



2025 Rural Roadside Ash Tree Removal Grant Worksheet

SECTION 1: APPLICANT INFORMATION

1. CONFIRM PROJECT ELIGIBILITY:

By checking the box below, confirm that your project meets the eligibility criteria for the *2025 Rural Roadside Ash Tree Removal Grant*.

- The applicant is a municipality within Vermont.
- The municipality has an existing ash inventory or a proposed project location, likely between one and four miles of road. The inventory may be a tally or digital inventory that includes ash tree locations and size classes (usually measured as diameter-at-breast-height).

I confirm that this project meets eligibility criteria for the *2025 Rural Roadside Ash Tree Removal Grant*.

2. LEGAL NAME OF APPLICANT: (Municipality, educational institution, or non-profit organization)

3. ADDRESS: (Must match that on most recent W-9)

4. PROJECT CONTACT NAME:

5. PROJECT CONTACT ROLE: (Municipal or organizational staff position, tree warden, or volunteer role)

6. PROJECT CONTACT EMAIL ADDRESS:

7. PROJECT CONTACT PHONE:

8. FINANCIAL CONTACT NAME:

9. FINANCIAL CONTACT EMAIL ADDRESS:

10. GRANT AGREEMENT SIGNEE NAME: (This is the individual that would sign your grant agreement if your application is selected to receive an award. This individual is typically a Town Manager, Town Administrator, Selectboard Chair, principal, a director, or a department head and is ultimately responsible for the execution of the grant agreement.)

11. GRANT AGREEMENT SIGNEE ROLE OR POSITION TITLE:

12. GRANT AGREEMENT SIGNEE EMAIL ADDRESS:

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13. GRANT AGREEMENT SINGEE PHONE:

14. UNIQUE ENTITY IDENTIFIER (UEI) NUMBER:

A 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. The UEI number replaced the D-U-N-S number beginning April 2022. Visit sam.gov/content/duns-uei to learn more.

SECTION 2: PROJECT INFORMATION

15. PROJECT SUMMARY: Please include brief descriptions of:

- The proposed project location(s), including reasons for their selection and the estimated length (in feet or miles) of road for the proposed ash tree (*Fraxinus* species only) removals. Specify the width of the municipal right-of-way on each road.
- The proposed ash tree removal project including estimated number of stems (pending any needed technical assistance to prioritize trees for removal), and size classes (e.g. < 12" DBH, 12-24" DBH, >24" DBH).
- Who will do the work (e.g. town staff, a contractor selected through a bidding process, or a combination of both).

16. NEEDS ASSESSMENT: How will this project advance your local efforts to address the impacts of emerald ash borer?

17. TECHNICAL ASSISTANCE REQUESTS: What technical assistance do you hope to receive from VT UCF? Note that technical assistance IS part of this grant package and any provided details will assist with VT UCF planning efforts.

- prioritize project locations
- develop an RFP package
- select and mark ash (*Fraxinus* species only) trees
- communicate with affected landowners
- provide outreach and education materials
- help staff outreach events
- other

18. STAFF AND VOLUNTEER CAPACITY. Who will lead this project within the municipality? Who else will be on the project team? Please identify:

- A communication lead(s) to the legislative body of the municipality and municipal highway crew
- A communication lead to the municipal highway crew and local landowners along the proposed project road(s)
- A grant administrator

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- A road foreman or road commissioner in charge of municipal road safety
- A person or team who will solicit bids from loggers or arborists, or manage the work with municipal staff
- A person who will identify and mark ash (*Fraxinus* species only) trees for removal (may be a volunteer or a contracted forester) and meet with VT UCF staff for a pre-project site visit

19. **TIMELINE:** Describe the anticipated timeline of this project? All eligible project work must be invoiced by June 1, 2026.

SECTION 4: REQUIRED ATTACHMENTS

In addition to the online application form, the following documents must be sent as separate PDF documents to elise.schadler@vermont.gov in a single email by 5:00pm (EST) on Friday, March 28th, 2025. Include within this single email any additional attachments (plans, inventories, planting agreements, photographs, etc.) that will enhance your application for funding.

1. **Ash tree inventory on proposed project location.** This may be a copy of a tally, reference to a digital inventory, spreadsheet of data, or digital map.

2. **Completed Risk Assessment Questionnaire:** Available as a fillable PDF on the [grant webpage](#).

3. **Certificate of Insurance (COI):**

- Refer to the Department of Forests, Parks, & Recreation Insurance Guidance for coverage minimums: vtcommunityforestry.org/sites/default/files/2022-09/fpr_grantee_insurance_guidance.pdf
- Please ensure that the COI lists the Vermont Dept. of Forests, Parks & Recreation as Additional Insured.
- Please ensure that the COI is for the year grant 2025 when awards will be made.

4. **Certificate of Good Standing:** 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 a fillable PDF: agriculture.vermont.gov/sites/agriculture/files/documents/GoodStandingCERT.pdf

20. **COMPLETED APPLICATION**

I understand that my application package will not be considered complete until the listed documents are sent as separate PDF documents in a single email to elise.schadler@vermont.gov.

- Yes
- No

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SECTION 5: ADDITIONAL QUESTIONS

21. I understand and commit to the following additional requirements of this grant program:

- Give permission to VT UCF staff to take and/or publish photographs of project work.
- Accompanying UCF staff on one site visit after ash trees are marked for removal but before on-site tree removals begin.

SUBMIT YOUR APPLICATION

When your application is ready, please submit using the [online application form](#). Additionally, include required attachments as separate PDFs in one email to elise.schadler@vermont.gov. **Applications for 2025 Rural Roadside Ash Tree Removal Grants are due by 5:00pm (EST) on Friday, March 28th, 2025.**

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Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.) should contact ANR.CivilRights@vermont.gov or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information is also available in languages other than English.

To file a discrimination complaint with the USDA, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [How to File a Program Discrimination Complaint](#) and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov. This institution is an equal opportunity provider.