

TITLE 17: CONSERVATION
CHAPTER I: DEPARTMENT OF NATURAL RESOURCES
SUBCHAPTER d: FORESTRY

PART 1538
URBAN AND COMMUNITY FORESTRY GRANT PROGRAM

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AUTHORITY: Implementing and authorized by the Urban and Community Forestry Assistance Act [30 ILCS 735].

SOURCE: Adopted at 16 Ill. Reg. 11108, effective June 30, 1992; amended at 20 Ill. Reg. 5788, effective April 4, 1996; recodified by changing the agency name from Department of Conservation to Department of Natural Resources at 20 Ill. Reg. 9389; amended at 27 Ill. Reg. 18977, effective December 4, 2003.

Section 1538.5 Purpose

The purpose of the Urban and Community Forestry Grant Program is to provide financial assistance to local units of government for the development of plans and implementation of programs for the establishment, management, conservation, and preservation of the urban and community forest.

(Source: Amended at 20 Ill. Reg. 5788, effective April 4, 1996)

Section 1538.10 Definitions

“Act” means the Urban and Community Forestry Assistance Act [30 ILCS 735].

“Applicant” means a unit of local government. An Illinois chartered not-for-profit corporation as defined in the General Not-For-Profit Corporation Act of 1986 can be a co-applicant with a unit of local government.

“Budgeted” means the unit of local government has, through legal means, authorized the expenditure of dollars within the appropriate department for forestry activities described in the Urban and Community Forestry Management Plan and the Urban and Community

Forestry Project Proposal.

“Comprehensive Urban and Community Forestry Management Plan” means a written comprehensive document used as a guide for urban and community forestry management decisions. It contains information on history, policy, budget, inventory analysis of the forest ecosystem resources and management prescriptions, and describes how a unit of local government will protect, enhance, conserve, maintain and expand the urban and community forestry resource. This plan links together all aspects of a local government’s Urban Forestry Projects into a comprehensive document.

“Department” means the Illinois Department of Natural Resources.

“Equipment” means tangible items of a non-consumable nature exceeding \$100.

"Inner City Projects" refers to projects located in older and more densely populated residential sections of a city in which low income and/or minority groups predominate. Projects include: tree planting, tree removal for public safety, vacant land enhancement, green way and river way enhancement, and forest health monitoring and control.

“Urban and Community Forestry Project Proposal” means a written document proposing action to be implemented to complete a specific project approved by the Department pursuant to this Act.

(Source: Amended at 27 Ill. Reg. 18977, effective December 4, 2003)

Section 1538.20 Eligibility

- a) Participation in the Urban and Community Forestry Grant Program is available to local units of government. An Illinois chartered not-for-profit corporation as defined in the General Not-For-Profit Corporation Act of 1986 can be a co-applicant of local government.
- b) An Urban and Community Forestry Project Proposal must be reviewed, selected under a competitive review process and approved by the Department before a grant will be awarded.
- c) Units of local government must have, or during the course of this grant, shall develop and put into effect, an urban and community forestry ordinance or resolution addressing their commitment. The purpose of the ordinance is to define the unit of local government’s responsibility regarding public trees and other vegetation, identify tree care standards and to provide a legal basis for appropriating funds for urban and community forestry programs.
- d) The local unit of government must have the ability to expend in cash 100% of the grant amount and either expend or document in-kind contribution of the local match.

(Source: Amended at 27 Ill. Reg. 18977, effective December 4, 2003)

Section 1538.30 General Information

- a) Grants are awarded for implementing Department approved Urban and Community Forestry Project Proposals. The application for a grant is evaluated based on the priorities defined in Section 1538.70.
- b) Units of local government may apply jointly (or as a co-applicant with a chartered not-for-profit corporation as defined in the General Not-For-Profit Corporation Act of 1986) for approval of Urban and Community Forestry Project Proposals through the Urban and Community Forestry Grant Program. Contracts will be awarded to the unit of local government.
- c) The total number of grants awarded each calendar year is dependent on the size of the grants and the total amount of funds available for the program in the given fiscal year (July 1 - June 30).
- d) A single grant to a unit of local government shall not exceed 5% of the amount allocated for the grant program by the Department in the current fiscal year. However, a cap at no more than 20% of the amount allocated for the grant program by the Department can be used for multi-community projects. Regardless of project size, one individual community can receive no more than 5% of the amount allocated for the grant program.
- e) Grants will not be awarded for the purchasing of equipment.
- f) Grant money is limited to Urban and Community Forestry Project Proposals for which the applicant will provide at least 50% of the cost. The unit of local government's share of the cost may be made by contribution of in-kind service. The unit of local government should set forth, in the application, in detail how such contribution will be made and document in-kind contribution. No federal funds may be used as the match for the project.
- g) The Urban and Community Forestry Grant Program operates on a reimbursement basis only. Reimbursement is provided upon completion of the project approved in the Urban and Community Forestry Grant Contract and filing proper expenditure documents on forms provided by the Department within six months of the contract expiration date.
- h) All project costs incurred before the unit of local government receives notice that they will receive a grant are not eligible for reimbursement.
- i) Only one application for an Urban and Community Forestry Grant can be submitted from any one unit of local government per annual grant period.

- j) Grants should not be used to substitute for existing urban forestry budgets, but used for new projects, new programs, State recognized forest health concerns and epidemics and major citizen safety concerns.
- k) All records, receipts, expenditures, and program activities of a grant recipient are subject to audit by the Department.

(Source: Amended at 27 Ill. Reg. 18977, effective December 4, 2003)

Section 1538.40 General Procedures

- a) Necessary application forms are available from the Department of Natural Resources, Division of Resource Protection and Stewardship, One Natural Resources Way, Springfield IL 62702-1271. Urban and Community Forestry grant applications shall consist of the following basic requirements:
 - 1) A completed application form with a complete narration of the proposed project.
 - 2) A copy of the unit of local government's urban and community forestry ordinance, or equivalent.
 - 3) A map of the municipality showing the location of the proposed project, if applicable.
 - 4) A copy of the unit of local government's Department or Tree Board approved Urban and Community Forestry Management Plan.
 - 5) A document showing how the unit of local government has budgeted for the Urban and Community Forestry Project Proposal.
 - 6) Other supportive documentation.
- b) Applications for grant assistance must be received on or before the date posted by the Department. Applicants will be notified as to the qualification or non-qualification of their application. Units of local government whose applications meet the qualifications specified in the Urban and Community Forestry Assistance Act and this Part will be ranked according to the priorities in Section 1538.70. When grant funds are available, funds will be obligated to qualified units of local governments based on their geographic location and ranking.
- c) Approved projects as specified in the Urban and Community Forestry Project Proposals must be implemented and completed by a date mutually agreed upon by the Department and the municipality.

- d) During the implementation of an Urban and Community Forestry Project Proposal, if it is necessary to make changes in scope, plans and/or specifications, the unit of local government shall obtain the Department's approval prior to any change. Changes shall be made a part of the project file and kept available for audit.
- e) After a completed Urban and Community Forestry Project has been accepted by the Department and all subcontractors and bills have been paid, the unit of local government will prepare and submit a billing request to the Department for reimbursement of up to 50% of the actual approved project costs. Approved project costs are based on those that were budgeted for in the grant recipient's budget and included in the Department-approved Urban and Community Forestry Project Proposal. Only actual expenditures will be considered for reimbursement.
- f) The Department may make on-site inspections, as deemed necessary in relation to the scope of the Urban and Community Forestry Grant Project, to check progress and compliance.
- g) When applicable, the Department will contact the grant recipient to arrange the final on-site inspection prior to distribution of grant funds. This contact will be made after the grant recipient submits the required forms for reimbursement.
- h) Grant recipients that do not meet the objectives or provide adequate documentation will not receive reimbursement.

(Source: Amended at 27 Ill. Reg. 18977, effective December 4, 2003)

Section 1538.50 Urban and Community Forestry Project Approval

- a) A unit of local government or its representative may develop an Urban and Community Forestry Project Proposal and submit it to the Department of Natural Resources, Division of Resource Protection and Stewardship along with the application for approval. The Urban and Community Forestry Project Proposal shall include:
 - 1) Information about previous urban and community forestry programs and the importance of urban forestry to the community to be served by the unit of local government.
 - 2) A narrative relating the importance of the urban and community forest to the community to be served by the unit of local government and to the objectives of the Urban Forestry Project Proposal.
 - 3) A list of tangible objectives, such as species and location of trees to be planted, number of people to be trained and type of training, documents to be developed, etc.

- 4) A narrative describing the proposed projects and actions.
 - 5) A narrative explaining how the proposed projects and actions will meet the objectives of the community served by the unit of local government.
 - 6) A statement describing how the project will develop or promote a local urban and community forestry program on a long-term basis.
 - 7) An itemized budget for the proposed project.
- b) Any unit of local government whose project is not approved may appeal to the Director of the Office of Resource Conservation. The appeal must be made within 30 days from the date that the plan or practice was not approved.

(Source: Amended at 27 Ill. Reg. 18977, effective December 4, 2003)

Section 1538.60 Eligible Urban and Community Forestry Projects

Grant assistance may be obtained for, but not limited to the following, which are not necessarily items listed in priority order:

- a) The hiring of urban forestry personnel, consultants, interns or tree care companies to complete a Department-approved Urban and Community Forestry Project Proposal.
- b) The development of a comprehensive Urban and Community Forestry Management Plan.
- c) The establishment of a tree board.
- d) The collection and organization of data, such as site, location and condition of trees along city streets or in parks. (Street Tree Inventory)
- e) The training of unit of local government employees in tree care practices such as pruning, fertilizing, cabling and bracing.
- f) Urban and community forestry educational and appreciation programs for the general public.
- g) The removal of hazardous, nuisance and dead trees from public property.
- h) Tree planting demonstration on public owned or controlled property.
- I) The development of a plan for control of tree insects and disease agents.
- j) The establishment or development of a tree ordinance.

- 1) The ordinance must indicate the need for the urban and community forestry program. For instance, the health, safety and welfare of the community's residents and the economic development of the community are two examples indicating need.
 - 2) The ordinance must establish the division, department, board or other authority that will have the legal responsibility for the local Urban and Community Forestry Program including the implementation of the Urban and Community Forestry Project Proposal. The ordinance must specify the duties and responsibilities of the authority. If the authority is a board or commission, the ordinance must specify the number and qualifications of the members and their term of office.
 - 3) The ordinance must state that one of the responsibilities of the authority is to develop written standards for tree planting and maintenance pursuant to the National Arborist Association's ANSI A300 Standard for Tree Maintenance, available from the Tree Care Industry Association, 3 Perimeter Road, Unit One, Manchester NH 03103, telephone 603-314-5380, fax 603-314-5386.
 - 4) The ordinance must define who has the authority to plant and maintain trees on public property.
 - 5) The ordinance should contain a provision for the removal of hazardous or diseased trees from private property.
- k) Tree preservation and tree protection demonstration sites.
- l) Inner-city tree improvement projects.
- m) Tree and utility conflict resolution partnerships.

(Source: Amended at 27 Ill. Reg. 18977, effective December 4, 2003)

Section 1538.70 Evaluation Priorities

- a) Awarding of urban and community forestry grants will be determined by a competitive application process. The following criteria will be used to evaluate and select projects from qualified Urban and Community Forestry Project Proposals for grant funding. No special priority is given to any of the following items.
- 1) The need for the development of a Comprehensive Urban and Community Forestry Management Plan as indicated by documented public support.
 - 2) The need for the project outlined in the proposed Urban and Community Forestry Project Proposal as documented by a Comprehensive Urban and

- Community Forestry Management Plan or other long-range planning document.
- 3) The need for the Urban and Community Forestry Project Proposal as indicated by public support. Public support must be documented by evidence of citizen participation in urban and community forestry programs, especially participation in the Urban and Community Forestry Project Proposal or copies of residents' requests for urban forestry assistance.
 - 4) The commitment of individuals, businesses and other local organizations to the Urban and Community Forestry Project Proposal, as demonstrated by attendance at local participation meetings, volunteer service, funds raised or other in-kind contributions (based on population).
 - 5) The need for assistance based upon the receipt of grant funds from the Department for implementing Urban and Community Forestry Projects within the past five fiscal years.
 - 6) The facilitation of improvements to the quality of the environment in forests and green space areas within the applicant's jurisdiction through the improved management and preservation of the urban/community forest resources for the common good, health, welfare and safety of the citizens of this State.
 - 7) Increase public awareness.
 - 8) Increase participation of local citizenry and volunteers.
 - 9) Establishment and commitment to the management and improvement of the forest resources of the community.
 - 10) Past grant performance, if the applicant has previously received funding under this program.
 - 11) Applications from local units of government previously not benefitting from the Urban and Community Forestry Grant Program, unless the previous funding provided evidence of high risk trees.
 - 12) Inner city projects that provide a highly visible change in the urban environment.
- b) Special consideration will be given to those Urban and Community Forestry Project Proposals that address:
- 1) Joint efforts between two or more local governments that may have regional implications.

- 2) Reduction in energy consumption.
- 3) Utilization of waste wood materials, i.e., logs, brush, wood chips, etc.
- 4) Full or part time employment opportunities in urban and community forestry and related activities.
- 5) The development of a new urban and community forestry program as defined by not being an active part of the municipality's programs within the past five years.
- 6) The community's development, appreciation, and continued awareness of the importance of the urban and community natural resource.
- 7) The establishment of tree boards for facilitating and improving management of urban and community forest resources.
- 8) Control, mitigation and eradication of insect and disease epidemics in urban/community public forest lands.
- 9) Reduction of scientifically documented cases of extreme tree risk conditions that could be detrimental to citizens.
- 10) Development of tree preservation demonstration sites showing accepted tree protection measures.
- 11) Development of tree/utility conflict resolution partnerships.
- 12) Improvements to inner city reforest and tree resources.

(Source: Amended at 27 Ill. Reg. 18977, effective December 4, 2003)

Section 1538.80 Program Information

Information regarding the Urban and Community Forestry Grant Program may be obtained by writing to:

Illinois Department of Natural Resources
Division of Resource Protection and Stewardship
Urban and Community Forestry Program
One Natural Resources Way
Springfield IL 62702-1271
PHONE: 217/785-8771

(Source: Amended at 27 Ill. Reg. 18977, effective December 4, 2003)

