MICHIGAN URBAN AND COMMUNITY FORESTRY INFLATION REDUCTION ACT GRANT PROGRAM

GRANT HANDBOOK
JUNE 2024

The Michigan Department of Natural Resources is an equal opportunity provider.

Forestry Resources Division
IC4075 (05/23/2024)

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SECTION 1: PROGRAM OVERVIEW

The Michigan Department of Natural Resources (DNR) Urban and Community Forestry Inflation Reduction Act (UCF IRA) Grant Program is made possible through IRA funding provided by the USDA Forest Service's Urban and Community Forestry Program (FAL 10.727). The Federal Inflation Reduction Act of 2022 provided $1.5 billion to the USDA Forest Service's Urban and Community Forestry Program to support initiatives that:

- provide increased and equitable access to urban tree canopy and its associated human health, environmental and economic benefits in disadvantaged communities.

- broaden community engagement in local urban forest planning, tree planting, and management activities.

- improve community and urban forest resilience to climate change, extreme heat, forest pests and diseases and storm events through best management and maintenance practices.

The **purpose of the Michigan UCF IRA Grant program** is to achieve the USDA Forest Service's IRA program priorities and support the goals and objectives of the Michigan Forest Action Plan by providing competitive grants for urban forestry projects that prioritize implementation based on environmental justice and equity issues in disadvantaged (underserved)[1] communities.

The goals and strategies from the Michigan Forest Action Plan that relate most directly to the DNR's IRA Grant Program are listed in Appendix A of this grant handbook. For the complete list please visit the Michigan Forest Action Plan webpage.

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[1] The term disadvantaged communities is used by the Federal Government to describe communities that "have been historically marginalized and overburdened by pollution and underinvestment in housing, transportation, water and wastewater infrastructure, and health care." Executive Order 14008 of January 27, 2021.

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SECTION 2: GRANT PROGRAM SUMMARY

Timeline
- Accepting grant applications June 3 – August 31, 2024
- Grant applications are due August 31, 2024
- Grant webinar for applicants June 13, 2024 (to be recorded and available at www.michigan.gov/ucf)
- Grant awards will be announced October 2024.
- Projects must be completed by September 1, 2026, and final reimbursement request and supporting documentation must be submitted no later than September 30, 2026.

Available Funding
A total of $4.5 million will be awarded in grants across three rounds. An initial round of funding ($309,090) was awarded in 2023. For this second round of funding, $3 million is available to be competitively awarded to eligible applicants. A third round of funding will be offered in 2025 to award any remaining funding.

Eligible Applicants
- Local units of government (city, village, township, county)
- Tribal governments
- State Agencies
- Educational institutions
- 501(c)(3) non-profit organizations

  Partnerships with other eligible applicants are encouraged, as are partnerships with non-eligible entities, such as businesses, local groups and individuals.

Eligible Activities
Projects must be **urban forestry related,** occur in, serve, or directly benefit **disadvantaged communities*** and support goals and actions of the USDA Forest Service's Urban and Community program outlined above, the Michigan Forest Action Plan and other local/regional plans. **All projects must include a plan for how the project will engage the community.**

  Eligible projects and activities include but are not limited to the following (see *Eligible Projects and Activities* in Section 3 for specific details):
- Public tree inventory (must be paired with implementation activities within disadvantaged areas of the community that are based on inventory data)
- Urban forest planning, including management plan, strategic plan, wood utilization plan, climate adaptation (must be paired with implementation activities within disadvantaged areas of the community outlined in the plan).
- Tree planting and establishment/post-planting care
- Tree pruning
- Community engagement and outreach (survey, community events, etc.)
- Communication and education (signage, printed materials, app development, etc.)
- Capacity building (staff training, workforce development programs, hiring contractors/consultants, etc.)
- Tree and stump removals (must be paired with tree planting in disadvantaged areas of the community at a ratio of 2 trees planted for every 1 tree/stump removed)
- Nursery planning and establishment
- Food forest planning and establishment

  *Eligible Areas Screening Tool. Refer to the Michigan UCF IRA Screening Tool for grant eligible communities.

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Grant Request Minimum and Maximum
Grant requests must be between $10,000 and $225,000. Grant proposals over $225,000 will be considered with approval of DNR UCF Staff *prior* to application submission.

- **Match.** No match is required for IRA grant funded projects.

- **Payment.** Grant funds are available on a reimbursement basis only. Reimbursement requests may be submitted quarterly or more frequently with DNR Program Staff approval.

- **Questions.** For questions or assistance with project development, contact Kerry Gray, IRA Grant Specialist by email at GrayK12@michigan.gov or phone at 734-691-1806.

SECTION 3: ELIGIBILITY

Eligible Areas
All projects must occur in, serve, or directly benefit disadvantaged and underserved communities in Michigan. **The entire community does not have to be considered disadvantaged or underserved but there must be at least one disadvantaged census tract and the proposed project must occur within and/or directly serve or benefit it to be eligible for grant funding.** Eligible communities for grant funding are identified in the [Michigan UCF IRA Screening Tool](#) map. The eligible communities identified in the map have census tracts identified in at least one of these federally recognized screening tools:

- Council on Environmental Quality's Climate, Economic and Justice Screening Tool (CEJST)
- Housing and Urban Development Opportunity Zones
- Environmental Protection Agency's (EPA) Environmental Justice Screening and Mapping Tool
- Michigan Department of Environment, Great Lakes, and Energy's MiEJScreen: Environmental Justice Screening Tool

Eligible Applicants
- Local units of government (city, village, township, county)
- Tribal governments
- State Agencies
- Educational institutions
- 501(c)(3) non-profit organizations

    Partnerships with other eligible applicants are encouraged, as are partnerships with non-eligible entities, such as businesses, local groups and individuals.

Eligible Projects and Activities
The Michigan UCF IRA Grant program will provide funding for a broad range of urban forestry projects that occur in, serve or directly benefit disadvantaged communities and support USDA Forest Service's IRA program priorities, goals and strategies of the [Michigan Forest Action Plan](#) and other local/regional plans. **All applications must include a plan for how the community will be engaged before, during and after the project.**

Applicants are encouraged to think comprehensively about their needs in creating project proposals. Proposal may be focused on a single activity or encompass multiple activities across the funding categories and may be conducted by staff and/or contractors/consultants.

- **Assessment and Data*.** Activities in this category include:
  - Public tree inventories
  - Urban tree canopy (UTC) assessments
  - Public tree risk assessments
  - Tree inventory and management software and applications (one-time purchase)
  - Related supplies, materials, and rental/lease equipment to support activities.

    *All activities in this category must be paired with an implementation activity in a disadvantaged area of the community based on the results of the data.

- **Planning and Management*.** This category includes activities such as:
  - Urban and community forestry plans, including management, strategic (master) and operational plans
  - Urban forest climate resilience and adaptation plans
  - Wood utilization plans
  - Tree maintenance work plans
  - Nursery business/operations plan development and establishment
  - Staff Support (2-years max)
  - Related supplies, materials, and rental/lease equipment to support activities.

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*All activities in this category must be paired with an implementation activity in a disadvantaged area of the community based on the results of the plan or program.

- **Tree Planting and Establishment.** Tree planting must occur in disadvantaged areas of the community. It may occur on public property, including school grounds and private property that is within 20 feet of a public ROW and provides a public benefit. Private property tree planting will require a formal landowner agreement that includes defined responsibilities of municipality/organization and landowner and waiver of liability (see Appendix B for sample). Please review the grant handbook section *Guidelines for Tree Planting Projects* for more information on tree planting and establishment requirements.

  Activities in this category may include:
  - Tree purchase and planting
  - Post planting care and establishment of newly planted trees in disadvantaged areas, including mulching and watering (up to 2 years)
  - Education for private property owners on new tree planting care and maintenance
  - Tree planting supplies, including mulch, soil, tree guards and rental equipment
  - Development of a food forest
  - Site preparation, including removal of concrete to establish or expand tree planting area.
  - Related supplies, materials, and rental/lease equipment to support activities.

- **Tree Maintenance and Care.** Activities in this category should focus on proactive maintenance, be related to a plan, and must occur within or directly benefit disadvantaged areas of the community.

  Activities may include:
  - Tree pruning
  - Young tree care (mulching, watering, young tree pruning)
  - Tree removal – must include associated stump removal and be paired with tree planting at a rate of 2 trees planted for every 1 tree removed. Tree planting does not have to occur in the same location as removal but must occur within disadvantaged areas of the community.
  - Stump removal, if needed to prepare site for tree planting. Must be paired with tree planting at a rate of 2 trees planted for every 1 stump removed. Tree planting does not have to occur in the same location as stump removal but must occur within disadvantaged areas of the community.
  - Related supplies, materials, and rental/lease equipment to support activities.

- **Training and Workforce Development.** This category supports activities that connect community members to education and occupational opportunities in the fields of urban forestry and arboriculture; and supports building capacity and skills of municipal staff working in disadvantaged areas.

  Activities may include:
  - Attendance at professional training and educational classes, events, workshops, conferences related to urban forestry and/or arboriculture (e.g., certified arborist training)
  - Hosting training and educational classes, events, and workshops related to urban forestry and/or arboriculture.
  - Development of a work force development program, including development of training programs, and payments to community members to participate in a workforce development program.
  - Related supplies, materials, and rental/lease equipment to support activities.

- **Engagement, Outreach and Education.** Activities in this category include those that empower community members, particularly those living in disadvantaged and underserved areas, to participate in decision making and implementation activities that help in the management, growth and care of its trees and urban forest.

  Activities may include:

- Attendance and participation at community events (e.g., neighborhood meeting, block parties, library activities) to gather input and feedback on community trees.
- Development, deployment, and analysis of a community tree survey.
- Hosting tree planting and maintenance workshops and events.
- Development of a volunteer community tree steward program to care for and maintain newly planted trees.
- Hosting public engagement, outreach and awareness events (e.g., Arbor Day, Tree City USA, Project Learning Tree, etc.)
- Tree board development
- Tree and urban forestry related signage, printed materials, technology (e.g., app development).
- Communications, marketing and advertising related to the community's trees, urban forest, and programs.
- Technical transfer, education, and outreach activities associated with applying research.
- Related supplies, materials, and rental equipment to support activities.
- Stipends to community members that participate in urban forestry outreach and education activities.

Ineligible Projects and Activities
- Purchase of equipment (defined as tangible personal property with a per unit cost of $5,000 or more and a useful life of one year or more).
- Grant programs that utilize DNR IRA grant funding to pass through funds to sub-grantees.
- Construction and capital investments
- Land purchase/acquisition.
- Research (includes basic research as defined in 2 CFR 422.1, "Systematic study directed toward fuller knowledge or understanding of the fundamental aspects of phenomena and of observable facts without specific applications towards processes or products in mind.")

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SECTION 4: HOW TO APPLY

Electronic submissions only.* E-mail the application packet as a PDF attachment to Urban and Community Forestry IRA Grant Specialist, Kerry Gray at GrayK12@michigan.gov **by August 31,2024**. Additional items such as letters of commitment may be included in the same message as part of a combined application file or as separately labeled attachments.

Applications should contain detailed information for the review committee to consider when rating your proposal. Items to include:

    1. Application Questionnaire
    2. Budget
    3. Attachments, as applicable (e.g., site map, planting diagrams, IRS determination, partner, letters of commitment, quotes, etc.)

*If you are unable to submit the application form electronically please contact the Urban and Community Forestry IRA Grant Specialist, Kerry Gray at GrayK12@michigan.gov **no later than 1 week before the application due date** for an alternative method of submission.

Application Questionnaire
The questions provided in the grant application should be carefully read and answered completely. Missing information or failure to answer any of the questions may result in the application being disqualified from funding.

Budget Information & Eligible Expenses
Applicants may request funding for the following categories:

- **Program Staff Salary and Fringe Benefits:** Program Staff includes urban forestry professionals, community engagement specialist, etc. responsible for conducting and/or managing the activities and implementation of the UCF IRA Grant project. Hourly/salary and fringe benefit rates must be provided in the budget table. Fringe benefits include, but are not limited to, leave time, employee insurance, retirement plans, and unemployment benefits plans.

- **Administrative Staff Salary and Fringe Benefits:** Administrative Staff include staff that are providing support functions for the UCF IRA Grant project, including accounting and general administrative support functions. Note: The need for 20% administrative funds will require justification and approval by the USDA Forest Service. Hourly/salary and fringe rates must be provided in budget table. Fringe benefits include, but are not limited to, leave time, employee insurance, retirement plans, and unemployment benefits plans.

- **Travel:** Travel costs associated with conducting the proposed UCF IRA Grant project. Mileage rate is limited to the Federal Mileage rate for the year the travel occurred.

- **Supplies:** Supplies needed to conduct activities and implement the UCF IRA grant project, such as field tablets to assist in community engagement, training and workshops, urban forestry assessments, and supplies as defined in 2 CFR part 200, including trees, shovels, pruning tools. Note: Grant cannot fund equipment purchases. Equipment is defined as tangible personal property with a per unit cost of $5,000 or more and a useful life of one year or more.

- **Contractual/Consulting Fees:** Fees for a contractor/consultant, including for community members who assist with outreach, education and engagement activities, to conduct and implement activities of the proposed UCF IRA Grant project. Contractors/consultants may be involved in the project at any level, including to conduct the project activities, provide technical expertise and help to increase capacity within the organization. It is understood that the applicant may plan on using a contractor/consultant but may not have one under contract at the time of application; the budget should include costs associated with hiring a contractor/consultant based on quotes/estimates.

- **Indirect:** Indirect expenses may be requested on salaries, fringes, supplies, travel, and contracts for services to implement the UCF IRA Grant program.

    o If the applicant has an **approved overhead/indirect rate from a cognizant federal agency, known as Negotiated Indirect Cost Rate Agreement (NICRA)**, that rate may be used, with proof of certification, as an eligible grant expense on salaries, fringes, supplies, travel, and contracts for services. Expenses in the "Other" category may not be used in the indirect calculation.

    o If the applicant **does not have an approved NICRA,** the **10% de minimis rate** indirect cost modified total direct cost basis (MTDC) can be requested as an eligible grant expense on salaries, fringes, supplies, travel, and contracts for services. Expenses in the "Other" category may not be used in the indirect calculation.

- **Other.** Includes expenses that do not fall into another budget category, including fleet/equipment rental/lease and payments to community members to participate in a workforce development program.

Final expenditures must conform to those proposed in your application. **Any budget changes** must receive written approval from MI Urban and Community Forestry Program Staff *before* you incur expenditures. **Budget changes cannot exceed the total grant award amount.**

Project Title: Urban Forest Plan and Tree Planting
Project Categories: Planning and Management; Tree Planting and Establishment

Expenditure Category	Grant Funds Requested (Dollars)	Budget Detail for Grant Funds Requested in each Category
SALARY PROGRAM STAFF	$10,200.00	Urban Forester: 133 hours x $30/hour Consultant oversight; community engagement; plan review; implementation activities; grant reporting and management. Forestry Staff (2): assist with volunteer tree planting 10 hours @ $20/hour
FRINGE PROGRAM STAFF	$2,550.00	Staff fringe rate 25%
SALARY ADMINISTRATIVE STAFF	$1,000.00	Administrative Assistant: 50 hours x $20 Accounting; grant administration
FRINGE ADMINISTRATIVE STAFF	$250.00	Staff fringe rate 25%
TRAVEL	$199.66	298 miles x $0.67 (2024 Federal Mileage Rate)
SUPPLIES	$20,375.00	100 trees @ $200 per tree 15 shovels @ $20 each Mulch 3 yards @ $15/yard Soil 2 yards @ 15/yard
CONTRACTUAL/ CONSULTING	$50,480.00	Consultant to develop urban forest management plan with community engagement and oversee volunteer tree planting $50,000. Quote attached. Community member outreach. 3 community members x 8 hours x $20/hour = 480.00
INDIRECT	$8,485.50	10% indirect rate on salary, fringe, travel, supplies, and contracts for services (contractual/consulting).
OTHER	$4,000.00	Rental of skid steer for tree planting 16 days x $250/day
TOTAL	$97,540.16	

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SECTION 5: GRANT REVIEW AND SELECTION CRITERIA

The application process is competitive. Proposals submitted for consideration will be reviewed by a committee made up of DNR UCF program staff, DNR Forest Resources Division staff, and/or members of the Michigan Urban and Community Forestry Council. Proposals will be reviewed, scored, and ranked to formulate a recommendation of award or no award. Awarded proposals may be funded at the requested amount or less, at the recommendation of the committee. Final award decisions will be made by the DNR IRA Grant Specialist in consideration of all application review feedback and recommendations.

Scoring Criteria

- Technical Merit, including thoroughness of grant application and narratives, alignment with US Forest Service and DNR IRA grant program priorities, budget, timeline, and prioritization of disadvantaged areas of the community (50%)
- Capability, Capacity and Past Grant Performance (10%)
- Measurable Results and Outcomes (15%)
- Community Engagement and Outreach (15%)
- Project/Program Sustainability (10%)

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SECTION 6: GRANT AWARD, EXECUTION, REPORTING AND PAYMENTS

Grant Awards & Execution

Following the grant review and selection process, each applicant will be notified of their status (award and allocation, or no award.) The DNR expects to award a mix of funding amounts ranging from $10,000 to $225,000 depending on quality and merit of applications and available funding.

Every effort is made to review and notify applicants as soon as possible. However, official notifications typically take up to 2 months after the application closing date.

Grant recipients will receive grant documents through the State of Michigan's E-Signature System for processing following the initial notification. Grant recipients may be required to meet with DNR UCF program staff prior to beginning the grant to review and discuss project plans and activities. Approved projects may begin only after all appropriate forms are signed and submitted by the grantee and countersigned by the DNR Grant Supervisor.

A **SIGMA Vendor Number** issued by the State of Michigan will be required if awarded a grant. It is strongly recommended that applicants submit a request for a SIGMA Vendor Number during the grant application process if they do not have one. Visit the website [Sigma Vendor Self Service](#) (VSS) and for assistance contact (888)734-9749 or email: [SIGMA-Vendor@Michigan.gov](#).

A **Federal Unique Entity ID**, which replaced the DUNS number in April 2022, is required if awarded a grant. It is strongly recommended that applicants submit a request for a Unique Entity ID by visiting https://sam.gov during the grant application process if they do not have one.

Grant Reporting

Progress reports are required to be submitted every 6 months (semi-annually) – no later than 30 days after the end of each 6-month period. The reports should summarize the progress made towards meeting project goals, outcomes, and deliverables during the 6-month period. All projects will be **required to submit before, during and after pictures** that document the grant project process. These pictures should be submitted with the semi-annual grant reports. Grant report periods are as follows:

- October 1 through March 31
- April 1 through September 30

If the grant is awarded in the middle of a 6-month period, the first progress report will be due at the end of the first 6-month period. The report should include progress from the grant award date through the end of the first 6-month period.

Grant Payments

Grant reimbursement payments will be made ONLY upon evidence of completion of work and eligible project expenses. Quarterly invoicing and payments are allowed. On a case-by-case basis, the DNR may review requests for a modified reimbursement schedule based on meeting certain state and federal fiscal and accounting criteria. **Projects must be completed by September 1, 2026.**

Recipients must comply with all applicable state and federal regulations and requirements. Projects receiving funds must acknowledge the support of the DNR, UCF Program, and the USDA Forest Service and include the USDA non-discrimination statement on all materials produced and distributed as a result of the grant. The DNR reserves the right to withhold award of available grant monies.

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SECTION 7: GUIDELINES FOR TREE PLANTING PROJECTS

The following information is required to be included in the grant application:
1. Total number of trees to be planted
2. Size (caliper, container size or height - inches/feet)
3. Planting stock type (i.e., balled & burlap, container, bare root)
4. Species and quantities of each
5. Location of tree plantings (specific or general site map)
6. Tree planting diagram
7. Indication of any utility issues and plan to avoid conflict
8. All tree planting projects must include a detailed 3-year maintenance plan. This maintenance plan should address watering, pruning, damage control/ management and other routine and corrective actions. The Michigan DNR's Tree Maintenance Guidelines (IC 4108-1) may be used as a guideline.

Tree Planting Species Diversity

Tree planting diversity guidelines recommend no more than 20% of plantings are from the same genus of trees (e.g., maple, oak, birch). The table below provides the minimum number of genera suggested for a given project size:

Total # of Trees Planted	Minimum Genus #
1-8	1
9-15	2
16-30	3
31-40	4
41-50	5
51-100	6
101-200	10

Native trees are encouraged whenever possible. For Reference the DNR has created a list of Recommended Trees for Community Plantings.

Prohibited Species

The following tree species are NOT eligible for reimbursement through this grant program:
- Norway maple (*Acer platanoides* - all varieties and cultivars)
- Blue spruce (*Picea pungens*)
- Flowering pear (*Pyrus* - all varieties and cultivars)
- Species not recommended for planting as listed on the DNR's Recommended Trees for Community Plantings.

Issues with availability of nursery stock may necessitate changes from original lists. These changes must be approved by the DNR prior to final purchase or reimbursement request to ensure appropriate species diversity.

Planting stock must be obtained from a nursery grower/dealer certified by the originating state's department of agriculture. Nursery stock obtained from local municipal or other nurseries must meet appropriate standards (Michigan Insect Pest and Plant Disease Act, Public Act 189, 1931).
Planting Maintenance Plan.

MISS DIG MUST BE CALLED AT LEAST THREE (3) DAYS BEFORE BEGINNING ANY PLANTING OR DIGGING PROJECT AT (800) 482-7171 OR 811.

Tree Planting and Care Standards and Resources

All planting stock, tree planting and maintenance standards as set forth by the American National Standards Institute (ANSI). Base standards are:
1. Nursery Stock (ANSI Z60.1-latest version)

2. Tree Care Operations: Tree, Shrub, and Other Woody Plant Maintenance—Standard Practices (ANSI A300-latest version)
3. Tree Care Operations: Pruning, Trimming, Repairing, Maintaining, and Removing Trees, and Cutting Brush-Safety Requirements (ANSI Z133.1-latest version)

Other resources can be found in:
- How to Prune Trees or Tree Owner's Manual USDA Forest Service
- Tree Planting Diagram, Alliance for Community Trees
- Tree Planting Hardiness Zones, USDA

All tree planting projects must include a detailed 3-year maintenance plan. This maintenance plan should address watering, pruning, damage control/ management and other routine and corrective actions. The Michigan DNR's Tree Maintenance Guidelines (IC 4108-1) may be used as a guideline.

APPENDIX A: MICHIGAN FOREST ACTION PLAN GOALS AND STRATEGIES

The goals and strategies from the Michigan Forest Action Plan that most directly relate to the DNR's IRA Grant Program are listed below. For the complete list please visit the Michigan Forest Action Plan webpage.

- **Goal 1: Enhance coordination among cooperative programs, stakeholders, and partners**.
    - o **Strategy 1.3:** Develop a comprehensive and coordinated approach to deal with cooperative program challenges that includes stakeholders.

- **Goal 2: Advocate for sound forestry policies**
    - o **Strategy 2.1:** Address social and political barriers to improve planning and management of Michigan's forest resources.
    - o **Strategy 2.2:** Using the best available science, all partners should collaborate to implement a landscape approach to tree and forest management that can address all aspects of sustainable forest management in forested landscapes and urban settings.
    - o **Strategy 2.3:** All partners engaged in the management of trees, forests and forest values should engage in continuing education for staff.

- **Goal 3: Increase economic productivity and benefits**
    - o **Strategy 3.1:** Communicate and engage with landowners and professional foresters to ensure awareness of ecosystem services values, availability of forest management information and how to collaborate in forest management.

- **Goal 4**: **Communicate the value and importance of forestry**
    - o **Strategy 4.1:** Communicate directly with the public, wildland urban interface landowners, youth and state politicians about the principles of forest management; how certification systems work to ensure sound management; and how managing to provide forest values leads to multiple benefits from the forest for the people of Michigan.
    - o **Strategy 4.3.** Effectively communicate priorities, requirements, relevance and focus of cooperative programs to the people of Michigan.

- **Goal 5: Involve partners and the public in managing Michigan's forests**
    - o **Strategy 5.3.** Assess outreach and engagement needs to ensure an appropriate distribution of resources across the state.
    - o **Strategy 5.4:** Develop partnerships to address the threats and impacts to forests from major stressors such as climate change, invasive pests and native insects and diseases.
    - o **Strategy 5.5:** In cooperation with urban tree and forest managers, actively work to establish standards, policies, green infrastructure plans and best management practices and improve awareness and engagement in actively managing urban trees and forests to benefit the people of the community.

- **Goal 6**: **Monitor the condition of the forest and impacts of our work**
    - o **Strategy 6.1.** Address the needs for inventory and monitoring and provide for the establishment of baseline urban tree and forest data, forest health data, recreational use, risk assessment, future projections and measurement of conservation outcomes through collaboration with partners and citizen-science projects for the five federal cooperative programs.

- **Goal 8: Implement actions to improve Michigan's forests**
    - o **Strategy 8.1:** Work with stakeholders and private landowners to improve forest planning and implementation of management practices across the state.

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APPENDIX B: SAMPLE AGREEMENT - TREE PLANTING ON PRIVATE PROPERTY

[Items in brackets require updating]

The undersigned owner grants to the [MUNICIPALITY/ORGANIZATION NAME] and its agents the permission to enter upon owner's property situated at (complete address):

_____ for the purpose of planting a tree or trees in connection with the Michigan Department of Natural Resources Urban and Community Forestry Inflation Reduction Act Grant program. Purchase and planting of the tree(s) shall be at no cost to owner.

The undersigned owner agrees to utilize their best efforts to properly establish the tree[s] planted through necessary watering, mulching, and pruning for three years from the date of planting in accordance with the attached Michigan Department of Natural Resources Tree Maintenance Guidelines for Newly Planted Trees (IC-4108-1).

The undersigned owner agrees and acknowledges that any tree[s] planted by [MUNICIPALITY/ORGANIZATION NAME] or its agents shall be the property of owner and the owner shall be responsible for all costs related to tree maintenance and care, including removal, when it becomes necessary. [Other statements that could be included is: (1) who is responsible for tree planting property owner or municipality/organization; (2) who is responsible for site restoration after planting is completed]

The species and location of tree(s) to be planted shall be mutually agreed upon by the owner and the [MUNICIPALITY/ORGANIZATION NAME] before planting.

Dated this _____ day of _____, _____.

Name of Owner or their agent (printed) _____

Signature of Owner or their agent _____

[MUNICIPAL/ORGANIZATON] Authorized Agent Name (printed)_____

[MUNICIPAL/ORGANIZATON] Authorized Agent Signature _____

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APPENDIX C: RESOURCES

i-Tree Landscape (www.itreetools.org)– part of the USDA Forest Service i-Tree suite of tools, i-Tree Landscape provides tree canopy, land cover and socio-economic and demographic data for communities across the country that can be used to help in identifying areas to prioritize tree planting, preservation and care.

Michigan DNR Urban and Community Forestry Program webpage (www.michigan.gov/ucf) – provides information on tree planting and care and resources to help find an American Society of Consulting Arborist, International Society of Arboriculture certified arborist, and Tree Care Industry Association accredited company. Consultant and contractor lists are provided as a resource and are not an endorsement by the Michigan Department of Natural Resources.

Conservation.gov – collaboration between the US Department of Interior, US Department of Agriculture, National Oceanic and Atmospheric Administration, and the Council of Environmental Quality to provide "an information hub supporting locally led efforts to conserve and restore our nation's land, waters, and wildlife." Website includes an interactive map that can be used to identify disadvantaged communities based on the Justice40 initiative and nature deprived communities from the Council of Environmental Quality that can be used to target urban forestry projects.

Treesaregood.org – website by the International Society of Arboriculture that provides tree planting and care information.