark from ash trees and wood chips larger than one inch in two dimensions from ash trees;
- 6) Ash logs and lumber with either the bark or the outer one-half-inch of sapwood or both, attached;
- 7) Any item made from or containing the wood of the ash tree which is capable of spreading the emerald ash borer;
- 8) Any other article, product, or means of conveyance when it is determined by the Director of Agriculture that it presents the risk of spread of the Emerald Ash Borer in any stage of development.

Affixing of the signatures below will validate this agreement which shall remain in effect until cancelled. This document may be revised as necessary, or revoked for non-compliance, by the Illinois Department of Agriculture.

Signature/Title \_\_\_\_\_ Date Signed \_\_\_\_\_

State Agency Official Signature \_\_\_\_\_ Compliance Agreement No: \_\_\_\_\_

Illinois Department of Agriculture  
2280 Bethany Road, Suite B  
DeKalb, Illinois 60115  
Phone: 815-787-5476  
Fax: 815-787-5488



Illinois Department of Agriculture  
P.O. Box 19281  
Springfield, Illinois 62794-9281  
Phone: 217-785-2427  
Fax 217-524-4882

One original signed agreement to be maintained at the Illinois Dept. of Agriculture and a second original signed agreement to be maintained at the company office. For up-to-date information on EAB please go to: [www.IllinoisEAB.com](http://www.IllinoisEAB.com) or [www.state.il.us/EAB](http://www.state.il.us/EAB).  
[11/23/2009, EABComplianceAgreementV1.doc]

## Urban Forest Restoration Quarterly Report

Tree Removal Table (Add Lines as Necessary)

Removed Tree Location Address	EAB Detected (Yes or No)	Removal date

Tree Replant Table (Add Lines as Necessary)

Replant Address	Replant date (MONTH/YR)	Replant Tree Species	Replant Diameter	Cost of Tree	Condition*

\*For each, list: date planted, species, diameter, location, cost of tree and labor, and condition (poor, fair, good, and excellent).

### Summary Accomplishments

NUMBER OF ASH TREES/STUMPS REMOVED: \_\_\_\_\_

NUMBER OF TREES PURCHASED WITH GRANT FUNDS: \_\_\_\_\_

TOTAL NUMBER OF TREES PLANTED ON PROJECT: \_\_\_\_\_

### Please respond to the following questions:

1. What is the status of your planting project?
  - A. If planted, is maintenance being carried out according to your proposed plan? Describe.
  - B. How are the trees doing?
    2. Please describe outreach efforts to residents, businesses and institutions located in your community. Please append related materials. Those may include brochures, newsletter articles, letters, or public service announcements.
    3. Did you face unexpected challenges? If so please describe those challenges and how you overcame them.
    4. Describe your progress to date regarding your EAB Management Plan?
    5. Other comments:

## EAB Readiness Plan Guidance

Please be sure to visit <http://www.agr.state.il.us/eab/data/200806305614.pdf> as a definitive reference for what should be included in an EAB Management Plan. Key components of EAB plans are discussed in the Community Action Plan brochure <http://www.agr.state.il.us/eab/data/201008314752.pdf>

You are also encouraged to review example plans such as the

City of Park Ridge

<http://www.agr.state.il.us/eab/data/200807309150.pdf>

Village of Mount Prospect

<http://www.agr.state.il.us/eab/data/200904238425.pdf>

Village of Palatine

<http://www.agr.state.il.us/eab/data/200807307749.pdf>

Village of Wilmette

<http://www.agr.state.il.us/eab/data/200806305614.pdf>

## Sample Community EAB Readiness Plan

### Introduction

The Emerald Ash Borer (EAB) is an introduced pest that is killing ash trees in Illinois, and at least 15 other states and Canada. Since its discovery in Illinois in July 2006, the borer has spread, to more than 80 communities.

The community of \_\_\_\_\_ must prepare for and manage for the arrival of this pest on three fronts -- street trees, park/public trees, and trees on private property. Given that over eighty communities in the Chicago Metropolitan Region have confirmed EAB Infestation Status, we should assume that if we do not already have EAB, that infestation confirmation status is imminent.

Because the EAB can travel easily in firewood and yard waste, it is possible that it will arrive much sooner despite state and federal quarantines of infested regions.

As of 2010, approximately \_\_\_\_\_ or \_\_\_\_\_% of the Community's \_\_\_\_\_ street trees are ash. This figure includes inventoried specimens, and an estimate of sizeable ashes in wooded areas in public rights of way. About \_\_\_\_\_% of the inventoried ashes are rated in poor condition, \_\_\_\_\_% are in fair condition, and \_\_\_\_\_% are in good condition. Similar data for park and private ash trees are not available.

The following elements of the City's EAB management plan have been adopted, and are subject to periodic revision as new information about the borer is available. This

plan is also subject to change should state or federal policies dictate. \_\_\_\_\_ is the lead local agency responsible for plan implementation. Working with the \_\_\_\_\_ Tree Commission (if applicable), \_\_\_\_\_ will provide public education/information regarding EAB as a routine service, and an annual report to City Council will be prepared.

### **Coordinating Committee**

Given the complicated nature of EAB, the importance of trees to our community and that ash are present on public and private property, the community has assembled a task force to monitor EAB and to support the implementation of the plan. Our coordinating committee includes the following representatives:

1. Name, Title, Relevance
2. Name, Title, Relevance
3. Name, Title, Relevance (Add as many rows as necessary)

### **Outreach**

Outreach is crucial to mitigating the impact of EAB. On an annual basis key staff outlined above must educate city officials of the magnitude of potential tree loss in our community. The community must provide a detailed estimate of the potential costs to the community for tree loss and tree replacement. Externally, it is important to educate local advisory and tree advocacy groups on EAB biology, EAB quarantine compliance and instructions for local monitoring programs. Provide a local protocol for reporting potential incidents in our community.

List community partners that you can outreach to here:

1. Organization, Contact at the Organization
2. Organization, Contact at the Organization
3. Organization, Contact at the Organization

Working through the aforementioned groups and using the community's communications tools such as the website and newsletter, we will implement a public education campaign to notify and educate residents about EAB and our community's action plan to begin removing poor-conditioned ash, plans for reforestation, and any proposed tax levies being considered to support funding of the local program.

### **EAB Compliance Agreement**

The Community entered into an EAB compliance agreement with the Illinois Department of Agriculture in [DATE]. The Compliance agreement requires the community to take necessary precautions to minimize and control the spread of EAB. Compliant agencies commit to contacting anyone giving, selling, or receiving ash or other hardwood, to inform them of the EAB quarantine area and the resulting restrictions on wood movement. Compliance Agreement available at <http://illinoiseab.com/> under Quarantine/Compliance section

## Street Trees

1. The community will gradually remove and replace ash trees in street rights of way. The removals will begin in \_\_\_\_\_, and poor condition trees will be removed first. Up to \_\_\_\_% of ashes will be removed annually, enabling the City to phase out ashes over an eight to ten year period. All adjacent residents will be notified of planned action. Ash trees in good condition will not be removed unless necessary, and not until the fifth or sixth year of this process.
2. Removals will be dispersed over neighborhoods to lessen impact on residents, aesthetics, and property values.
3. Requests from adjacent residents will be honored when possible. This includes residents who request removal of trees, as well as those who request that ashes be retained (in expectation that protective treatments will be applied by the resident). City code also includes an appeals process for residents.
4. Protective pesticide treatments may be effective, and may be applied at residents' discretion and expense. The community does not plan to treat street trees. Treated trees will be removed if treatments fail and EAB infests the tree.
5. Ash trees that are removed will be replaced. Species diversity will be a planting objective to better protect our community's trees in the future, and planting will occur spring and fall per the City's standard operating procedures. The City will only select trees from the IDA Reforestation List.

## Park Trees

1. There are many specimen ash trees in City parks, as well as thousands of ashes in wooded park areas. No inventory of park trees exists.
2. Specimen trees will be monitored. If trees are young and small, proactive removal will be unnecessary, as City staff can remove these trees once infestation occurs. Removal of larger trees takes precedence.
3. Ash trees in wooded areas will be left alone. These trees will die once EAB arrives, but will be left in the woods to fall and decompose unless they present a hazard, in which case they will be felled and left in the woods.
4. Specimen ash trees will be replaced. In wooded areas, natural regeneration will play a significant role in reforesting parkland, but invasive/non-native plants will create challenges.

## Trees on Private Property

1. There are may be many thousands of large and small ash trees on private property. No reliable inventory exists, and ash density varies by neighborhood.
2. Property owners are urged to monitor the EAB's movements. **The decision to treat, to remove, or to retain private trees rests with the property owner.** Residents should consider many variables when evaluating options, including tree size, location, and condition; access to the tree; potential targets should the tree fail; property value; shade, heating, and cooling values; treatment techniques, efficacy, and costs; proximity of EAB infestation; and intangible values.
3. The City will enforce the relevant sections of its Code Compliance program should it receive complaints about hazardous private trees. Staff is always vigilant for private trees that threaten public improvements or the street right of way, and this will not

change. Private trees that are a threat to private property will be inspected only as complaints are received.

4. It would be prudent for residents to establish a relationship with an ISA Certified Arborist now in the event that ash evaluation, treatment, or removal is desired in the future. Contractors should be able to provide proof of liability insurance and worker’s compensation coverage. The City also encourages residents to replace trees lost with species appropriate for the site, or to plant new trees in advance of EAB infestation and ash removal as a way of preserving the tree lined streets.

**Example Ash Tree Inventory**

Location	EAB Detected (yes or no)	Size (dbh)*	Condition**	Removal date	Replant address	Replant date	Replant species

\* dbh – diameter at breast height (4.5 feet high)

\*\* Excellent, Good, Fair, Poor, Dead

# Tree Maintenance Agreement

This Tree Maintenance Agreement between the Metropolitan Mayors Caucus (Caucus) and the Grantee certifies that customary and reasonable tree care and maintenance will be **performed at least through 2014 for trees planted under the terms of the Illinois Urban Forest Restoration Grant for EAB.**

Maintenance recommendations are detailed in *International Society of Arboriculture Tree Planting Best Management Practice* <http://secure.isa-arbor.com/webstore/BMPs-C59.aspx>

## Sample Plan:

Trees must be mulched and watered appropriately for three years to enable trees to become fully established and thrive. During the growing season 1" of water should be applied **weekly** to the root ball of newly planted trees unless adequate soil moisture is present.

A 2"-3" layer of organic, wood chip mulch will be maintained in a circular area around the base of the tree that is at least 3' in diameter.

All tags, rope and wire ties will be removed. Trunk wrap may remain in place for the first winter season if necessary for thin-barked trees. Stakes will only be used in windy locations and will be removed after one year.

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, my organization will comply with tree maintenance requirements.

\_\_\_\_\_  
*Grantee Representative Name - PLEASE PRINT*

\_\_\_\_\_  
*Entity*

\_\_\_\_\_  
*Title*

\_\_\_\_\_  
*Grantee Representative's Signature*

\_\_\_\_\_  
*Date*

## Resources

[www.emeraldashborer.info](http://www.emeraldashborer.info) : This Web site is part of a multinational effort in the US, Ontario and Quebec to bring you the latest information about emerald ash borer.

[www.agr.state.il.us/Environment/Pest/emeraldashborer.pdf](http://www.agr.state.il.us/Environment/Pest/emeraldashborer.pdf) Illinois EAB Readiness Plan

[www.agr.state.il.us/eab/](http://www.agr.state.il.us/eab/) Illinois Department of Agriculture

[www.illinoiseab.com](http://www.illinoiseab.com)

<http://www.agr.state.il.us/eab/data/201008314752.pdf> Community Action Plan

<http://www.mortonarb.org/tree-plant-advice.html> The Morton Arboretum, Plant Clinic, Tree Selection

<http://www.mortonarb.org/tree-plant-advice/article/16912/caring-for-newly-planted-trees-and-shrubs.html> The Morton Arboretum, Plant Clinic, Tree Planting Instructions

<http://www.westcook.org/wcmc/programs-services/suburban-tree-consortium> The Suburban Tree Consortium, a buying collaborative of the West Central Municipal Conference

<http://www.illinoisarborist.org/CertifiedArboristsNew.htm> Illinois Arborist Association, certified arborists.

[www.illinoisurbanwood.org](http://www.illinoisurbanwood.org) Illinois EAB Wood Utilization Team

[www.ilca.net/Index.aspx](http://www.ilca.net/Index.aspx) Illinois Landscape Contractors Association

<http://www.isa-arbor.com/> International Society of Arboriculture

<http://www.na.fs.fed.us/fhp/index.shtm> USFS Forest Health Protection  
<http://www.na.fs.fed.us/urban/> US Forest Service Urban Forestry

[dnr.state.il.us/conservation/forestry/](http://dnr.state.il.us/conservation/forestry/) Division of Forest Resources of the Department of Natural Resources

<http://www.westcook.org/wcmc/programs-services/suburban-tree-consortium>  
Suburban Tree Consortium

<http://www.arborday.org/> Arbor Day Foundation, Tree City USA

[http://www.tcia.org/Public/gov\\_standards\\_a300.htm](http://www.tcia.org/Public/gov_standards_a300.htm) TreeCare Industry Association, ANSI Standards for the Professional Arborist