

RESOLUTION NO. 06-18

Wisconsin RPC and DNR Great Lakes Basin Tree Planting Grants

AUTHORIZING RESOLUTION:

WHEREAS, The Town of Greenville is interested in obtaining a cost-share grant from the Bay-Lake Regional Planning Commission for the purpose of funding Emerald Ash Borer mitigation projects under funding originating from the U.S. Forest Service, Great Lakes Restoration Initiative; and

WHEREAS, the applicant attests to the validity and veracity of the statements and representations contained in the grant application; and

WHEREAS, the applicant requests a grant agreement to carry out the project;

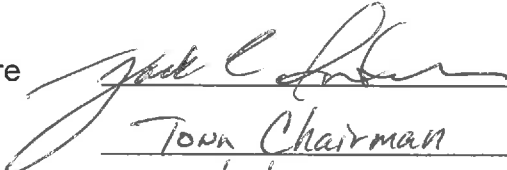
NOW, THEREFORE, BE IT RESOLVED, the applicant, the Town of Greenville, will comply with all local, state and federal rules, regulations and ordinances relating to this project and cost-share agreement;

BE IT FURTHER RESOLVED, the applicant will budget a sum sufficient to fully and satisfactorily complete the project and hereby authorizes and empowers the Director of Parks, Recreation and Forestry, its official or employee, to act on its behalf to:

1. Sign and submit the grant application
2. Sign a grant agreement between the applicant and the Bay-Lake Regional Planning Commission
3. Submit interim and/or final reports to the Bay-Lake Regional Planning Commission to satisfy the grant agreement.
4. Submit reimbursement requests and, if applicable, contractor invoices to the Bay-Lake Regional Planning Commission.
5. Sign and submit other required documentation.

Adopted this 9th day of April, 20 18.

I hereby certify that the forgoing resolution was duly adopted by the Town Board of the Town of Greenville at a legal meeting held on the 9th day of April, 20 18.

Authorized Signature 
 Title Town Chairman
 Date 4/9/2018



Wisconsin RPCs and DNR Great Lakes Basin Tree Planting Program 2018 Grant Application Guide



About Wisconsin RPC and DNR Tree Planting Grants

The Wisconsin RPCs and DNR 2018 Great Lakes Basin Tree Planting Grant Program will fund county, municipal, and tribal projects to plant trees within the Wisconsin Great Lakes Basin. The program aims to mitigate the impacts of Emerald Ash Borer (EAB) and reduce runoff in urban communities.

- ▶ Awards will range from \$1,000 to \$20,000 and will require a 25% match (total project cost range is \$1,250 to \$25,000 and the match may be cash or in-kind). A total of just over \$120,000 is available.
- ▶ Only one Great Lakes Basin Tree Planting grant may be awarded to an applicant per year.
- ▶ Applicants are due by 4:00 PM on April 9, 2018.
- ▶ All applicants will be notified by May 1, 2018 regarding funding. Project can begin upon notification of funding and must be completed by December 30, 2018.



Who May Apply

- Cities, villages, towns, counties, and tribes who meet the following conditions may apply:
 - Located in Wisconsin; and
 - Located within the Lake Michigan or Lake Superior Basin (see Attachment A: Eligible Communities).
- Prospective applicants may contact Angela Kowalzek-Adrians at Bay-Lake Regional Planning Commission for guidance on assessing eligibility: angelaka@baylakerpc.org or (920) 448-2820.

Eligible Projects

An eligible project includes tree plantings (1 to 2.5-inch diameter trees) within Wisconsin counties, cities, village, towns, or tribes within the Great Lakes Basin (see Attachment A). The planting of native trees are encouraged, where appropriate. Planting maples, ash, Callery pear (*Pyrus calleryana*), or Scotch pine will not be funded.

Grant Program Focus (Extra Points)

Of the eligible projects, this program will particularly be targeting projects in EAB-quarantined counties (see tinyurl.com/EAB-Quarantine), in watersheds with surface water quality concerns (see Attachment B: DNR Targeted Watersheds), on tribal lands, within communities that are members of a regional planning commission (see Attachment C: RPCs), within areas of concern (AOCs) for beneficial use impairments (see Attachment D: AOCs), and within a Tree City USA community (see tinyurl.com/TreeCityUSA).

Ineligible Projects

The following projects are ineligible:

- Tree removals
- Pesticide treatments
- Ash, maple, Callery pear (*Pyrus calleryana*), or Scotch pine plantings
- Planting of trees smaller than 1 inch or larger than 2.5 inches in diameter
- Construction projects, land clearing, or stump removal
- Land or boundary surveys or title search, appraisal, sale, or exchange of real property
- Plans, studies, or educational outreach

Eligible Costs

Eligible costs are those costs directly related to the completion of a tree planting project and that were incurred during the project period. Costs will be reimbursed quarterly and must be documented, reasonable, and consistent with the project scope, and include contractor invoices, if applicable. Examples include the cost of purchased services¹, supplies, equipment use, product, or facilities used on the project (such as trees or staking materials).

Trees must be 1 to 2.5 inches in diameter. The funding will not cover the planting of ash, maples, Callery pear (*Pyrus calleryana*), or Scotch pine.

Eligible Match

- ▶ An eligible 25% match includes cash or in-kind services provided for the project and that have occurred during the project period. Costs must be documented, reasonable, and consistent with the project scope.
- ▶ In-kind costs can include county/municipal/tribal employee salaries or fringe benefits for time needed for completing the project and incurred during the project period. Fringe benefit rates are capped at 48.07%. In-kind costs can include volunteer time at \$15/hour.
- ▶ Eligible match activities include costs associated with ash tree removals, purchased/contracted services, equipment use, supplies, or facilities used on the project (such as trees or pesticides). Costs for equipment use are capped at the DOT equipment rates (see Attachment E: DOT Equipment Rates) or local rates, whichever are lower.

How To Apply

- ▶ Complete the grant application form, available at www.baylakerpc.org/tree-grants. The form is electronically fillable, printable, and can be saved. This allows the application to be submitted via e-mail.
- ▶ **Submit the application by e-mail by 4:00 PM on Monday, April 9, 2018.** (If mailed, it must be postmarked no later than April 9, 2018).
- ▶ Adopt a resolution from your governing body designating a representative to submit the application and handle all grant actions on behalf of the applicant (Attachment F: Sample Resolution). This can take several weeks; please plan accordingly. The applicant must **submit the resolution by April 20, 2018** via e-mail (preferred) or mail.
- ▶ Any resolution received after April 20, 2018 will not be considered and the associated application will be considered incomplete and void.

¹Excludes county/municipal/tribal employees' salary or fringe, or municipal/county/tribal equipment or facilities. These items may serve as match.

HOW TO SUBMIT APPLICATION

Electronic Submission (PREFERRED):

- 1 Save the completed grant application form, available at www.baylakerpc.org/tree-grants
- 2 Attach it to your e-mail
- 3 Include your community/tribe name in the **subject** along with "tree grant application" [Example: City of Treeville Tree Grant Application]
- 4 Send it to angelaka@baylakerpc.org

— OR —

Mail hard copies to:

ANGELA KOWALZEK-ADRIANS
BAY-LAKE REGIONAL PLANNING COMMISSION
425 S ADAMS ST STE 201
GREEN BAY WI 54301

**Electronic submissions must be received, OR hardcopies
postmarked by 4:00 PM, April 9, 2018**

This funding is made available through a FY2018 U.S. Forest Service Great Lakes Restoration Initiative (GLRI) grant received by the Bay-Lake Regional Planning Commission under grant agreement 18-DG-11420004-008 and 18-DG-11420004-009.

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Great Lakes
RESTORATION



BAY-LAKE
REGIONAL PLANNING COMMISSION
Brown • Door • Florence • Kewaunee • Menasha • Marinette • Oconto • Shawano

Attachment F

SAMPLE AUTHORIZING RESOLUTION FOR WISCONSIN RPC AND DNR GREAT LAKES BASIN TREE PLANTING GRANT PROGRAM

INSTRUCTIONS

For a given grant cycle, each applicant (county, municipality, or tribal government) must submit to the Bay-Lake Regional Planning Commission an *Authorizing Resolution*, approved by their governing body, that indicates an **“Authorized Representative.”** The Authorized Representative is defined here as an office, officer, or employee of the applicant, being given authority to act on its behalf to:

1. Sign and submit the grant application.
2. Sign a grant agreement between applicant and the Bay-Lake Regional Planning Commission.
3. Submit interim and/or final reports to the Bay-Lake Regional Planning Commission to satisfy the grant agreement.
4. Submit reimbursement requests and, if applicable, contractor invoices to the Bay-Lake Regional Planning Commission.
5. Sign and submit other required documentation.

We strongly recommend that the Authorized Representative be listed as the title of a position, rather than name of an employee. Employee changes (retirement, changing jobs, etc.) during a grant cycle cause the resolution to be ineffective.

The following is a sample *combined* authorizing resolution. It allows the Authorized Representative to submit a *Wisconsin RPC and DNR Emerald Ash Borer (EAB) Mitigation Grant* application.

Authorizing Resolution

WHEREAS, the applicant, (applicant organization name), is interested in obtaining a cost-share grant from the Bay-Lake Regional Planning Commission for the purpose of funding Emerald Ash Borer mitigation projects under funding originating from the U.S. Forest Service, Great Lakes Restoration Initiative;

WHEREAS, the applicant attests to the validity and veracity of the statements and representations contained in the grant application; and

WHEREAS, the applicant requests a grant agreement to carry out the project;

NOW, THEREFORE, BE IT RESOLVED, the applicant, (applicant organization name), will comply with all local, state, and federal rules, regulations, and ordinances relating to this project and the cost-share agreement;

BE IT FURTHER RESOLVED, the applicant will budget a sum sufficient to fully and satisfactorily complete the project and hereby authorizes and empowers (position title of Authorized Representative, e.g. City Forester or Village Administrator), its official or employee, to act on its behalf to:

1. Sign and submit the grant application.
2. Sign a grant agreement between applicant and the Bay-Lake Regional Planning Commission.
3. Submit interim and/or final reports to the Bay-Lake Regional Planning Commission to satisfy the grant agreement.
4. Submit reimbursement requests and, if applicable, contractor invoices to the Bay-Lake Regional Planning Commission.
5. Sign and submit other required documentation.

Adopted this _____ day of _____, 20____.

I hereby certify that the foregoing resolution was duly adopted by (applicant organization's governing body) at a legal meeting on the _____ day of _____, 20____.

Authorized Signature	Title	Date Certified

Motion to Approve Resolution No. #06-18 made by: Strobel / Anderson

Votes:

Title	Name	Aye	Nay	Other
Supervisor	Culbertson	✓		
Supervisor	Peters	✓		
Supervisor	Strobel	✓		
Supervisor	Woods	✓		
Chairperson	Anderson	✓		

Posted: April 10, 2018