



ORDINANCE NO. 2460-25

**AN ORDINANCE AUTHORIZING THE MAYOR TO ENTER INTO AN AGREEMENT
WITH THE MORTON ARBORETUM OF LISLE, ILLINOIS FOR GRANT
ASSURANCE**

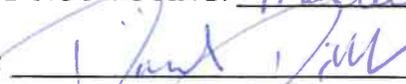
BE IT ORDAINED by the Mayor and Board of Trustees of the Village of Hawthorn Woods, Illinois, that the Mayor and Village Clerk be, and the same are, hereby authorized and directed to execute an agreement with the The Morton Arboretum, in substantially the form attached hereto as Exhibit "A", and, by this reference, made a part hereof.

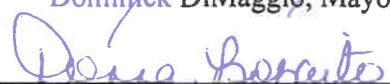
The foregoing Ordinance was adopted by the Village Board of the Village of Hawthorn Woods, Illinois on March 24, 2025:

AYES: Kaiser, Ryschik, Hurst, Roman

NAYS: Ø

ABSENT AND NOT VOTING: McCortney, Boyer

APPROVED: 
Dominick DiMaggio, Mayor

ATTEST: 
Donna Lobaito, Village Clerk

ADOPTED: March 24, 2025

APPROVED: March 24, 2025



THE
CHAMPION
of TREES

March 10th, 2025

Ryan Mathy
Village of Hawthorn Woods Superintendent of Parks
Village of Hawthorn Woods
2 Lagoon Drive
Hawthorn Woods, IL 60047

Re: 2024 - 2026 Urban and Community Forestry Grant - Tree inventories, planting and invasive species removal - FY24-UCF-01

Dear Ryan Mathy,

The Morton Arboretum is pleased to announce that the Village of Hawthorn Woods has been approved in the amount of \$25,000.00 for the 2024 – 2026 round of the USDA Forest Service and Illinois Department of Natural Resources Urban and Community Forestry Partner Grant for Tree inventories, planting and invasive species removal.

Please read all the terms and conditions of the contract agreement, including all attachments, carefully. Sign the agreements and return an electronic copy of the agreements to The Morton Arboretum's grant management software, Submittable, no later than March 25th, 2025. This letter and the following attachments outline the terms and conditions of accepting this funding.

- Subaward Agreement (signature required)
- Attachment A - Grant Assurances and Requirements (signature required)
- Attachment B - Federal Requirements and Prime Agreement
- Attachment C - Whistleblower Notice
- Attachment D - Reimbursement Guidance

Once your agreements are received, we will review, sign, and return the completed and executed agreements to you, at which time you may begin to implement your proposed project. **Please note that only work started after the date of the executed agreement may be reimbursed or counted as match. Any project work started before the receipt of your fully executed agreement will be ineligible for reimbursement.**

The grant project must be completed and a reimbursement request received by August 1, 2026. There are no exceptions as the Illinois Department of Natural Resources and the USDA Forest Service require that we have all work completed by that date.

By signing the attached contract, your organization agrees to all terms and conditions and you will notify The Morton Arboretum if there is any change in your organization that would affect the completion of this grant. Notification must be received by The Morton Arboretum, in writing, within two weeks of when any deficiency becomes apparent.

You are required to provide progress reports on grant expenditures and activities at the designated times outlined in the attached agreement.

All finance documents (such as invoices, receipts, canceled checks, man-power records, etc.) for both grant-funded and match activities must be included and submitted when you request reimbursement. You are required to provide proof of payment for all expenses, such as copies of canceled checks or other valid documentation.

This signed agreement gives The Morton Arboretum your permission to use photographs, logos, published/printed information, and any other materials you supply, without further notice, in press releases and/or publications.

Communities are required to complete and pass a Tree Preservation Ordinance that meets the criteria outlined in the Request for Proposal, prior to the termination date of this grant – August 1, 2026. Finally, and importantly, congratulations on this recognition of your critical efforts in urban and community forestry. We look forward to working with you during the coming term.

Sincerely,

Aidden Tapia
aidentapia@mortonarb.org

THE MORTON ARBORETUM

Subaward Agreement

This is an award of financial assistance. Prime and subrecipients to this award are subject to the OMB guidance in subparts A through F of 2CFR Part 200 as adopted and supplemented by the USDA in 2CFR Part 400. Subrecipient must follow the requirements and regulations contained in any/all attachments.

Federal Award Identification Number (FAIN):	24-FY24-01UCF/24-DG-11094200-262		
Assistance Listing Number and Description:	10.675 - Urban & Community Forestry Program		
Awarding Agency:	Illinois Department of Natural Resources pass through from USDA Forest Service Eastern Region, State, Private, and Tribal Forestry		
Project Title and Description:	IDNR/Morton Arboretum Urban and Community Forestry Core Program		
Prime Recipient		Subrecipient	
Pass Through Entity Name:	The Morton Arboretum	Subrecipient Name:	Village of Hawthorn Woods
Project Manager:	Colette Copic	Subrecipient UEI:	WT7DKVMQLN86
Project Manager Email:	ccopic@mortonarb.org	CAGE Code:	6NT91
Prime Award Date:	07/01/24	Subaward #:	FA0917-04
Period of Performance:	07/01/24-09/30/27	Subaward Date:	02/10/25
Prime Award Amount:	\$780,000	Budget Period Start Date:	02/10/25
Prime Award Cost Share (if applicable):	\$780,000	Budget Period End Date:	08/01/26
Indirect Cost Rate (if applicable):	34.76% Match	Period of Performance Start Date:	02/10/25
Agency Contact:	Michael Brunk	Period of Performance End Date:	08/01/26
Agency Contact Email:	Michael.Brunk@illinois.gov	Amount Funded this action:	\$25,000
Agency Contact Phone:	217-361-9033	Total Federal funds committed to Subrecipient by the PTE:	\$25,000
Is the award Research & Dev?	No	Cost Share Amount:	\$25,500 Match
		Indirect Cost Rate (if applicable):	0.00%
		Subrecipient Contact:	Ryan Mathy
		Subrecipient Email:	rmathy@vhw.org
		Subrecipient Phone:	(847) 438-5500
Attachments:	Attachment A – Grant Assurances and Requirements		
	Attachment B – Federal Requirements and Prime Agreement		
	Attachment C – Whistleblower Notice		
	Attachment D – Reimbursement Guidance		

Subrecipient expending \$1,000,000 or more in Federal awards during the subrecipient's fiscal year as provided in OMB Circular 2CFR 200 are required to meet the audit requirements and forward a copy to the Morton Arboretum. FFATA worksheet attached must be provided in advance with the Subaward Commitment Form.

Subrecipient's entity must be registered in the SAM government database and be eligible to receive federal funds without exclusion for the term of the award.

Subrecipient is required to meet all federal requirements as specified for subawardees as indicated in the prime award agreement attached and any agency specific terms and conditions as specified by the awarding agency for subrecipients.

Financial reporting and supporting documentation pertinent to this subaward shall be retained by the subrecipient for a minimum of three years after the final expenditure report.

Subrecipient shall permit pass-through entity and independent auditors to have access to the records and financial statements as necessary to comply with this subaward.

Acceptance of this subaward constitutes certification that the subrecipient is not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this project by any federal department or agency.

Terms and Conditions

1. Subrecipient shall submit invoices as specified in the Scope of Work. Upon the receipt of proper invoices, the Arboretum agrees to process payments in accordance with this Subaward and 2 CFR 200.305. All invoices may be submitted using Subrecipient's standard invoice, but at a minimum shall include current and cumulative costs (including cost sharing), breakdown by major cost category, Subaward number, and certification below, as required in 2 CFR 200.415(a).

By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise.

2. A final statement of cumulative costs incurred, including cost sharing, marked "FINAL" must be submitted no later than 15 days following the end of the subaward term.

3. Any change in terms, conditions or requirements of the subaward requires the written approval of each party's Authorized Official as shown below.

4. Each party shall be responsible for its negligent acts or omissions and the negligent acts or omissions of its employees, officers, or directors, to the extent allowed by law.

5. The Morton Arboretum may, by written notice, terminate this Subaward for convenience and without cause, in whole or in part, at any time, with at least seven (7) calendar days written notice, except that, to the extent that the Morton Arboretum's termination is as a result of the termination, suspension, or cessation of federal funding associated with this scope of work, the Morton Arboretum can direct the Subrecipient to stop work immediately without notice. Any such notice will contain the effective date of termination, the extent of the termination, and any special instructions. In the event of a partial termination, the Subrecipient is not excused from performance of the balance of work under the Subaward that has not been terminated.

In the event of termination for convenience by the Morton Arboretum, the Subrecipient shall be reimbursed for actual, substantiated, reasonable, allowable, and allocable costs for work performed up to the date of termination. Any termination settlement proposal shall be submitted to the Morton Arboretum promptly, but in any event no later than thirty (30) business days from the effective date of the termination, unless the Morton Arboretum requires an earlier time that is reasonable for the Morton Arboretum to meet a requirement for the submission of the costs described in any such proposal to the relevant funding authority. In no event shall the amount of any settlement be in excess of the Subaward value. The Morton Arboretum may take immediate possession of all items, complete or incomplete, and all items resulting from services upon written notice of termination to the Subrecipient.

6. The Morton Arboretum may require the Subrecipient, in writing, to suspend, delay, or interrupt all or any part of the work of this Subaward for the period of time that the Morton Arboretum determines appropriate for its sole convenience. Should this period of suspension extend beyond one-year, or a shorter period determined to be an unreasonable delay by a court of competent jurisdiction, this suspension of work shall be converted to a termination for convenience pursuant to Section 5.

7. By signing this Subaward, including the attachments, Subrecipient certifies that it will perform the Scope of Work in accordance with the terms and conditions of this Subaward and the applicable terms of the Federal Award, terms of the Federal Award, including the appropriate terms of the Federal Awarding Agency, as referenced in Attachment A, Attachment B, Attachment C, and Attachment D. The parties further agree that they intend this subaward to comply with all applicable laws, regulations, and requirements.

Award Approval/Obligation/Acceptance Form

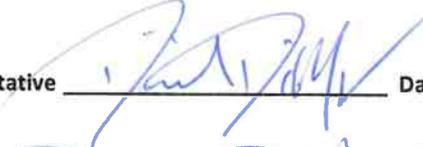
The Morton Arboretum _____ Date _____

Approved For:

Village of Hawthorn Woods

The information, certifications and representations above have been read, signed and made by an authorized official of the above named subrecipient. The appropriate programmatic and administrative personnel involved in this agreement are aware of the agency and federal policies applicable to subawards and have established procedures consistent with those policies. Any costs incurred before the period of the award and acceptance are at the subrecipient's risk.

Acceptance:

Signature of authorized representative  Date 3/24/25

Name of authorized representative Dominick DiMaggio

Title Mayor

6. The Morton Arboretum may require the Subrecipient, in writing, to suspend, delay, or interrupt all or any part of the work of this Subaward for the period of time that the Morton Arboretum determines appropriate for its sole convenience. Should this period of suspension extend beyond one-year, or a shorter period determined to be an unreasonable delay by a court of competent jurisdiction, this suspension of work shall be converted to a termination for convenience pursuant to Section 5.

7. By signing this Subaward, including the attachments, Subrecipient certifies that it will perform the Scope of Work in accordance with the terms and conditions of this Subaward and the applicable terms of the Federal Award, terms of the Federal Award, including the appropriate terms of the Federal Awarding Agency, as referenced in Attachment A, Attachment B, Attachment C, and Attachment D. The parties further agree that they intend this subaward to comply with all applicable laws, regulations, and requirements.

Award Approval/Obligation/Acceptance Form

The Morton Arboretum Murphy Westwood Date Apr 04 2025

Approved For:

Village of Hawthorn Woods

The information, certifications and representations above have been read, signed and made by an authorized official of the above named subrecipient. The appropriate programmatic and administrative personnel involved in this agreement are aware of the agency and federal policies applicable to subawards and have established procedures consistent with those policies. Any costs incurred before the period of the award and acceptance are at the subrecipient's risk.

Acceptance:

Signature of authorized representative [Signature] Date 3/27/25

Name of authorized representative Diana Dilligio

Title Mayor



THE
CHAMPION
of TREES

Project Number FA0917-04

4100 Illinois Route 53 • Lisle, IL 60532
630-968-0074 • mortonarb.org

2024 – 2026 Urban and Community Forestry Grant | 24-FY24-01UCF
Project Number: FA0917-04

Grant Recipient Assurances and Requirements

Cooperating Agencies

Grant Program Administrator	The Morton Arboretum (TMA)
Funder	<ul style="list-style-type: none"> ● Illinois Department of Natural Resources (IDNR) ● USDA Forest Service Eastern Region, State, Private, and Tribal Forestry
Recipient Community (Municipality, Park District, Local Government)	Village of Hawthorn Woods
Community Contact	Ryan Mathy
Contact Email & Phone	rmathy@vhw.org (847) 438-5500
Project Deliverables	1.5 acres of invasive removal, 35 trees planted
Grant Award	\$25,000
Match Funding	\$25,500

Non-Liability

The Morton Arboretum, IDNR, and USDA Forest Service do not assume liability for any third party claims for damages arising out of this instrument. Recipients are solely responsible for the quality, safety, and legality of the work undertaken.

By accepting this grant, the Recipient acknowledges and agrees to maintain appropriate insurance coverage for all activities related to the grant-funded project. This insurance should cover any potential liabilities, damages, or injuries arising from the work performed. The Recipient further agrees to comply with all applicable laws, regulations, policies, and standards related to the project.

The Grantor shall not be held responsible for any loss, damage, injury, or legal consequences resulting from the Recipient's activities. The Recipient is responsible for conducting the project in a manner that is consistent with industry best practices and legal requirements.

This disclaimer is a fundamental part of the grant agreement, and Recipients are advised to seek legal counsel to ensure their understanding and compliance with all relevant obligations.

Budget Revisions

Budget revisions are not allowed unless approval is provided by The Morton Arboretum in advance. Revisions will require written notice and will require a minimum 14 days prior notice for a written response from The Morton Arboretum. Invoices for unapproved budget changes will not be paid.

Prior Approval

Prior approval is required for any change to the scope of objectives of the approved projects, key personnel, or transfer of substantive programmatic work to another party. A written request must be submitted and will require a minimum of 14 days prior notice for a written response from The Morton Arboretum.

Until written approval is granted for a modification, the terms and conditions of the original award remain in effect. Prior approval requests should include:

- Change in the scope or the objective of the project or program (even if there is no associated budget revision);
- Change in a key person specified in the application or award document;
- Changing local match from the approved of work plan;
- Extension period of availability of funds;

Use of Funds

1. Development or enhancement of a tree preservation ordinance without an additional project component; **(REQUIRED)** and/or,
2. An urban forest management plan that is based on a digital and current tree inventory;
3. An inventory of public trees in the community with an accompanying urban forest management plan that addresses some portion of the results;
4. Diverse tree planting on public property;
5. Improving urban forest health through invasive species removal in managed or natural areas.

Grant recipients shall pay their costs and receive reimbursement from The Morton Arboretum at the end of the grant period. No part of the grant can be used to pay for land or equipment. Tree removal costs are ineligible for grant support; however, some removal expenses may be used to meet the match requirements (see **Eligible Local Matching Costs** Section for more information).

Notification

The Recipient shall immediately notify The Morton Arboretum of developments that have a significant impact on the activities supported under this grant. Also, notification shall be given in case of problems, delays or adverse conditions that materially impair the ability to meet the objectives of the agreement. This notification shall include a written statement of the action taken or contemplated, and any assistance needed to resolve the situation.

Award and Execution of Agreement

The agreement must be signed by someone who has the authority to represent the entity receiving the grant. **This signed document must be returned to The Morton Arboretum for final execution by March 25, 2025.** Please return an electronic copy to CRTI via The Morton Arboretum Submittable portal.

The fully executed agreement will be returned to the Awardee and will serve as official notification for the community to begin their project. Any costs, matching or otherwise, incurred prior to the date of the executed agreement will be ineligible for reimbursement.

Matching Costs

Recipients must document and provide proof of local match with the minimum required ratio of 1:1. Proof of match includes copies of invoices, proof of payment, time cards, staff time spent, etc. Recipients that commit to match spending above the 1:1 requirement (Overmatch) are required to complete the agreed upon amount of overmatch in this document. Completion of committed overmatch spending is required to be eligible for grant reimbursement. The amount of overmatch that the recipient committed to shall be the amount as indicated on their application.

Eligible Local Matching Costs

Only non-federal money may be used as match. Eligible match is as follows:

1. Direct cash match for contracted services related to a tree inventory, management planning, tree planting, or invasive woody species removal.
2. Volunteer labor hours which must be counted at or below industry standard rate for the work being completed.
3. Tree pruning, planting, care, maintenance, or removal directly related to activities undertaken with grant funding including:
 - a. Materials or supplies, e.g. trees or mulch.
 - b. Tree maintenance, pruning, site preparation, and modifications, including tree removal and stump grinding in preparation for tree planting projects.*
 - c. Labor and material costs for tree maintenance based on a new inventory/management plan up to July 1, 2026.*

***Unless associated with site preparation for planting funded by this grant, the maintenance, management, or removal of trees may only be used as a match if identified as a need in a new or updated inventory and/or management plan. Work may only count as match if completed after said inventory and/or management plan has been completed. Any trees to be removed for match must present significant harm/hazard to the community and documentation for**

such must be provided. For non-planting projects, tree maintenance or removals must be identified as an action to address the management plan's priorities.

4. Directly related administrative costs, including time spent by staff, officials, volunteers, and others who develop or approve bid documents, contracts, supervise contractors, conduct site visits, determine planting locations, provide legal review of the tree protection ordinance, and/or other related tasks.
5. Additional inventory features including software subscriptions that are beyond the scope of the grant.
6. Communities wanting to become a Tree City USA community for the first time may include a request, with your grant proposal, for guidance to complete a 2024 or 2025 Tree City USA application and use the staff time spent on completing a 2024 or 2025 Tree City USA application as part of the community match.

Supporting documentation for the Recipient'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.

Termination for Convenience

The Morton Arboretum may, by written notice, terminate this Subaward for convenience and without cause, in whole or in part, at any time, with at least seven (7) calendar days written notice, except that, to the extent that the Morton Arboretum's termination is as a result of the termination, suspension, or cessation of federal funding associated with this scope of work, the Morton Arboretum can direct the Recipient to stop work immediately without notice. Any such notice will contain the effective date of termination, the extent of the termination, and any special instructions. In the event of a partial termination, the Recipient is not excused from performance of the balance of work under the Subaward that has not been terminated.

In the event of termination for convenience by the Morton Arboretum, the Recipient shall be reimbursed for actual, substantiated, reasonable, allowable, and allocable costs for work performed up to the date of termination. Any termination settlement proposal shall be submitted to the Morton Arboretum promptly, but in any event no later than thirty (30) business days from the effective date of the termination, unless the Morton Arboretum requires an earlier time that is reasonable for the Morton Arboretum to meet a requirement for the submission of the costs described in any such proposal to the relevant funding authority. In no event shall the amount of any settlement be in excess of the Subaward value. The Morton Arboretum may take immediate possession of all items, complete or incomplete, and all items resulting from services upon written notice of termination to the Recipient.

Suspension of Work.

The Morton Arboretum may require the Recipient, in writing, to suspend, delay, or interrupt all or any part of the work of this Subaward for the period of time that the Morton Arboretum determines appropriate for its sole convenience. Should this period of suspension extend beyond one-year, or a shorter period determined to be an unreasonable delay by a court of competent jurisdiction, this suspension of work shall be converted to a termination for convenience pursuant to the Termination for

Convenience Section.

Required Progress and Agreement Termination

In the event that the Recipient fails to achieve significant progress within a period of twelve (12) months from the date of the award, the grantor reserves the right to terminate the grant agreement and reallocate the allocated funding to alternative projects or initiatives deemed appropriate by the grantor.

The grantor shall provide written notice to the Recipient specifying the reasons for termination, and the Recipient shall have a reasonable opportunity to respond and address the concerns outlined by the grantor. Upon termination, the Recipient shall promptly deliver all project-related materials, data, and documentation to the grantor as specified in the grant agreement. Reimbursement may be made available for expenses incurred before the time of termination at the discretion of The Morton Arboretum and Illinois Department of Natural Resources.

Reporting Requirements

Recipients are required to submit progress reports to The Morton Arboretum until the work plan is completed. Recipients will receive an email notification accompanied by the progress report form two weeks prior to when the progress report is due. The Recipients are responsible for ensuring the proper email address on file is active and regularly checked. Report forms are due:

- June 15, 2025
- September 15, 2025
- January 15, 2026
- March 15, 2026
- June 15, 2026

A final report is due at project completion (August 1, 2026) and a template will be provided.

The final report will include a budget form and match documentation worksheets. Work for this Grant must be completed by July 1, 2026.

A locally approved Tree Protection/Preservation Ordinance (or policy for entities such as park districts or forest preserve districts) is required before grant funds are disbursed. No grant expenses will be reimbursed until a Tree Protection/Preservation Ordinance is on file. The Morton Arboretum provides ordinance revision assistance to communities free of charge.

Tree Protection/Preservation Ordinance Requirements:

Prior to reimbursement of funding, a tree protection/preservation ordinance shall be approved by a municipality's, county's, or township's governing body (e.g., city council) that shall meet all the requirements in the chart below. Awarded park districts and forest preserve districts shall submit board-approved policies that stipulate natural resource protection with specific urban and community forest management guidance similar to these criteria.

1.	Purpose	Statement of purpose for the tree protection/preservation ordinance.
2.	Statement of Value	Clear statement of the value and service of the urban forest. The Statement of Value must name trees in your community as "infrastructure."
3.	Definitions	Clear definitions of terms related to trees within your code.
4.	Applicability/Scope of Ordinance	<p>Clear scope† of protection, preservation, management, removals, care and pruning, selection, and planting requirements.</p> <p>†A "clear scope" requires that the ordinance:</p> <ul style="list-style-type: none"> (a) Applies without any temporal limitation (i.e., the ordinance is in effect 24 hours per day, 7 days per week, 365 days per year, and application of the ordinance does not require a triggering event such as a building permit application); and (b) Explicitly applies to public property trees owned by the community.
5.	Authority/ Enforcement	Identified individual and/or specific department responsible for making decisions about trees and enforcement of the ordinance. Includes skill requirements or certifications for individuals/organizations managing trees for the community.
6.	Tree Planting and Maintenance Standards	<p>Clear specifications standards referencing the most current American National Safety Institute, International Society of Arboriculture, National Association of Nurserymen, and/or other nationally recognized organizations, or a reference to such in an accepted urban forest management plan for the following:</p> <ul style="list-style-type: none"> A. Tree production (nursery source production standards); B. Tree planting; C. Tree care; D. Tree pruning; E. Species restrictions, e.g. under utilities, use of invasive species, etc.
7.	Species Restrictions	Specifications for planting under or near utilities and prohibition of use of invasive species.
8.	Requirements for Contracted Tree Maintenance	Requirements for contracted tree maintenance including skill and insurance requirements.

9.	Establishment of a Tree Board <i>(Optional; Mandatory only if selected as a voluntary bonus in the application; see page 18-19)</i>	Formation and qualifications, responsibilities, and terms for a tree board or other advisory group responsible for trees.
10.	Permits	Tree permit requirements and clear penalties and enforcement mechanisms (See Requirement 14: Penalties).
11.	Protection of Trees During Construction	Tree protection of public trees from construction impacts, and associated fees and penalties (See Requirement 14: Penalties).
12.	Relocation or Replacement	Relocation and/or replacement requirements, fees, and penalties for trees removed, damaged or killed.
13.	Appeals	Procedure to follow for appealing a citation, and civil remedies.
14.	Penalties	Clear penalties for failure to comply with the provisions of the ordinance.
15.	Species Lists	Restricted/Prohibited/Undesirable species lists and Desirable/Approved species lists, or a reference to such lists in tree management plan.
16.	Exceptions	Variance, such as decisions that may change due to heavy storms or safety hazards.
17.	Severability	Statement of severability (this may exist in a related Code).

It is recommended but not required that the tree protection/preservation ordinance include:	
1.	Tree risk assessment protocol and frequency
2.	Education, outreach, and/or assistance to private property owners on tree planting, management and assessment.
3.	Incentives or regulations for trees located on private property.

Urban Forest Management Plan Requirements

Completion of a new or updated management plan is allowed as a project for this grant. It may accompany a tree inventory or be a proposal on its own – as long as it is based on an inventory that was updated **no more than four years ago**. A management plan’s scope may cover the entire community, or appropriate subsections of a community, such as an Ash Tree Preservation/Replacement plan, risk abatement plan, cyclical pruning plan, community tree planting plan, etc. Urban Forest Management Plans are further described in **Appendix A** of this document.

Qualified staff and/or a contractor shall complete a management plan that is based on an up-to-date inventory and shall include the following services.

Eligibility: Only applicants whose existing management plans are older than 5 years old and/or not based on an inventory are eligible to receive funding for a management plan.

Management Plan Deliverables

This plan shall be developed to outline the future standards, specifications, and goals for management of the community’s trees and forests over the next 5 to 7 years. This plan shall include prioritized action items for a 5 to 7 year period to ensure the Applicant can effectively and efficiently manage their trees. This plan shall be delivered in a document format that can be easily edited and updated, e.g. Microsoft Word or another similar program.

Plan components may include some of the following, as needed and appropriate, for each community. **At least one component from item (A) is REQUIRED.**

- A. Recommended and prioritized urban forest management action items, based on an inventory (at least one component from this list is required)**
 - a. A description of the organization’s urban forest canopy cover and composition (canopy cover data can be provided to organizations in Will, Lake, Kane, Kendall, Cook, DuPage, and McHenry by the Chicago Region Trees Initiative)
 - b. Prioritized planting locations, including replacements and new plantings, a cyclical pruning schedule and map
 - i. Prioritized hazard abatement informed by inventory data
 - ii. A list of preferred species, prohibited species, and species to be planted in limited quantities
 - iii. How the urban forest inventory will be used to inform decisions and how it will be updated.
 - iv. A strategy for improving forest age and species structure.
 - c. Short- and long-term urban forest goals 2024 – 2031
 - i. Long-term goals such as:
 - 1. Urban forest management goals and risk mitigation
 - 2. Canopy cover goals

3. Climate change response
 - ii. Short-term (e.g., annual goals) such as:
 1. Tree pruning schedules
 2. A plan for replacement and removals
 3. A plan for hazard abatement
 4. Mitigation of pests and diseases
 5. Benchmarks to ensure progress towards long-term goals

Additionally, your plan may contain the following. All of these components are recommended to be contained in your plan:

B. Specifications for planting, pruning, removals, and protection

- a. Specifications from ANSI, ISA, and/or other nationally recognized standards for tree care (pruning, planting, etc.)
- b. Establishing a pruning and maintenance cycle so that care is regularly scheduled
- c. Protection and standards for trees in construction zones

C. Required and recommended certifications, qualifications, and training for staff, contracted labor, and consulting

- a. Formulating these requirements so as to mitigate and manage risk, including climate impacts

D. Material equipment, and budget considerations

- a. Short- and long-term budget projections and needs
- b. A plan for acquisition and replacement of equipment and resources

E. A program for education and outreach of residents

- a. Engaging private landowners and managers within the organization's boundaries
- b. Developing a marketing strategy for engaging residents so they are familiar with urban forestry in their community

Training and Education

If a Contractor is used, before the project starts, the Contractor shall meet with the community to outline project goals and plans specific to the community.

The Contractor shall provide a minimum of 3 hours, as needed, of outreach and education to ensure that the community is able to use the management plan effectively.

Documentation

The Community shall provide proof that the management plan was completed and submit a copy of the document to The Morton Arboretum (the Arboretum will provide a copy to IDNR for your community file).

Tree Inventory Requirements

A tree inventory is a database containing specific, standardized information recorded for individual trees in an identified area of the community. The inventory must inform management decisions and be regularly updated. The inventory may contain information about the immediate area surrounding a tree, as necessary for tree management and planning. Sample size must be statistically appropriate to provide accurate conclusions for management recommendations.

Eligibility: Only recipients whose inventory has not been updated in the last 3 years are eligible for funding for an inventory. An Urban Forest Management Plan that addresses some part of the inventory results must accompany the inventory. Inventories must cover between 15%-100% of the community's public tree population.

A contractor and/or qualified staff and/or volunteers may be used to complete a new or expand an existing inventory. Staff, contractors, or volunteers shall have the requisite professional experience to complete the work. Verification of this training and skills is required. All work completed through this grant shall meet the nationally recognized requirements and standards. All data collected must be submitted as one compiled inventory (new and old data) to receive reimbursement. Additional services, beyond the deliverables listed below, are not a reimbursable cost but may be used as match, e.g. software subscription fees that run concurrent with the grant, etc.

Tree Inventory Deliverables

The inventory must include the following data fields for each tree included in the inventory:

- a. GPS Coordinates
- b. Street Address and Relative Location
- c. Land use (e.g., residential, business zone, natural area, park, etc.)
- d. Growing space (e.g., parkway, park, etc.)
- e. Species
- f. DBH
- g. Single or multi-stem designation
- h. Condition rating (such as a 5 point scale or other consistent system)
- i. Risk assessment (such as TRAQ or other consistent system) with a 360 degree walk around.
- j. Defects (roots, wounds, rot, deadwood, etc.)
- k. Maintenance Recommendation
- l. General comments or notes
- m. Plantable spaces (optional)

At a minimum, the inventory shall be delivered as a digital spreadsheet, such as Excel. A Tree Inventory Maintenance Agreement must be signed (see application for details)

Training and Education

If a contractor is used, before the project starts, the contractor shall meet with the community to outline project goals and plans specific to the community. Immediately after the inventory is complete,

the contractor shall provide a minimum of 3 hours of technical assistance to ensure that the community understands how to use the inventory effectively. Following the initial 3 hours, the contractor shall provide an additional minimum of 3 hours of assistance, as needed.

The Applicant shall provide a dated copy of inventory and Urban Forest Management Plan to the IDNR before reimbursement of grant expenditures. The Morton Arboretum requests a copy of the completed inventory to facilitate its development of outreach materials that assist communities in managing their trees. (Please contact Colette Copic at ccopic@mortonarb.org for more information about how inventory data is used by the Arboretum or to waive The Morton Arboretum's request.)

Tree Planting Requirements

Tree Planting, on public property within the Applicant's boundaries, may be completed as a project. Trees planted must meet minimum quality metrics, and be planted as described below and in Appendix C. A Tree Planting List and Maintenance Agreement is required for all tree planting projects.

Requirements

1. Trees planted shall be between 1" and 2.5" caliper measured at 6" above the root flare.
2. Tree planting projects must be planned and executed to promote the long-term survival of the trees.
3. Tree species selected must be a diverse selection appropriate to your community. A statement of diversity explaining how the selected species will improve tree diversity in your community is required as part of the tree planting plan.
4. Shrubs (species that do not grow beyond 10 feet in height) are not eligible for reimbursement.
5. An International Society of Arboriculture certified arborist must approve the accompanying tree planting plan for all trees funded through this proposal or with match. (See below.)
6. The Applicant must attest to properly caring for trees purchased through this program by including a maintenance plan. The plan must identify who and frequency for watering and mulching trees over the **required three years post-planting period**. (A copy of the proposed maintenance plan must accompany the application.)
7. Trees must be planted according to the ANSI, ISA, and/or other nationally recognized planting specifications.
8. All trees purchased through this proposal shall meet the ANSI American Standard for Nursery Stock (ANSI Z60).
9. All trees must have the **burlap, rope, and wire basket removed (or be a low-profile basket) at time of planting**.

10. All trees shall receive a 2 to 3-inch layer of hardwood mulch over the root ball and not touch the bark of the tree.
11. Tree planting shall take place in the spring or fall of the duration of the grant period.
12. Tree species to be planted must be specified in the grant application. Species selected and site conditions must be identified. Grant participants are encouraged to plant native species.
13. Trees must be purchased from nurseries certified by the Illinois Department of Agriculture. All nurseries that supply trees shall have been inspected by the Bureau of Plant and Avian Protection under provisions of the Illinois Insect Pest and Plant Disease Act, Section 16 et. Seq. of Chapter 5, Illinois Revised Statutes. Out of state nurseries may be approved on a case by case basis, pending approval from The Morton Arboretum.
14. A Tree Maintenance Agreement and Partner Commitment Agreement are required and are available within the application portal.
15. **Newly planted trees must be digitally inventoried, or recorded, at planting. Communities may use a Microsoft Excel spreadsheet, their own inventory software of choice, or The Morton Arboretum's free tree inventory tool Canopy Counts. Required data fields include:**
 - a. A photo of each planted tree
 - b. GPS coordinates
 - c. Tree species
 - d. Tree size (DBH)
 - e. Tree condition

The Arboretum may periodically conduct site visits to ensure the accuracy of this digital inventory.

Invasive Species Removal Requirements

Invasive species removal, on public property within the Applicant's boundaries, may be completed as a project. Tree replacement is required for all invasive species removal projects. The removal process must meet minimum quality standards as described below. **Tree replacement must meet the tree planting standards described in Appendix C.** A Tree Planting List and Maintenance Agreement is required for all projects.

1. The only woody invasive species eligible for removal with grant funding are:
 - a. Buckthorn (glossy and common buckthorn): *Rhamnus cathartica*, *Grangula alnus*
 - b. Honeysuckle: *Lonicera maackii*, *Lonicera tatarica*, *Lonicera morrow*

- c. Callery pear (Bradford pear): *Pyrus calleryana*, other *Pyrus* varieties
2. Invasive species removed from a managed area (e.g. street trees) that are not dead or high risk to public safety must be replaced at a rate of at least 2:1 (that is, you must plant more stems than you remove). **Replacement trees must be planted in accordance with the tree planting standard on page 20.**
3. Invasive species removed from a natural area does not require 2:1 replacement, but must be coupled with tree planting activities that ensure long-term canopy percentage retention or growth.
4. A plan for proposed maintenance activities, number of trees to be removed, and cost estimates for the work must be submitted with application.
5. Proof of completion for invasive removal, which may include a site inspection, will be required.

Work may be completed by qualified in-house staff or by a qualified contractor. Proof of qualifications to complete tree work, such as arborist certification, is required upon selecting a contractor.

Payment

1. The Applicant is responsible for all expenses and will receive reimbursement at the end of the grant period.
2. The Applicant can expect payment within 30 days after The Morton Arboretum has received and approved the fully completed reimbursement report containing valid invoices and valid proof of payments.
3. The Applicant shall review the reimbursement materials and all reporting requirements to ensure that all materials are ready for reimbursement by the grant deadline – including all payments and proof of payment.
4. Only one reimbursement payment will be made to the Applicant upon completion of all phases of the grant project(s). Once payment is made the grant project is considered complete.

To receive payment, the administering agency must receive and approve the recipient's (new or existing) Tree Preservation/Protection Ordinance and verify that it meets all requirements listed on pages 5 -7. It is recommended that the Recipient works with The Morton Arboretum to ensure that the ordinance meets the requirements outlined in the Request for Proposals and the Agreement prior to requesting reimbursement.

Project Implementation Technical Assurances

The grant Recipient agrees to the following Assurances:

1. 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.
2. Trees should be selected for compatibility with overhead utilities. For assistance in planting for long-term success and compatibility, see <https://www.comed.com/customer-service/service-request/trees-powerlines/pages/maintenance.aspx> or contact your regional Commonwealth Edison vegetation manager at 1-800-334-7661.
3. When contracting for services related to this project(s), firms must have appropriate Workers Compensation insurance.
4. Anyone removing trees or pruning trees must adhere to the most current ANSI standards (ANSI A300). The standards are available here: <https://treecareindustryassociation.org/business-support/ansi-a300-standards/>
5. Nursery stock must be a minimum of 1" and no greater than 2.5" 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>.
6. Trees must be purchased from nurseries certified by the Illinois Department of Agriculture.
7. Individuals conducting tree inventory work must have previous experience and provide proof of qualifications to The Morton Arboretum. Individuals conducting inventory work must provide successful completion of tree inventory work to Recipients. Using tree care companies or other arboriculture-related organizations is highly recommended.

Federal Grant Terms and Conditions

Federal Requirements

Program funds are available through the U.S. Forest Service State and Private Forestry and disbursed through the US Forest Service Forest and the Illinois Department of Natural Resources. The Recipient shall be responsible for reporting funds received on their annual Schedule of Expenditure of Federal Awards. The Recipient shall also be responsible for compliance with all federal laws and regulations, and specifically those pertaining to federal funding.

Recipient Audits

Subrecipients expending \$1,000,000 or more in Federal awards during the subrecipient's fiscal year as provided in OMB Circular 2CFR 200 are required to meet the audit requirements and forward a copy to The Morton Arboretum. The required audits must be completed within 9 months of the end of the Recipient's audit period and a copy forwarded to The Morton Arboretum along with management's response to audit findings. Within 6 months after receipt of the Recipient's audit report The Morton Arboretum will contact the Recipient to ensure that the Recipient takes timely and appropriate corrective actions on all findings.

Subrecipient's entity must be registered in the SAM government database and be eligible to

receive federal funds without exclusion for the term of the award. For questions regarding the above please contact Carol Walter, The Morton Arboretum Finance Department at cwalter@mortonarb.org or 630-719-2404.

Debarment and Suspension

The Recipient shall immediately inform The Morton Arboretum if they or any of their principals are presently excluded, debarred, or suspended from entering into covered transactions with the federal government according to the terms of 2 CFR Part 180. Additionally, should the Recipient or any of their principals receive a transmittal letter or other official federal notice of debarment or suspension, and then they shall notify the Morton Arboretum without undue delay. This applies whether the exclusion, debarment, or suspension is voluntary or involuntary.

Legal Authority

The Recipient shall have the legal authority to enter into this agreement, and the institutional, managerial, and financial capability to ensure proper planning, management, and completion of the project, which includes funds sufficient to pay the nonfederal share of project costs, when applicable.

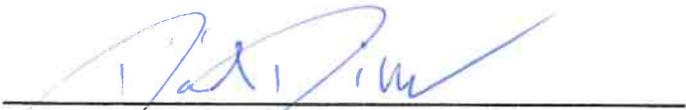
Notices

Any notice given by the U.S. Forest Service or The Morton Arboretum will be sufficient only if in writing and delivered in person, mailed, or transmitted electronically by e-mail or fax, as follows:

- To The Morton Arboretum.
- To Recipient, at the Recipient's address shown in the grant/agreement or such other address designated within the grant/agreement.
- Notices will be effective when delivered in accordance with this provision, or on the effective date of the notice, whichever is later.

All awardees and subawardees, including Recipient, are subject to the relevant federal requirements in the Prime Award Agreement, attached to this agreement as Attachment B.

The undersigned agree to comply with the requirements of this grant agreement.



3/24/25

Signature of Authorized Community Representative

Date

Name: Dominic DiMaggio

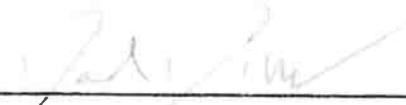
Title: Mayor

Signature of Representative from The Morton Arboretum

Date

Murphy Westwood, Vice President of Science and Conservation

The undersigned agree to comply with the requirements of this grant agreement.



 Signature of Authorized Community Representative Date

Name: Domenico Dell'Aglio
 Title: Mayor

 Murphy Westwood
 Signature of Representative from The Morton Arboretum Date

Murphy Westwood, Vice President of Science and Conservation

Appendix A: Urban Forest Management Plan Description

Intent: Developing, using, and periodically updating a management plan demonstrates a community's commitment to the comprehensive management of its community tree and forest resources.

Definition

- a) A detailed document or set of documents that identify and prioritize action items based on professionally-based, relevant inventories and/or resource assessments, that outline the future management of the community's trees and forests. At a minimum, the plan must address public trees. The plan must be actively used by the community to guide management decisions and/or resource allocation and updated as needed to incorporate new information.
- b) A plan for trees in a portion of the community, as long as it includes a written explanation of why there is a focus on that area (i.e., the importance of that space to the community) and action items regarding the establishment, protection, conservation, and maintenance of public trees.
- c) Management plans for forested tracts may be counted if they meet the above and the forest meets all the following criteria:
 - i. located in or near a town/municipal/community population center, business district, or residential area,
 - ii. primarily managed for the benefit of the residents and to keep the land forested, and iii. owned by the local government (i.e., in public ownership).

Examples

Examples include but are not limited to items on this list. Anything counted must meet the definition above.

- An Urban Forest Master Plan, based on satellite imagery/GIS or other inventories and assessments, that sets goals for tree canopy cover, recommends areas for reforestation, recommends areas for preservation, promotes community education and outreach efforts, recommends tree maintenance policies for town/city/county properties and provides action items for the management of trees and forests (such as establishment, protection, and maintenance).
- A Public Tree Planting and Maintenance Plan based on an inventory of trees and open spaces in street rights-of-way and parklands. These plans include information such as a prioritized list of tree pruning and removals, a prioritized list of replacements and new tree plantings, a recommended yearly budget, and a recommended list of tree species for replanting.
- A community's comprehensive Land Use Plan that incorporates specific management recommendations for the community's trees and forest resources.

- A Tree Risk Reduction and Replanting Plan based on an inventory of community trees.
- A tree inventory with recommended action items for managing public trees and forests (i.e., establishment, conservation, protection, and maintenance) that is actively being used.
- Other plans, such as those below, as long as they address the required elements in the definition: Urban Canopy Master Plan; Open Space Plan; Long-Term Tree Planting Plan that addresses planting and care; Pest, Storm, or Disaster Preparedness Plan that addresses trees; Town Forest Management Plan; Urban Forest Management Plan for a downtown business district; Community Wildfire Protection Plan; Community Development Plan that has an urban forest management component

Appendix B: Tree Board / Advisory Group Description

Intent: Many local UCF programs began through the efforts of local community groups, and these groups often serve as a catalyst to encourage active local urban forest resource management for the long term. This performance element aims to ensure that community residents and program stakeholders are informed, educated, and engaged in the development and implementation of a sound community forestry program at the local level.

Definition

- a) **Advisory Groups:** Organizations that are formalized or chartered (i.e., organizations established by the local government) to advise (during the reporting year) on the establishment, conservation, protection, and maintenance of urban and community trees and forests.
- b) **Advocacy Groups:** Non-governmental organizations active in the community that advocate or act for the establishment, conservation, protection, and maintenance of urban and community trees and forests during the year.

Examples

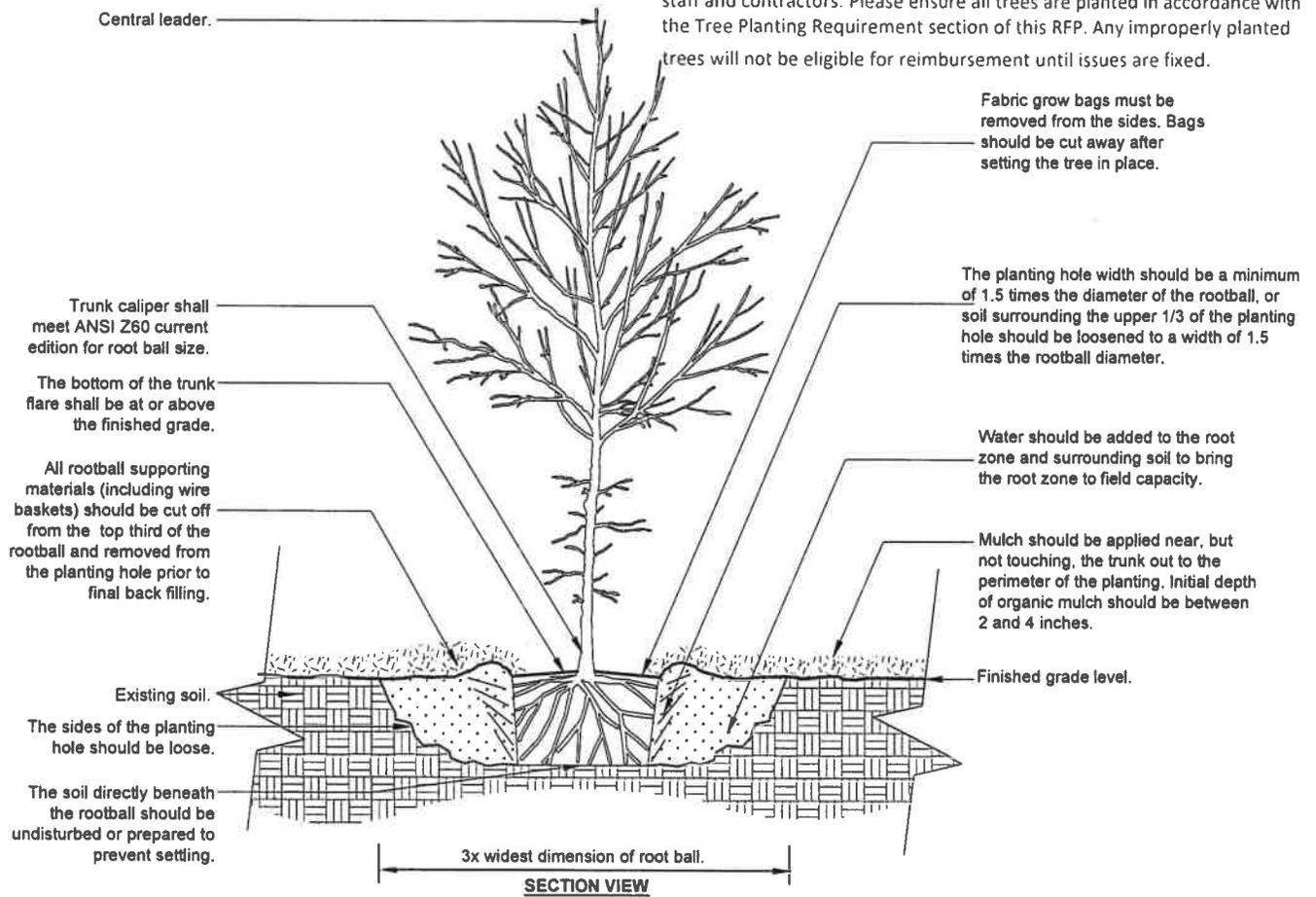
Examples include but are not limited to items on this list. Anything counted must meet the definition above.

- A board of community members appointed by local elected officials to advise policymakers on tree ordinances, policies, and management.
- A volunteer group such as “City ReLeaf” that is active in advocating for tree planting, preservation, and management in communities.
- A local Conservation or Environmental Commission that has an urban forestry sub-group or has urban and community forestry included in the organization’s action plan or charter and organizes at least one tree- or urban forestry-related activity during the year.

- A non-profit organization that advocates for community trees in multiple communities, as long as citizens in each community are engaged in the organization's urban and community forestry advocacy or activities during the reporting year.
- An advocacy group that focuses on a public park, greenway, or neighborhood if the group organized at least one tree- or urban forestry-related activity during the reporting year.

Appendix C: Example Tree Planting Standard

This example tree planting standard may be used when you are working with staff and contractors. Please ensure all trees are planted in accordance with the Tree Planting Requirement section of this RFP. Any improperly planted trees will not be eligible for reimbursement until issues are fixed.



P-X TREE w/ BERM (EXISTING SOIL NOT MODIFIED)

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