

Illinois Technical Assistance 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 for urban forest planning and management to minimize losses from emerald ash borer (EAB) planning under the Forest Health Cooperative Programs of the United States Department of Agriculture. The Metropolitan Mayors Caucus is the grant administrator.

Grant Program Goals

This program has many goals related to mitigating emerald ash borer. It aims to minimize future loss of tree canopy, encourage the replanting of trees, slow the spread of EAB, and generally encourage sustainable urban forest management.

1. We seek to fund the development and implementation of community level plans that guide the strategic management of urban forest resources affected or threatened by EAB. Plans should be based on a professional resource assessment.

Components should include:

- a. An inventory. This may be a complete 'stem by stem' inventory; a sample inventory to gain an overall picture of the state of the community's trees; a partial inventory; or an ash only inventory. This is a required outcome.
- b. A management plan. This comprehensive urban forest management plan details how the community will manage their trees including hazard tree assessment, regular pruning and maintenance, monitoring for tree health, invasive pest management, replanting with diverse tree species, and wood utilization.
- c. A locally approved EAB Management Plan is a required outcome. This may be accomplished without a comprehensive urban forest management plan, but must be based on one of the inventory types described above. It should specifically provide overall strategy for managing ash trees and restoring urban forest canopy. It should detail how the community will identify and mitigate infested and at-risk or poor quality ash trees; dispose of debris and reclaim salvageable wood products; and replant with diverse tree species.

2. This program is fundamental to reforestation efforts and is therefore complementary to Urban Forest Restoration Grant for Emerald Ash Borer offered concurrently.

Additional Goals:

3. To restore diminished community tree canopy.
4. To enhance the quality of life in participating cities, villages, and townships.
5. To promote urban forestry benefits through proper planting, care and management of community 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, reduced energy demands, and offer year-round enjoyment.

8. To diversify urban forests for long-term sustainability and resistance to future pests.

9. To preemptively reduce a community's ash population creating a more diverse community forest, thus managing the economic burden - the inevitable consequence of an EAB infestation.

10. To promote risk management within EAB infested and soon-to-be infested communities by removing ash trees.

General Criteria

1. Deadline for receipt of proposals is **January 20, 2012 at 5:00 pm**.
2. Submit 4 copies (1 original and 3 copies) of the grant application to

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

3. Please use a staple, paper clip or other clip for the submittal. Do not bind applications or submit them in binders.
4. Please submit photo copies of the cover letter with the three copies of the application.
5. All applicants will be notified of their status by via email by **February 25, 2012**.
6. All work must be completed for this grant by **June 15, 2013**.
7. Applicants may only apply for a single grant from both the Urban Restoration and Technical Assistance Program. If an applicant submits two applications the first application will be reviewed and any other applications from that applicant will be disqualified.

Financial Information

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

\$6400	+	\$1600	= \$8000
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 for assistance with determining appropriate matches.

2. Grants are "not-to-exceed" grants and may range from \$1,000 to \$20,000.
 - Only non-federal money may be used for the local match.
 - In-kind labor contributions of applicant's employees must not exceed a rate of \$45.00 per hour. Volunteer labor may not exceed a rate of \$20.00 per hour. 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 \$20.00 an hour in base salary and fringe benefits may be counted as \$20.00 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.

- Partial funding of proposals is possible.

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. See IDA website for current quarantine boundaries.

<http://illinoiseab.com> As of November 1, 2011, the Illinois quarantine encompasses thirty-nine counties in northeastern and central Illinois.

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 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. Communities that demonstrate need for the grant will be scored higher than those that do not. Need may be economic or programmatic.
5. Application approval will be based on score, need and alignment with the grant program's goals.

Assurances

1. All technical services used to prepare tree inventories and management plans must be completed under the supervision of a certified arborist. The American Society of Consulting Arborists maintains a directory of specialized consulting arborists able to assist municipalities at <http://www.asca-consultants.org/find/index.cfm>
In addition, the Illinois Arborist Association maintains a directory of certified arborists available for consulting at <http://www.illinoisarborist.org/CertifiedArboristsNew.htm>
2. A locally approved EAB Management Plan is required before grant funds are disbursed. No grant expenses will be reimbursed until an EAB Management Plan is on file. Communities may use the sample plan attached to this document.

If tree planting or tree removal activities are used to match requested Technical Assistance grant funds, these activities must comply with the following standards and assurances:

3. 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.
4. 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*.
5. When contracting for tree removal, firms employing International Society of Arboriculture Certified Arborists should be used. Firms should have a current EAB compliance agreement with the Illinois Department of Agriculture. Firms must have appropriate Workers Compensation insurance.
6. Anyone removing trees must adhere to *ANSI A133.1: Pruning, Repairing, Maintaining, and Removing Trees and Cutting Brush – Safety Requirements*.
7. 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/ANLStandard2004.pdf>.
8. Diversification of the community forest is a goal. Grantees may not propose to purchase more than 25% of any one type of tree. 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.
9. 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)
10. 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/>

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 140. 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
Application: The application is thoughtfully prepared and complete. All questions are answered clearly and concisely.	30
Budget: Clearly identifies allowable costs and identified allowable local match.	25
Stewardship and sustainability: Demonstrate that funding your project will build your organization's capacity to better manage your community trees? How will this project support long term initiatives? What steps will you take to keep your inventory up to date? If you are not already will this program help you become Tree City USA?	20
Bids for technical assistance are signed by certified arborists.	10
Project time line. Projects accomplished by January 31 of 2013 will receive full scoring. For each successive month beyond December 2012, proposals will lose 3 points. Projects completed later than June 30 of 2013 are considered infeasible and will not be considered. ¹	15
Leveraged benefits: Describe community commitment to the project? What will your community contribute to support this project in terms of staff support, executive support or volunteer support? Be sure to describe local match, volunteer efforts, financial and in kind community organization support. Where significant support or project role is derived from another organization or volunteers, a support letter on letterhead from that organization or individual outlining that organization's role in your project should be appended to the application.	20
Community has signed a compliance agreement with Illinois Department of Agriculture	10
Need: Application demonstrates economic or programmatic need for grant.	10
Total Possible Points	140

¹ Project extension may only be granted in the event of an act of God.

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.

Technical or consulting services to develop urban forest (tree) inventories, management plans, and EAB Management Plans are the only eligible costs. The purchase and planting of trees, removal of trees, 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. Payment of at least 20% of technical or consulting services to develop urban forest (tree) inventories, management plans, and EAB Management Plans
2. Removal, utilization of salvageable lumber and disposal of ash trees by community employees, volunteer or contractors.
3. Additional tree purchases for the specified project.
4. Site modifications and materials (soil, mulch) directly related to the project.
5. Labor costs or in-kind volunteer labor to plant for trees.
6. Administrative costs directly related to the project.
7. Labor and material costs for tree maintenance.
8. 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, other than eligible documented tree removal (see #8 above), incurred prior to the formal grant 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, Village Manager or equivalent figure for other local jurisdictions.
- Application Form
 - Statement of Need
 - Work Plan Description
 - Timeline
- Budget
- Copy of quote(s) for Technical Assistance
- Signed and numbered Illinois Department of Agriculture Compliance Agreement

Grant Application Form

1. Applicant Organization Name:
2. Tax I.D.:
3. Applicant Contact Information:
 1. Name:
 2. Mailing Address:
 3. Email:
 4. Phone Number:
4. Community population:
5. Tree City USA status (years, award level):
6. Does your organization have someone legally responsible and designated by an ordinance to care for trees on public property (i.e.: forester, city department, tree board)?
7. Does your organization have a tree care ordinance (tree care policies, planting, maintenance, removal, species lists - preferably not invasives)?
8. Does your community 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?
9. Does your organization hold an annual Arbor Day observance and have a proclamation?
10. Proposed Work Plan: Describe what you plan to do with the grant and please describe how you would use an EAB Technical Assistance Grant. Make sure that you answer the following questions:
 1. What will you accomplish as a result of getting an EAB Technical Assistance Grant?
 2. How will you achieve your local match, which must account for 20% of a project?
 3. Community forestry goals: Please describe how this project will support your short term and long term community forestry goals. What measures will your community take to implement such a plan?Please note that the **outputs of all Technical Assistance Grants must include a management plan based on a tree inventory** (stem by stem, sample or ash only).

- a. You are encouraged to apply for a **complete 'stem by stem' tree inventory**. This complete count and assessment of all trees under your jurisdiction is advised because it will enable you to react to future pests more easily as well

as proactively take steps to diversify your trees. Quicker, less expensive options are:

- b. A **sample inventory** that assesses a sample portion of trees to derive an overall condition and guide general management decisions
- c. An **ash only inventory** that would guide rapid response to a current EAB infestation.

11. In anticipation of funding, please get at least one quote from consultant arborists and attach those to this application. Arborists must be certified with the International Society of Arboriculture. Their signature, contact information and certification number is required.

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

13. How will your community use management plan and inventory moving forward? How will you implement your management plan and what measures will you include to assess how well you are implementing your EAB management plan?

14. What steps will you take to keep your inventory up to date?

15. Timeline: Please provide a timeline for the project. Be sure to include administrative actions, removal, planting, maintenance, invoicing, etc. Below is an example.

Month	Task
February	Receive notification of grant award
March	Village approved of award with Caucus and drafts bid.
April	Village board approves tree inventory and EAB management plan contract.
May-June	Conduct Tree Inventory
July	Conduct public outreach component of EAB management planning process.
July-August	Create EAB Readiness Plan
September	Village board approves EAB Readiness Plan
October	Work plan is complete and community begins to implement plan and bids removal contract.
November	Ash trees are removed
December	Invoice the Mayors Caucus for reimbursement

16. Project Budget:

Item	Local (Community) Match (May not include any federal funds)	Grant Cost (Must not Exceed 80% of the total cost)	Total Project Cost
<i>Administrative Personnel Cost</i>			
Forester (10 Hours)	\$450	0	\$450
Sub Total	\$450	0	\$450
<i>Consultants</i>			
Tree Inventory and Management Plan	\$2,000	\$20,000	\$22,000
Removal of ash trees (30 trees at \$600)	\$18,000	0	\$18,000
Sub Total	\$20,000	\$20,000	\$40,000
Grand Total	\$20,450	\$20,000	\$40,450
Project Percent	50.55%	49.45%	100%

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 or www.state.il.us/EAB.
[11/23/2009, EABComplianceAgreementV1.doc]

Technical Assistance Quarterly Report

Please attach sheets if necessary.

1. What did you accomplish?
2. What proportion of your inventory is complete?
3. What geographic area of your community is complete?
4. Provide the number of trees by species excluding species for which there are fewer than 5%.
5. Are you completing the work with the contractor or in-house resources you described in the proposal? Have you encountered any challenges?
6. Describe your data management? What software/file types were used?
7. What measures are you planning to keep your inventory up to date?
 - a. Re-inventory subsection of community every year?
 - b. Collect data as part of other roadway projects?
 - c. Not sure.
 - d. Other:
8. 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.
9. Will you apply or reapply for Tree City USA this year (due December 30th, Be sure to document your activities to apply for a Growth Award.)
<http://www.arboday.org/programs/treecityusa/?breadcrumb=homepage>

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>

Resources

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 Illinois EAB Readiness Plan

www.agr.state.il.us/eab/ Illinois Department of Agriculture

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 Illinois EAB Wood Utilization Team

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/ 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 TreeCare Industry Association, ANSI Standards for the Professional Arborist