



EMERALD ASH BORER MUNICIPAL GRANTS

The Vermont Department of Forests, Parks and Recreation's Urban & Community Forestry Program (VT UCF), in partnership with the University of Vermont Extension, is offering grants to support efforts to prepare for and manage the impacts of emerald ash borer (EAB). EAB is a destructive and invasive forest pest that feeds on all species of ash trees, killing over 99% within four years of infestation. The state's forested land is made up of about 5% ash, yet up to 50% of downtown trees in Vermont are ash. All said, Vermont is home to an estimated 160 million ash trees. EAB is now confirmed in Orange, Washington, Caledonia, Grand Isle, and Bennington Counties. Communities statewide are encouraged to prepare to manage the decline of ash trees and the future of urban tree canopy without ash.

This document contains information to support grant proposal and project development.

WHO MAY APPLY

Municipalities and 501(c)(3) nonprofit organizations may apply for an EAB Municipal Planning grant. Non-profit organizations will need to provide a written letter of support from the municipality(ies) where the work will occur.

AVAILABLE FUNDS

\$40,000 in cost-share grants are available for 2019. The maximum funding for proposals is \$2,000. These funds will be distributed through a competitive grant review and selection process. Proposals requesting less than the maximum grant amount will be considered.

ELIGIBLE PROJECT COMPONENTS

Projects must relate to municipal EAB planning and take place in Vermont and may consist of one or more of the following program components:

- Public tree inventories;
- Plan development;
- Public outreach & program development;
- Monitoring or surveying efforts for EAB;
- Ash tree assessments; and/or
- Replanting and restoration.

These grants support planning and management, but do not include tree removal or chemical treatment.

ELIGIBLE PROJECT COMPONENTS GUIDELINES

Below are general guidelines for each of the eligible project components.

TREE INVENTORY

Funds can be used to support a street tree, roadside vegetation, town forest, or park inventories and/or purchase of tree inventory and management systems or technology. An inventory is the first step to understanding your vulnerability to EAB and developing your management approach.

PLAN DEVELOPMENT

Funds can be used to develop the town's EAB Preparedness Plan or an EAB Management Plan for a town, parcel, or region.

PUBLIC OUTREACH & PROGRAM DEVELOPMENT

Funds can be used to support forming a local or regional EAB task force, writing a tree ordinance, training staff and/or volunteers, or improving awareness and education about the importance of community trees and management of EAB.

MONITORING & SURVEYING EFFORTS FOR EAB

Funds can be used to support monitoring and survey efforts including establishing trapping systems, trap trees, and scouting for signs and symptoms.

ASH TREE ASSESSMENTS

Funds can be used to assess the health and condition of ash trees to help determine your management approach.

REPLANTING AND RESTORATION

Funds can be used to support planting a diverse species of trees to mitigate the loss of ash trees including tree purchases, equipment for tree establishment and care, or nursery operations.

REVIEW PROCESS

All proposals will be reviewed for completeness. EAB will eventually impact all communities in Vermont, but if you are in or near the Infested Area the urgency to prepare is greater - see [Vermont's EAB Infested Area map](#). Points will not be allocated for proximity to the Infested Area, but if necessary, we will consider those in the most need to respond. Grants will be evaluated by the selection committee using the following criteria to prioritize awards:

WHAT DO YOU PLAN ON DOING? (25 POINTS)

Describe what you plan on doing and indicate, in list form, the measurable results such as the areas of town inventoried or number of training events. Example: village center inventoried, 10% of Class 3 roads inventoried, 1 EAB management plan developed, and 5 public works staff trained.

HOW DO YOU PLAN ON DOING IT? (25 POINTS)

Describe how you plan on accomplishing the items identified above including timeline and action steps.

WHO WILL CARRY OUT THE PLAN? (25 POINTS)

Identify who will be involved in the project and their role including services provided, financial contributions, and product donations. Consider the various municipal staff, boards and commissions, tree warden, citizens, professionals, and NGOs that can be called upon as partners to support your efforts. Do not forget to include community members who have participated in other VT UCF programs such as Stewardship of the Urban Landscape (SOUL) Tree Stewards and Forest Pest First Detectors. Also, considering working with nearby towns; there is always strength in working collaboratively.

PRE-GRANT AND POST-GRANT REVIEW:

Funded projects may require a pre-grant or post-grant review with a VT UCF staff member to support grant success. VT UCF will notify each award recipient if a pre-grant or post-grant review is required in the grant award announcement.

ELIGIBLE COSTS

Eligible costs are those necessary for completing the project. Costs must be documented, reasonable, and consistent within the scope of the project. Examples include

- Cost of services, supplies, equipment or facilities used on the project.
- Value of labor, services, supplies, equipment or facilities donated to the project by third parties.
- Salaries and fringe benefits of people working directly on the project.

COST SHARE REQUIREMENTS

Funds will be awarded on a 50–50 (State/local) match basis. The match may be in the form of cash, services, or in-kind contributions. In-kind contributions include the cash value for volunteer assistance in planning and all labor as well as the donation of professional services or materials. Example: The value of volunteer time assisting in a street tree inventory or tree planting are considered an in-kind contribution and an eligible match.

VALUE OF IN-KIND CONTRIBUTIONS

- Adult volunteers: \$24/hour
- Youth volunteers up to age 16: \$8/hour
- Donated professional services: use customary rates for services provided
- Donations of materials: use customary retail rates
- Personnel/staff: use hourly wage rates (may also include fringe benefits)
- Equipment: use established rates per hour, per mile, etc.

TIME TABLE

Applications must be postmarked on or before Friday, January 31, 2019. Grantees will be notified of funding approval by mid-February 2019. Awarded funds will be available by March 2019. Projects must be completed, and budget documentation submitted by March 2020.

PAYMENT PROCESS

The funds awarded are available for payment on the following schedule: 50% payable upon written request after the signing of the grant agreement, and the balance upon completion of the project with verification of payment of all expenses. Please note that grantees will be required to pay for contracted services before final reimbursement from the State. The Department of Forests, Parks and Recreation reserves the right to make partial payment upon non-compliance of conditions in the grant agreement. Allow 4–6 weeks from the time of the payment request to receipt of the check from the State Treasurer's Office.

HOW TO SUBMIT YOUR PROPOSAL:

TO EMAIL YOUR APPLICATION:

Email completed application and any other required documents as attachments to: Jenny Lauer at jenny.lauer@vermont.gov

TO MAIL YOUR APPLICATION:

Mail the completed application form and any other required documents to the Department of Forests, Parks and Recreation's main office. The application **must be postmarked no later than Thursday, January 31st, 2019.**

MAILING ADDRESS:

Vermont Department of Forests, Parks and Recreation
Urban & Community Forestry Program
1 National Life Drive, Dewey 1
Montpelier, VT 05620

Applications will not be accepted past the deadline date. VT UCF is not responsible for e-mail delivery that fails or mail that is not postmarked on the day of mailing.

HELP

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

Grant Application Questions: Danielle Fitzko, (802) 598-9992 or danielle.fitzko@vermont.gov

Project Development Questions: Elise Schadler, (802) 522-6015 or elise.schadler@vermont.gov

Grant Submission Questions: Jenny Lauer, Administrative Assistant, (802) 828-1531 or jenny.lauer@vermont.gov

The EAB Municipal Planning Grant is one of the many tools the Vermont Urban & Community Forestry Program offers to support communities in preparing for and managing EAB.

Visit our website to learn more: vtcommunityforestry.org/community-planning/tree-pests