



## 2025 Community Tree Planting Grant Guide

The Chittenden County Regional Planning Commission (CCRPC) seeks applicants for tree planting grants in high priority areas across Vermont to increase urban tree canopy and improve water quality and public health by controlling stormwater.

CCRPC is administering this block grant program on behalf of the [Vermont Urban & Community Forestry Program](#) (VT UCF), a partnership between the Vermont Department of Forests, Parks & Recreation and University of Vermont Extension. In alignment with the Vermont Climate Action Plan, tree planting under this grant will also advance climate change adaptation through the restoration of tree canopy, which will improve air and stormwater quality while reducing public health impacts from heat islands in high priority urban areas in Vermont. Funding is provided by Coronavirus State and Local Fiscal Recovery Funds as part of the federal American Rescue Plan Act of 2021 (ARPA).

This document contains information to guide project development and grant applications. Grants will be awarded through a competitive selection process ; all grant funds must be spent by July 2026.

### WHO MAY APPLY

This is a **STATEWIDE** grant program – while CCRPC is administering the grant on behalf of VT UCF, eligibility includes any of the following entities within the state of Vermont:

- **Municipalities** as defined in [1 V.S.A. § 126](#) (Cities, Towns, Fire Districts, Incorporated Villages, and Union Municipal Districts)
- **Regional Planning Commissions (RPCs)\*** in coordination with member municipalities
- **Registered Non-Profit Entities** (including Public Educational Institutions)

Eligible entities that received funding in 2024 may apply for additional funding. Applications from eligible entities that have not yet received VT UCF funding will be prioritized.

**Regional Planning Commission as Agent:** RPCs may serve as grant administrator and fiscal agent for one or more of their member municipalities. This means that the municipality would design and oversee the project, while the RPC would prepare the grant application, hold the grant contract, receive and spend grant funds, manage contractor procurement, and submit invoices and reports. RPCs are allowed a 10% administrative budget of projects for which they act as agent. RPCs cannot act directly as agent for schools and nonprofits, but these entities may apply for funding directly or partner with a municipality to apply with the RPC as agent.



## AWARD AMOUNT AND GRANT ADMINISTRATION

A total of \$630,000 was available for projects under this program. A total of \$315,000 was allocated in 2024 and a second round of \$315,000 is available in 2025.

Individual grant awards will be between \$5,000 and \$75,000. There is no cost-share requirement for grant awards.

Municipalities applying for projects with a budget of less than \$25,000 in grant funds are strongly encouraged to authorize their Regional Planning Commission (RPC) to act as the fiscal agent and grant administrator on behalf of the municipality (see above for details). This will not only allow municipalities with small awards to focus their capacity on implementation, it will also reduce administrative costs by enabling RPCs to “bundle” contracting, invoicing, and reporting tasks for multiple small projects of their member municipalities.

To find your Regional Planning Commission and contact information, visit the [Vermont Association of Planning & Development Agencies \(VAPDA\) website](#).

## ELIGIBLE ACTIVITIES AND COSTS

Eligible costs are those necessary for completing the project. Costs must be documented, reasonable, and consistent within the scope of the project. Note that projects must adhere to any procurement policies in place at the applicant’s organization, municipality, or institution.

Projects must include **tree planting activities** in Vermont at the following locations:

- Within public ways and places as defined in [24 V.S.A. § 2501a](#):
  - “Public place” means municipal property, including a municipal park, a recreation area, or a municipal building. “Public place” shall not include any municipal forestland or property that is subject to any ownership interest held by the Agency of Transportation.
  - “Public way” means a right-of-way held by a municipality, including a town highway.
- Within State of Vermont highway rights-of-way provided a section 1111 permit is in place or in process (see page 5)
- At public educational institutions
- On properties owned by registered non-profit entities
- On private property provided an approved agreement is in place between an eligible subgrantee and the private property owner

Eligible project costs may include the following:

- Costs of trees to be planted, including delivery.
- Staff salaries and contracted services associated directly with tree planting activities.
  - Administrative costs (contract management, invoicing, reporting, etc.) must be no more than 10% of the total budget.



- Preparation of tree planting areas or supporting the growing environment of a tree or group of trees, including those grown in a municipal or community tree nursery; this includes soil, approved soil amendments, tree protection, irrigation, and removal of impervious surface.
- Supplies and materials to ensure successful establishment of planted trees, including watering bags or tanks, mulch, staking materials, and tree protection.
- Cost of associated services, supplies, or facilities used for the project.
- Costs of public outreach and engagement, up to 5% of project budget. An outreach plan must be detailed in the application (either in the narrative or the budget table explanation) with estimates on costs for activities including but not limited to:
  - Staff time spent on outreach activities
  - Printing costs for marketing, outreach, and survey materials
  - Costs associated with events like public meetings, focus groups, facilitated neighborhood walks, or school outreach
  - Costs associated with program accessibility elements like translation services, food, and childcare
  - Stipends for program participants time to lower barriers to participation

## TIMELINE

There are two rounds of applications for the Community Tree Planting Grant. Round 1 grants were awarded in summer 2024. Both rounds are open to any eligible applicants, including those that have received funding in the prior round. Applications from entities that have not received prior VT UCF funding will be prioritized in Round 2.

### ROUND 1 TIMELINE

- April 2, 2024: Applications Open
- April 19, 2024: Deadline to submit questions for Q&A
- May 1, 2024: Suggested deadline to coordinate with RPCs if serving as agent
- May 17, 2024: Applications Due
- June 2024: Grant Awards Announced
- July 2024: Award Contracts Finalized
- December 2025: Grant Closeout (may be extended upon request)

### ROUND 2 TIMELINE

- September 1, 2024: Applications Open
- November 22, 2024: Deadline to submit questions for Q&A
- December 31, 2024: Suggested deadline to coordinate with RPCs if serving as agent
- January 10, 2025: Applications Due
- February 2025: Grant Awards Announced
- March 2025: Award Contracts Finalized
- July 2026: Grant Closeout (no extensions available for this grant round)



## APPLICATION AND REVIEW PROCESS

Applications will be reviewed by a grant review and selection committee for completeness, eligibility, and applicability to the grant category focus areas using the [Community Tree Planting Grants Scoring Rubric](#). These categories are: Project Metrics, Alignment with Planning Goals, Likelihood of Success, Co-Benefits Provided, & Equity Impact.

## REQUIRED SITE VISIT

At least one site visit with a VT UCF and/or CCRPC staff member will be required over the course of the project period to support grant success. Site visits will be scheduled once grant awards have been announced. A site visit will also be available by request during the project development and application process in order to refine the project design. CCRPC and VT UCF will contact awardees to schedule a site visit.

## PROJECT DEVELOPMENT GUIDANCE

Applicants should consider the [Community Tree Planting Grants Scoring Rubric](#) and the following when designing their projects and drafting the narrative sections of the [application form](#). **For technical assistance developing a planting plan or assessing a site or species list, contact the UCF's Urban Forester Adam McCullough (see the Help section at the end of this guide).**

## SITE SELECTION

- **Tree planting must be a component of proposed projects.** The estimated total number of trees that will be planted **must** be included in the project proposal.
- This grant will prioritize trees planted in the following locations:
  - Urban areas with low canopy cover. American Forests' [Tree Equity Map](#) includes estimates of canopy cover by census tract.
  - Planting sites located within [state-designated planning areas](#).
  - Census tracts with 5 or more flags on the Vermont Department of Health [Social Vulnerability Index \(overview map\)](#)
  - Municipalities that have not received prior UCF financial or technical assistance.
- Planting sites should be selected based on the following considerations (see the VT UCF [Right Tree, Right Place Guide](#) for details):
  - What purpose will the tree(s) serve on this site?
  - What will the site conditions be above and below ground? Does the design provide enough soil volume for the tree(s)?
  - What type of maintenance will be needed for the tree(s), and how can maintenance be minimized through avoiding conflicts with human activities (traffic, pedestrians, sight lines for child supervision or drivers, lawn care etc.)?
  - What tree species are suitable for this site? Multiple options should be considered in case the top choice is not available.



- What co-benefits can be achieved at this site? (see sample co-benefits below)
- See the list of locations where trees can be planted under “Eligible Activities and Costs.”
  - Tree planting within State of Vermont Right-of-Way will require a no-cost Section 1111 permit from the Vermont Agency of Transportation. This permit is NOT required to be submitted with the grant application but must be approved prior to planting. More information on this process is available here.
- Tree planting on private property can occur when property owners are willing to support community-wide tree programs by providing permission for the applicant to plant and potentially maintain trees on private property bordering public ways and places. Therefore, private plantings are eligible provided the guidelines below are met:
  - The applicant must establish a written agreement with the property owner that addresses:
    - Responsibilities of both the property owner and the applicant,
    - Tree care and survival, and
    - Duration for which the agreement will exist.
  - Signed agreements with private property owners do NOT need to be included with the application. However, a template written agreement must be approved by VT UCF staff prior to the project’s initiation. [Examples of existing agreements](#) can be found on the VT UCF website.
  - Upon approval, a written agreement must be signed by both a municipal or organizational representative and the property owner for each property on which a tree or multiple trees will be planted before the tree(s) are planted; copies of these agreements must be submitted with the final project report.
- Funds can also be used to support the growing environment of a tree or group of trees, including those grown in a municipal or community tree nursery, for long-term success. This includes activities and materials to increase available soil volume, irrigate trees, and for tree protection.

### PLANTING PLAN

- All proposals must provide one or more planting map(s) showing the locations where trees are intended to be planted at the time of project development.
  - At minimum, these maps must include:
    - Planting sites labeled numerically to correspond to the Tree Table
    - Street names or other landmarks
    - Right-of-Way and property lines, with ownership if known
    - Satellite imagery view / basemap
    - Map scale (e.g., 1 inch = 100 feet)
  - More competitive applications may also include information about:
    - Planting site volume and soil type
    - Distance to any nearby structures or streets and distance between trees
    - Easements (if applicable)



- Overhead and underground utilities (if applicable)
- All proposals **must** provide a Tree Table – a list of planting sites that includes the following information:
  - Planting Site #: Numbers in this column must match your planting map(s).
  - Street Address or GPS Coordinates: Street addresses can use the closest structure or landmark (it's OK if multiple trees have the same address). GPS coordinates are preferred in decimal format (e.g., 44.26309, -72.57985).
  - Species: Use scientific names and cultivars. Multiple species may be listed if undecided, or as alternatives if the top choice is unavailable.
  - Special Design: Examples include Silva cells, Stockholm solutions, structural soil, bioretention area. Leave blank if planting in an open lawn, without additional site preparation.
  - Size at Time of Planting: Measured as diameter of trunk 6 inches above the ground. Must be a minimum of 1.5 inches.
- Proposals must also include a maintenance plan for all planted trees, including provisions for replacing trees that have not survived.

### PLANTING STANDARDS

- All tree planting activities associated with a project must adhere to the American National Standards Institute (ANSI) A300 Standards for Tree, Shrub, and Other Woody Plant Management.
- Planting stock should be at least 1 1/2 inches in caliper and no larger than 3 1/2 inches. Balled and burlapped or bare root stock is the preferred stocking material; VT UCF cautions that large (>1" DBH) container-grown trees may lead to root binding or girdling. Please refer to the VT UCF factsheet [Planning to Purchase a Tree](#) for guidance on selecting high quality trees.
  - Smaller planting stock may be used for certain types of planting sites, such as riparian buffer restoration. Please contact program staff for technical assistance if you plan to submit a proposal with unique site conditions or planting circumstances.
  - The [Vermont Tree Selection Guide](#) should be used as a reference for site assessment and tree selection. Trees native to the planting area or region should be prioritized over other species; avoid using species with known susceptibility to [invasive pests](#); [tree species known to be invasive](#) will not be funded.
- VT UCF encourages project coordinators to consider purchasing trees from Vermont-based nurseries. Visit the [Vermont Nursery & Landscape Association's](#) website for more information.
- Grant awardees are responsible for ensuring trees planted under this grant remain healthy and thriving for a minimum of three years (which may include a guarantee



provided by a nursery or planting contractor). Trees that die or fail to thrive must be replaced by the grantee or their contractor.

### CO-BENEFITS

Strategically planting trees to maximize their long-term benefits is encouraged. Refer to the USDA Forest Service's [Vibrant Cities Lab](#) for resources and ideas.

Proposals will receive special consideration if they use tree planting to:

- Manage stormwater quantity (flow) and quality (phosphorus loading)
- Improve or expand recreational space
- Improve the aesthetic appearance of community spaces
- Provide shade where people need it most, when they need it most (e.g., seating at sports fields or playgrounds, over parking areas at grocery stores, or outdoor gathering spaces that can be unusable in high heat).
- Reduce traffic speeds or enhance pedestrian and/or cyclist experiences
- Provide shade for buildings to reduce their energy use, or over pavement to reduce its temperature and need for frequent resurfacing
- Provide natural buffers / screens for noise / air pollution on traffic corridors
- Provide food for community members

### EQUITY / ENVIRONMENTAL JUSTICE IMPACT

This program is funded by Coronavirus State and Local Fiscal Recovery Funds as part of the federal American Rescue Plan Act of 2021 (ARPA). The Governor's Recovery Plan for ARPA funding prioritizes economic recovery for areas facing demographic, income, and employment challenges through infrastructure investments, including urban tree planting.

In addition, Vermont's Environmental Justice Law ([3 V.S.A. Chapter 72](#)) directs state agencies to ensure that their programs advance environmental justice, which means that "all individuals are afforded equitable access to and distribution of environmental benefits; equitable distribution of environmental burdens; and fair and equitable treatment and meaningful participation in decision-making processes" ([3 V.S.A. §6002\(3\)](#)). In service of this goal, this program emphasizes working towards environmental justice for underserved communities, which refers to "populations sharing a particular characteristic, as well as geographic communities, that have been systematically denied a full opportunity to participate in aspects of economic, social, and civic life" (as defined in [Presidential Executive Order 14091](#)).

Therefore, projects will receive special consideration if:

- Underserved communities are empowered to authentically lead project planning, implementation, or maintenance.
- The planting plan maximizes the co-benefit of each tree to underserved communities by mitigating dust, noise, heat, traffic and using the largest possible tree species for all sites.





- Trees will be strategically planted to increase equitable distribution of tree canopy cover across a community. Learn more about [Tree Equity here](#).

Applications from under-resourced entities that have not utilized VT UCF financial or technical assistance in the past also will be prioritized.

#### IMPORTANT INSURANCE REQUIREMENTS

Upon notification of award and prior to initiating work, Grant Recipients must provide certificates of insurance (COI) meeting the [Vermont State Insurance Specifications](#) (summarized below). It is the responsibility of the Grant Recipient to maintain current certificates of insurance on file through the term of the Contract. No warranty is made that the coverages and limits listed herein are adequate to cover and protect the interests of the Grant Recipient for their operations. These are solely minimums that have been established to protect the interests of the CCRPC and the State of Vermont.

**General Liability and Property Damage:** With respect to all operations performed under the contract, the Grant Recipient shall carry general liability insurance having all major divisions of coverage including, but not limited to:

- a. Premises - Operations
- b. Products and Completed Operations
- c. Personal Injury Liability
- d. Contractual Liability
- e. Umbrella / Excess Liability (unless underlying coverages exceed \$2,000,000)

The policy shall be on an occurrence form and limits shall not be less than:

- a. \$1,000,000 Per Occurrence
- b. \$1,000,000 General Aggregate
- c. \$1,000,000 Products/Completed Operations Aggregate
- d. \$1,000,000 Personal & Advertising Injury

**Automotive Liability:** The Grant Recipient shall carry automotive liability insurance covering all motor vehicles, including hired and non-owned coverage, used in connection with the Contract. Limits of coverage shall not be less than: \$1,000,000 combined single limit. Organizations that do not own or operate automobiles may apply for a waiver of this coverage for this grant.

**Workers Compensation:** With respect to all operations performed, the Grant Recipient shall carry workers' compensation insurance in accordance with the laws of the State. Organizations that have no employees may apply for a waiver of this coverage for this grant.

**Additional Insured:** The General Liability, Property Damage, Umbrella/Excess, and Automotive coverages required for performance of the Agreement shall include the State of Vermont, Department of Forests, Parks and Recreation and the Chittenden County Regional Planning Commission as Additional Insureds.





## SAM.GOV REGISTRATION AND UEI VERIFICATION

A Unique Entity Identifier (UEI) number is a 12-character unique number assigned to all entities (public and private companies, individuals, institutions, or organizations) who must register to do business with the federal government. Award recipients for this grant are required to register a UEI with the U.S. System for Award Management ([SAM.gov](https://sam.gov)) to verify that they are not debarred from receiving federal funding. Visit [sam.gov/content/duns-uei](https://sam.gov/content/duns-uei) to learn more and to confirm that your entity is registered.

The UEI number replaced the DUNS number system beginning April 2022. If you previously had a DUNS or already have a UEI, you may still need to complete the SAM.gov registration – [see this article](#) for instructions. Note that in Step 6, under this grant and unless otherwise required for your organization, you need only complete registration required to verify a UEI; do NOT select the options for Financial Assistance or All Awards categories. For assistance completing your SAM.gov registration, see the HELP section below.

## HOW TO SUBMIT YOUR APPLICATION

When your application is ready, please send a single e-mail to [dschibler@ccrpcvt.org](mailto:dschibler@ccrpcvt.org) with all required and supporting documents as separate attachments or links to download, including:

**A. [This Completed Application Form](#)**

**B. [Application Budget Worksheet](#)** (if attaching separately from application form)

**C. [Planting Map\(s\)](#)**

**D. [Tree Table](#)** (if attaching separately from application form)

**E. [Certificate of Good Standing](#) (attached, see guide for details)**

Per Section 13 of Act 154 of 2016, grant applicants must provide a Certificate of Good Standing. “Good standing” means the applicant: (A) is not a named party in any administrative order, consent decree, or judicial order relating to Vermont water quality standards issued by the State or any of its agencies or departments; and (B) is in compliance with all federal and State water quality laws and regulations. Available as fillable PDF: [agriculture.vermont.gov/sites/agriculture/files/documents/GoodStandingCERT.pdf](https://agriculture.vermont.gov/sites/agriculture/files/documents/GoodStandingCERT.pdf)

**F. [Letter\(s\) of Support from:](#)**

- An authorized municipal official (e.g., Town Manager) or the legislative body (selectboard, city council, etc.) for applications by a municipality. If applicable, this letter should specify permission to plant on municipal property, and consent to use of the Regional Planning Commission as agent. See the [grant website](#) for a [template letter](#). Meeting minutes of a legislative body may suffice.
- Regional Planning Commission staff affirming willingness to act as agent for the municipal project, if applicable. [Find your RPC staff here](#).
- Other partners or stakeholders for the project (including authorization to plant trees

Release Date: 9/1/2024  
Application Due Date: 1/10/2025



on non-municipal property, if applicable).

HELP

For more information or assistance, contact the program staff listed below.

**Grant Application & Submission Questions:** Darren Schibler, Senior Planner, Chittenden County Regional Planning Commission, (802) 846-4490 ext. 135, [dschibler@ccrpcvt.org](mailto:dschibler@ccrpcvt.org)

**Project Development Questions and Technical Assistance Requests:** Adam McCullough, Urban Forester, VT UCF, (802) 522-5104, [adam.mccullough@vermont.gov](mailto:adam.mccullough@vermont.gov)

**Regional Planning Commission** contacts are listed at <https://www.vapda.org/regions.html>

Program staff hosted an informational webinar to share information about this grant and answer questions about project types, application development, and submission process. The recording will be available on the [grant website](#), along with a Frequently Asked Questions (FAQs) document.

Program staff will host two scheduled office hours for the 2025 Grant Program; dates, times and webinar links are noted below:

Wednesday, October 9 <sup>th</sup> , 12:00pm – 1:00pm	Tuesday, December 10 <sup>th</sup> , 12:00pm – 1:00pm
<a href="#">Join Microsoft Teams Meeting</a>	<a href="#">Join Microsoft Teams Meeting</a>
Meeting ID: 273 942 168 765	Meeting ID: 281 998 149 612
Passcode: 8uKbec	Passcode: jTvmxY
Join by Phone: <a href="tel:+18028287667959941249">+1 802-828-7667,,959941249#</a>	Join by Phone: <a href="tel:+18028287667550150469">+1 802-828-7667,,550150469#</a>
Phone Conference ID: 959 941 249#	Phone Conference ID: 550 150 469#