

GRANT AGREEMENT

THIS AGREEMENT, made and entered into on the _____ day of _____, 2024 by and between the **LEXINGTON-FAYETTE URBAN COUNTY GOVERNMENT**, an Urban County Government of the Commonwealth of Kentucky, created pursuant to KRS Chapter 67A (hereinafter "Government"), and **Friends of Wolf Run** (Hereinafter "Organization"), with the mailing address of 639 Cardinal Lane, Lexington, Kentucky 40503.

WITNESSETH:

WHEREAS, the Urban County Council created the Lex Grow Trees Grant Program to provide local funding to certain eligible property owners and organizations as reimbursement for eligible activities, such as tree planting, tree maintenance, tree education, and the development of tree advocates and stewards.

WHEREAS, the Government finds that such a grant program would provide a benefit to the public through improvements to air and water quality, energy savings, and habitat and conservation in the urban county; and

WHEREAS, Organization has applied for a grant from the Lex Grow Trees Grant Program, and the Tree Canopy Ad Hoc Committee has approved the application.

NOW FOR AND IN CONSIDERATION OF THE MUTUAL PROMISES AND COVENANTS HEREIN EXPRESSED, GOVERNMENT AND ORGANIZATION AGREE AS FOLLOWS:

1. **Amount of Grant.** Government hereby grants Organization the sum not to exceed \$97,935.00 as reimbursement or prepayment (as provided in Section 2) for the activities described in the Organization's application, which is attached hereto and incorporated herein by reference as Exhibit A, and which is further clarified and authorized in the Application Review, Scoring, and Determination Form, which is attached hereto and incorporated by reference as Exhibit B.
2. **Payments.** Government shall pay the Organization for expenditures the Organization actually incurred, or for expenditures made within thirty days after payment by Government, up to the total amount provided above, only after receipt of an invoice. The funds are limited to the services provided herein and may not be spent by the Organization for any other purpose without the prior written consent of Government. Any invoice must include evidence satisfactory to Government to document entitlement to payment, as well as a progress report. If Organization receives funds under this Agreement for expenditures made after receipt of the grant funds, Organization shall also provide evidence satisfactory to Government that the expenditure was made. Failure to provide any evidence required by this section shall require the Organization to repay grant funds.
3. **Compliance with Program Regulations.** As a condition for receipt of funds provided by this grant, Organization agrees that it has complied with and will continue to comply with all requirements provided in the Lex Grow Trees Grant Program guidelines, attached hereto and incorporated herein by reference as Exhibit C, in any grant approval letter provided by the Division of Environmental Services, and in the Application Review, Scoring, and Determination Form (Exhibit B). Failure to comply with these requirements may result in denial of funds or repayment.

4. **Final Report Required.** A final report must be submitted within 30 days of completion of the project. This report shall include:
- a. A description of the project and the benefits derived from its implementation;
 - b. Locations of trees planted, including species;
 - c. Locations of trees pruned or maintained, including species;
 - d. Information about events hosted, including topic, location, numbers of attendees, and photographs taken during the events;
 - e. A maintenance plan, if appropriate, or documentation of having maintenance discussions with individual property owners;
 - f. A summary table comparing the project budget to actual expenditures, along with supporting documentation; and
 - g. Sample outreach and/or educational materials used.
5. **Conflict.** To the extent that there is any conflict between or among this Agreement and any of its Exhibits, the terms and provisions of this Agreement shall prevail, followed by terms and provisions of Exhibit "C", then "B", then "A" in that order.
6. **Amendments.** By mutual agreement, the parties to this Agreement may, from time to time, make written changes to any provision hereof. Organization acknowledges that Government may make such changes only upon approval of its legislative authority, the Lexington-Fayette Urban County Council, and the signature of its Mayor.
7. **Entire Agreement.** This Agreement shall constitute the entire agreement between the parties and no representations, inducements, promises or agreements, oral or otherwise, which are not embodied herein shall be effective for any purpose. This Agreement shall replace any previous agreement between the parties on the same subject matter.

IN WITNESS WHEREOF, the parties have executed this Agreement at Lexington, Kentucky, the day and year first above written.

LEXINGTON-FAYETTE URBAN
COUNTY GOVERNMENT

BY: _____
LINDA GORTON, MAYOR

ATTEST:

Clerk of the Urban County Council

Friends of Wolf Run Inc
Organization Name (Printed)

BY: Brian M. Kuthers
Signature

President
Title

G. A. Weisenfluh
WITNESS SIGNATURE

GERALD WEISENFLUH
WITNESS PRINTED NAME

June 4, 2024
DATE
4881-3166-5349, v. 1

EXHIBIT A

ORGANIZATION'S APPLICATION

Form Name:	Lex Grow Trees Grant Application
Submission Time:	April 25, 2024 10:21 am
Browser:	Firefox 125.0 / Windows
IP Address:	192.181.130.229
Unique ID:	1218853046
Location:	38.0052, -84.423

Lex Grow Trees Grant Application

Organization information

Name of organization	Friends of Wolf Run
Street address and zip code	639 Cardinal Ln, 40503 40503
Email	friend@wolfrunwater.org
Phone	(859) 940-8234

Contact information

Contact person name	Kenneth Cooke
Contact person title	Treasurer
Contact person phone number	(859) 940-8234
Contact person email address	creekgeek4@gmail.com

Project information

Upload a PDF packet with the project narrative, scope of work and community objectives.	https://drive.google.com/uc?id=1pZlau8erSK09jn1Ob36OQ9QFZ1lIHsS_&export=download&display=/1218853046FriendsOfWolfRun_2024LexGrowTreesFormGrantAppv05.pdf
Project start date	Jul 01, 2024

List milestone dates

- July 1: (Immediately following grant award) Friends of Wolf Run will convene the Project Steering Committee
- July 30: (within 30 days of grant award) Core program documents, materials and accounting systems will be developed by the Project Steering Committee
- September 15 (within 60 days of grant award) The project steering committee will organize up to two training workshops for Tree Champions, Volunteer Advisors and Neighborhood Leaders that will cover:
 - o Project organization and logistics
 - o Tree Champion technical training
 - o Site selection
 - o LFUCG Planting Manual based quality control
- September 15 - October 15, neighborhood tree walks and participant signups with homeowners
- October 15 until hard freeze, Tree ordering, delivery and installations
- October 15 - December 30, Follow up inspections of installations by Tree Champions
- February 1 - March 1, Spring planting campaign kickoff
- March `5 - May 15, neighborhood tree walks and second round of homeowner signups
- Time selected by Trees Lexington: Follow up training workshop for neighborhood leadership and Tree Champions on planting, mulching and pruning with all participants.
- Repeat in Fall of 2025 if funds remain.
- Final Report, December 15, 2025.

Expected completion date

Nov 30, 2025

Upload a document with the project budget and explanation

https://drive.google.com/uc?id=1mZDghksl0J2_mR0STRCsDFu0NuUhKXWq&export=download&display=/1218853046FriendsofWolfRun_fowrtreeslxbudgetdraft05.xlsx

Are you willing to accept partial funding?

Yes

List the address/addresses and Council District where the project is located. Find the Council District at lexingtonky.gov.

Wolf Run Watershed, Council Districts 11,10,3,2

Supplemental material

Combine and upload a minimum of three color photographs of the project area.

https://drive.google.com/uc?id=1irCp9UfIl321qGIPbWOW48c2DmYKgh0&export=download&display=/1218853046FriendsofWolfRun_picture_024.jpg

Upload a map of the proposed project location (this can be a screenshot of a map but the project site must be identified).

https://drive.google.com/uc?id=1L20ovwy8q5vojt17lhX118RsMavwy8w&export=download&display=/1218853046FriendsofWolfRun_prioritizationareaeextractwolfun.png

Combine and upload any other supporting documents or letters of support.

https://drive.google.com/uc?id=1Vh9wfbEFj4V5oMSW4LEVN8gtk9RSIqrc&export=download&display=/1218853046FriendsofWolfRun_fowr_tl_letter_of_support_042324.pdf



FRIENDS OF WOLF RUN

Lexington KY 40503 - 859-940-8234

Dedicated to improving the habitat and water quality
of our neighborhood stream.

April 24, 2024

Dear LexGrow Trees Grant Review Committee

On behalf of Friends of Wolf Run Inc., a community based group working to restore urban watersheds in Lexington, KY, I would like to provide this letter interest confirming our desire to work with Trees Lexington and neighborhood associations throughout our watershed to implement a major expansion in tree canopy contributions from private lands.

Our organization has worked with members of the project team and a number of neighborhood associations on tree planting efforts, and would like to respond to requests from LFUCG staff to help focus on reaching out to private property owners with this initiative.

We have conducted tree planting work on private lands for the past 20 years, and would like to leverage our experience working with LFUCG, understanding their administrative and grant management requirements, handling grant accounting and reimbursement processes, and providing financial services to the partnership outlined in this application.

If funded, you can count on Friends of Wolf Run and its volunteer leadership to help promote program components through our network of contacts, contractors and outreach media. This project will benefit our community and its residents by helping to provide leadership support at the neighborhood level in expanding support for urban forestry work, as well as expanding our tree coverage.

Please contact us at the numbers below if you have any questions about our support for this proposal and how we can further support the Forest Service's Urban and Community Forestry Program.

Sincerely,

Ken Cooke, Treasurer
Friends of Wolf Run Inc.
859-940-8234 (Cell)
www.WolfRunWater.org

LexGrowTrees 2024 Funding Request:

Large Trees for Private Lands:

Program Summary and Goals.

“Large Trees for Private Lands” project team consisting of:

- Friends of Wolf Run, Inc,
- Trees Lexington, Inc,
- Neighborhood association representatives
- Local nurseries
- Contracted Professional installers

Will carry out the targeted tree planting campaign, complete with neighborhood level outreach, training and education components, maintenance training and education and continued support for newly minted **“Neighborhood Tree Champions”** for each participating neighborhood.

The project will leverage

- Friends of Wolf Run grant administration and finance services,
- Trees Lexington expertise on species selection, planting suitability and volunteer training/education experience
- Street by street knowledge of participating neighborhood association leadership in getting this done.

Funds requested will be applied to

- Ordering up to 175 1.5” caliper trees from local nurseries (LFUCG Urban Forestry Program approved species). Number depends on market conditions and species selections based on actual cost.
- Contracting delivery and installation services by commercial landscapers in accordance with LFUCG Planting Manual specifications
- Trees Lexington’s training, technical support materials and educational activities and
- Volunteer materials and supplies to support the work of the Neighborhood Tree Champions.

In-Kind contributions (grant match) will include volunteer administrative, outreach and training services, administrative copays or donations from property owners and wholesale discounts from nurseries and installers.

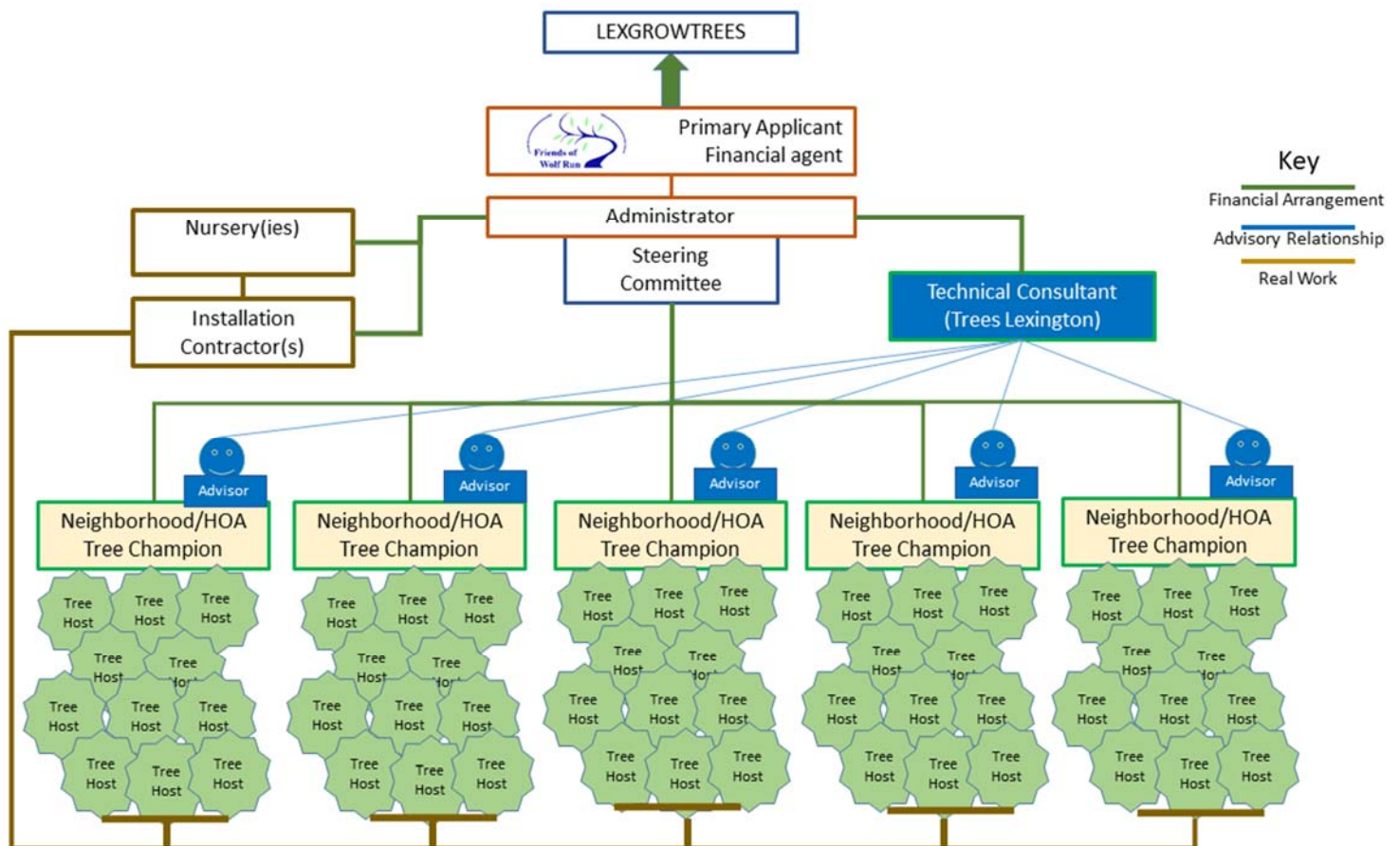
This program will focus on **high need areas** as identified in the 2022 Canopy Study in Council Districts 2, 3, 10 and 11 (Wolf Run Watershed). Even though this program focuses on the Wolf Run Watershed, our hope is the model for targeting and delivery can be applied city wide once our finance, management systems and training/education processes are tested and refined.

The project team is in a unique position to reach private lands not accessible to many government sponsored tree planting campaigns, and the larger tree format compliments distribution of smaller tree species by reaching property owners who are not likely to self-install larger trees.

Large Trees for Private Property Project Team:

Consensus based Volunteer Steering Committee composed of Project Leadership.

- **Administration and Finance:** Ken Cooke, Treasurer, Friends of Wolf Run
- **Education and Technical Support** Coordination, Michael Potapov, President, Trees Lexington
- **Cardinal Valley Neighborhood** Tree Champion: Peggy Henson
- **Hamilton Park/Westgate Neighborhood** Tree Champion, Bonnie Jacobs
- **Pine Meadow Neighborhood** Tree Champion, Lamont Noland
- **Gardenside Neighborhood** Tree Champion, Quincy Fuehne
- **Picadome Neighborhood** Tree Champion Lisa Chifalo
- **Southland Park Neighborhood** Tree Champion, Jean Watts
- **Additional neighborhood representatives** as they come forward
- **At Large Member,** Bruce Hutcheson, President, Friends of Wolf Run
- **Trees Lexington Neighborhood Advisors**
- **Contract Installers** (ex officio members of steering committee)
- **Others interested** willing to show up at planning meetings



Plan of Work and Timeline:

- **July 1:** (Immediately following grant award) Friends of Wolf Run will convene the Project Steering Committee
- **July 30:** (within 30 days of grant award) Core program documents, materials and accounting systems will be developed by the Project Steering Committee
- **September 15** (within 60 days of grant award) The project steering committee will organize up to two training workshops for Tree Champions, Volunteer Advisors and Neighborhood Leaders that will cover:
 - Project organization and logistics
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- **March `5 – May 15, neighborhood tree walks and second round of homeowner signups**
- Time selected by Trees Lexington: Follow up training workshop for neighborhood leadership and Tree Champions on planting, mulching and pruning with all participants.
- Repeat in Fall of 2025 if funds remain.
- Final Report, December 15, 2025.

Specific Organizational Roles:

What Friends of Wolf Run will handle:

1. Primary grant application and convener of the Project Steering Committee.
2. Finance and pay expenses purchases in advance of reimbursements.
3. Provide *administrative support* for the Neighborhood Tree Champions.
4. Order the trees from the nurseries.
5. Contract with the installers for installation and delivery.
6. Insurance coverage by a \$2,000,000 general liability policy through State Farm.
7. Communicate with the Tree Champion, and participating residents on installer scheduling.
8. Pay for the trees and pay the installers
9. Handle the reimbursement paperwork and grant reporting.

What Trees Lexington will handle:

1. Provide a representative for the Project Steering Committee
2. Provide technical support and training for Neighborhood Tree Champions (NTC's) to discuss trees as beneficial "utilities," evaluate planting sites, suggest appropriate tree species from an "approved" list, and evaluate tree installation quality relative to specifications through in-person and/or remote video training events.

3. Host educational tree walks in cooperation with participating neighborhoods engage residents about trees in general, discussing “right tree, right place” considerations. NTCs will be asked to encourage neighbors to attend the walks.
4. Provide support to NTCs for site specific considerations.
5. Provide planting specifications for the tree plantings.
6. Assist NTC’s in evaluating the tree plantings for compliance with specifications.
7. Provide tree maintenance instructions.
8. Offer up to four tree maintenance workshops covering the basics of watering, mulching, and young tree pruning. Printed and online reference resources will be provided for additional support and guidance.

What the Neighborhood Tree Champions (NTC’s) will do:

1. Help us **promote participation** via the neighborhood's social media, newsletter and email outlets.
2. Help us **identify willing participants** in their neighborhood, filling out our paper participant agreement forms.
3. **Communicate** with project coordinators when orders are received
4. **Work with Trees Lexington advisors** on site selection, species selection and maintenance guidance for the property owner.
5. Promote participation in a **neighborhood tree walk or field day**. Tree walks will be scheduled on request by the neighborhood to Trees Lexington.
6. **Check on installations** to be sure they were completed.

What the Contractor will do:

1. Pick up the tree(s) at the nursery
2. Contact Before You Dig, 811
3. Deliver the tree to the property to the spot marked by the property owner
4. Dig the hole, install the tree, mulch the tree and stake the tree per LFUCG Planting Manual Guidance.
5. The contractor will give us an alert when they will be delivering the trees. Schedule will vary based on their workload, weather and nursery details.
6. The contractor will send a printed (PDF) invoice to Friends of Wolf Run of Wolf Run Treasurer for payment

Logistics of Ordering and Installing Trees:

Tree and installation ordering will be done in manageable batches once the minimum for wholesale discounts is reached (6 – 10 trees per order)

- We can have more than 6 or 10 trees in a "batch" order.
- But that is the *minimum number* the landscaping contractors required for the wholesale discount.
- Less than that number we pay full retail for the tree, and full retail for the installation, and we don't want to do that.

"Rinse and repeat" till the money is fully expended.

- Inevitably, after the first round of planting, others will come forward and want to participate.
- We can sign up a new "batch" order for a neighborhood as interest and funds are available.

What trees will we be offering?

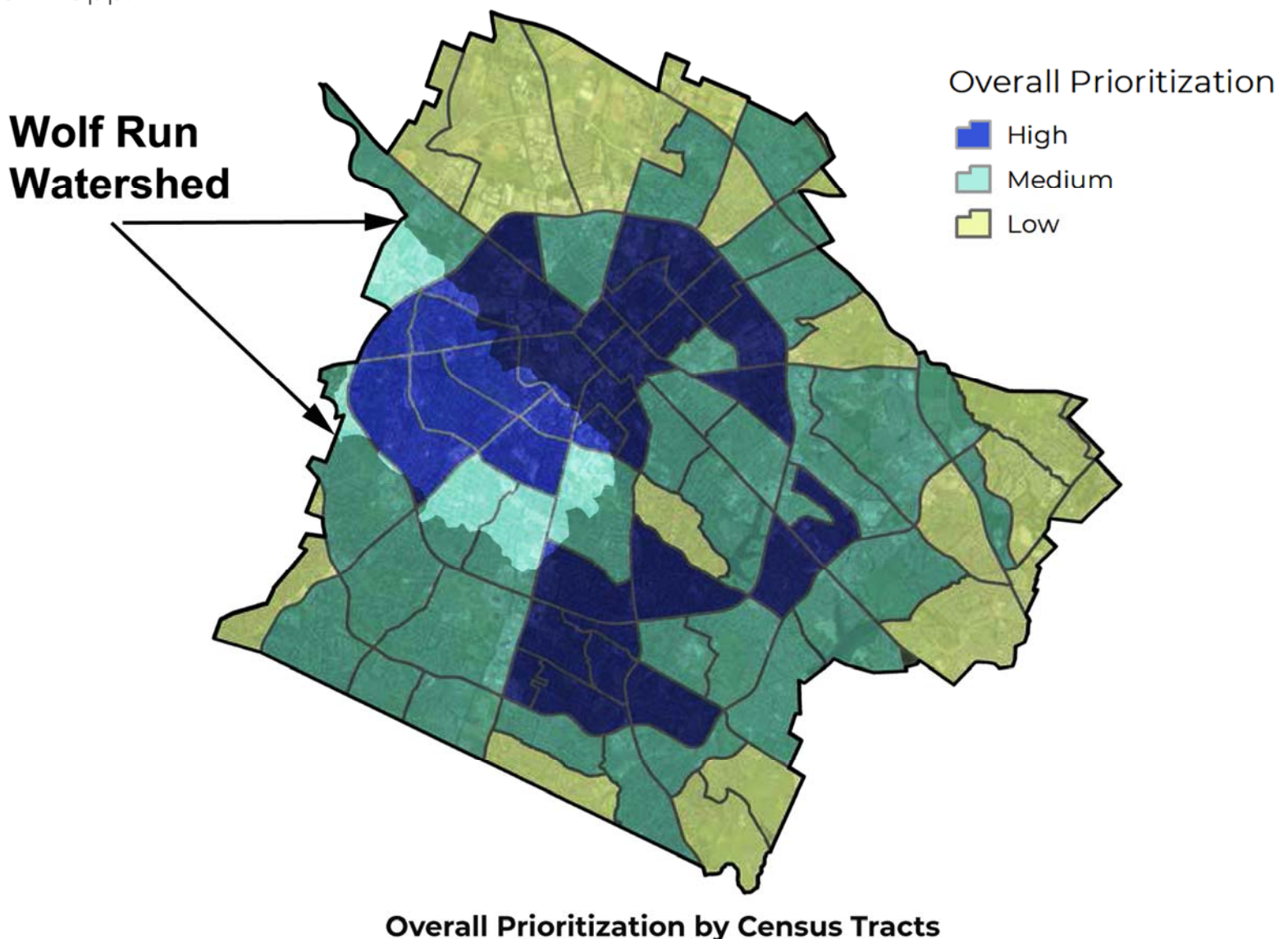
We are working on that list right now with Trees Lexington and the Urban Forestry Program in consultation with area nurseries.

- The species selection will depend on site, sunlight, soils and room for the tree to grow.
- The species list will have a selection of large and medium-sized native KY hardwoods.

If a private property owner wants a smaller format tree (shrub, understory tree) we will direct them to participate in other tree distribution programs through Trees Lexington or LexGrow Trees and support their efforts to get it, but we won't be paying for professional installations from grant funds for "small" trees.

Focus Area:

We will be working within various neighborhood associations within the Wolf Run watershed, primarily in the council districts adjacent to Versailles Road, bounded by Red Mile Road and New Circle Road. Most of the area contained precincts with High Priority in the 2022 Urban Tree Canopy Study as illustrated by this map



LexGrowTrees
Large Trees for Private Lands
Budget Worksheets

Table 1: LexGrowTrees Master Budget	Grant	Match	Total
Trees	\$ 31,500.00		\$ 31,500.00
Contract Services Installers, Trees Lexington	\$ 64,435.00	250	\$ 64,685.00
Materials and Supplies	\$ 1,600.00		\$ 1,600.00
Volunteer Time		\$ 3,575.00	\$ 3,575.00
Project Coordination		\$ 2,100.00	\$ 2,100.00
Insurance Services		\$ 750.00	\$ 750.00
Facilities/Meetings	\$ 400.00		\$ 400.00
	\$ 97,935.00	\$ 6,675.00	\$ 104,610.00

Table 2. Budget worksheet calculations assigned to responsible party:

Item	Category	Description	Participant	QTY	Unit Cost	Grant Funds	In-Kind	Totals
1	Contracted Services	Development of Neighborhood Tree Champions Workshop Presentation and Curriculum	Trees Lexington	1	\$ 1,200.00	\$ 950.00	\$ 250.00	\$ 1,200.00
2	Contracted Services	NTC Training Workshops	Trees Lexington	2	\$ 250.00	\$ 500.00		\$ 500.00
3	Materials and Supplies	Tree Walk promotional materials, handouts and supplies	Trees Lexington	8	\$ 100.00	\$ 800.00		\$ 800.00
4	Project Coordination	Trees Lexington Primary Contact Time (Hours)	Trees Lexington	10	\$ 30.00		\$ 300.00	\$ 300.00
5	Contracted Services	Trees Lexington Consultations with NTCs	Trees Lexington	32	\$ 30.00	\$ 960.00		\$ 960.00
6	Volunteer Time	NTC Consulting Time	Trees Lexington	35	\$ 25.00		\$ 875.00	\$ 875.00
7	Plant Materials	Tree Costs from area nurseries	Area Nurseries	175	\$ 180.00	\$ 31,500.00		\$ 31,500.00
8	Contracted Services	Installation contract labor cost with licensed landscaping companies	Area Contractors	175	\$ 350.00	\$ 61,250.00		\$ 61,250.00
9	Volunteer Time	Landowner participation/planning time	Tree Recipients	180	\$ 15.00		\$ 2,700.00	\$ 2,700.00
10	materials and Supplies	NTC Materials and Supplies (forms, stakes, logo-identified materials)	FOWR	8	\$ 100.00	\$ 800.00		\$ 800.00
11	Facilities Costs	Steering Committee meeting costs (Facility rental, setup, printed materials)	FOWR	4	\$ 100.00	\$ 400.00		\$ 400.00
12	Insurance	Liability Insurance (State Farm, \$2,000,000)	FOWR	2	\$ 375.00		\$ 750.00	\$ 750.00
13	Project Coordination	Project Administration	FOWR	100	\$ 18.00		\$ 1,800.00	\$ 1,800.00
14	Contracted Services	Follow up inspection field visits by Trees Lexington (random selection)	Trees Lexington	15	\$25	\$ 375.00		\$ 375.00
15	Contracted Services	Tree Maintenance Workshops by TL	Trees Lexington	4	\$100	\$ 400.00		\$ 400.00
						\$ 97,935.00	\$ 6,675.00	\$ 104,610.00

Table 3. Neighborhood Tree Champion materials worksheet (Line Item 10 above)

Item	Cost Each	Qty	Total
Clip board	\$2.00	1	\$2.00
Three Ring Binder for Materials	\$3.00	1	\$3.00
Paper Copy of LFUCG Planting Manual	\$4.00	1	\$4.00
Participant Agreement Forms	\$0.11	60	\$6.60
Brochures that describe the program	\$0.26	50	\$13.00
Tree Stakes for Marking planting Locations	\$2.00	25	\$50.00
NTC Logo 2 color T-Shirt, cap or vest	\$15.00	1	\$15.00
Sharpie Markers for marking tree stakes	\$2.00	2	\$4.00
			\$97.60

Measurable Outcomes:

1. Number of trees planted:

Our estimate is we can place up to 175 1.5" caliper trees given funding levels requested. Market conditions could affect that number but those costs will be known and actual planting rates reported to both LexGrowTrees coordinators and project management. Since we will know the parcel addresses of each tree installed, we can collect data on survival rates at 1 and 5 year intervals.

2. Tree Canopy Prediction/10 Years:

Based on generalized 10 year canopy growth for the size trees considered, trees planted should yield between 17,500 and 22,750 square feet of additional canopy in the target area after 10 years of growth mark. Tree Canopy Calculators can provide additional information on stormwater quality improvements and heat island reduction contributions.

3. Neighborhood Tree Champions Recruited and Trained:

This will be one of our most valuable outcomes, identifying, recruiting, training and supporting neighborhood level agents, working with tree experts to place and support tree health maintenance and expansion at the block by block level in residential areas. We will be starting with 8 Tree Champions, but our preliminary research indicates that multiple individuals in each neighborhood are willing to fill this important opinion leadership and advocacy role.

4. Individual Homeowners Reached:

This is a larger number of potential participants and recipients: We can touch up to 175 property owners with this program, and provide motivated interest and support through 4 planned tree maintenance workshops

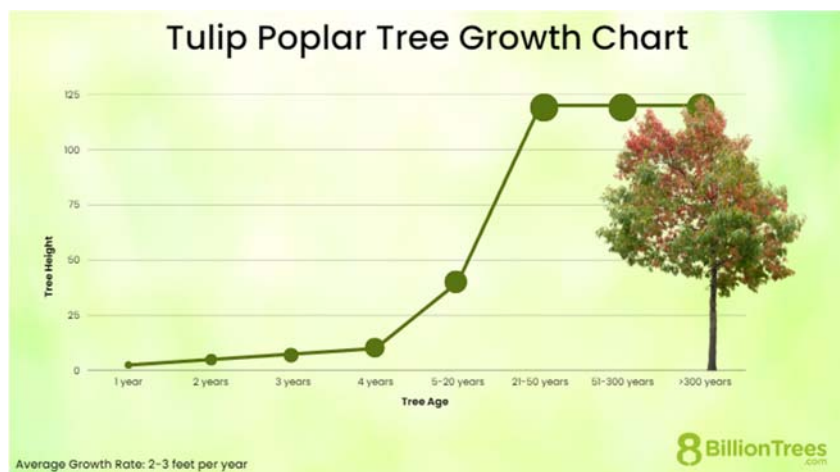
5. Tree Walk Participation:

We will have sign in sheets and information regarding participation in scheduled tree walks. Contact information will be shared with LFUCG Urban Forestry Program and Trees Lexington adding to their outreach and coordination efforts.

6. Social Media, Public Outreach and Educational participation values

We will be utilizing traditional media and social media for our outreach and promotional efforts. Statistics on participation and impact will be maintained.

Right: Example Growth Rate Curve for one species showing accelerated growth rates for various starting sizes.



Wolf Run Watershed Tree Placement Participant Agreement (Draft 02)

Tree Host FN/LN:	
Street Address:	
Phone#	Email:
Neighborhood:	Co-Pay collected \$
Tree Placement address:	
Tree Species Choice:	

I the undersigned check to agree:

- _____ To select an **appropriate site and species** for planting based on guidance from project coordinators.
- _____ To **allow installation contractors to enter the property** identified above to install the tree.
- _____ To **clearly mark the location** I want the tree to go with the provided marking stake.
- _____ To **water and mulch the tree** for two growing seasons to help the tree get established.
- _____ **To communicate** any questions, ideas, concerns or feedback to project coordinators to help improve the program.

Additional Instructions or notes:

Signature of Property Owner/Tree Host

Date

Project Representative Name: Contact Information

Instructions:

1. Please draw a sketch for tree placement on the property on the reverse side of this form (or send a picture)
2. Provide 1 copy to Tree Host, 1 copy to Project Neighborhood Representative.
3. **Email or send a scan or “readable” cell phone picture of agreement to friend@wolfrunwater.org**
4. Friends of Wolf Run coordinators will send a notice to the Tree Host/Property Owner when installation is scheduled that includes the contractor contact info and installation time window.
5. **Any questions, concerns, comments or feedback can be provided to all parties listed above, or to friend@wolfrunwater.org or by calling 859-940-8234.**

Thank you for your willingness to help get trees in the ground and grow our tree canopy in Lexington!





April 23, 2024

To Whom It May Concern:

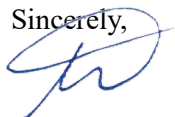
Trees Lexington is pleased to support the Lex Grow Trees grant application by Friends of Wolf Run. Trees Lexington is a 501(c)(3) nonprofit organization working to increase the tree canopy in Lexington and build community through tree education and maintenance events.

The proposed program will make a meaningful impact increasing tree canopy on private property, provide in-depth education to a group of Neighborhood Tree Champions, who will in turn help educate their neighbors, and provide tree maintenance guidance to the recipients of the trees.

To support the program, Trees Lexington will hold tree walks to help raise awareness of the value of mature canopy trees and the need to plant new trees. We will provide training for the Neighborhood Tree Champions covering tree selection and placement considerations. We will then assist them with the selection of the “right tree” for the “right place” and one-on-one consultations with the homeowners, provide planting specifications for the landscaping contractors, and assist in inspecting the tree installations to ensure they comply with the planting specifications,

After the trees are installed, Trees Lexington will hold tree maintenance workshops to help guide homeowners regarding watering, mulching, and pruning of their new trees.

Please feel free to contact me by email (michael@treeslexington.org) or phone (859-230-7584) should you have any questions or would like additional information about our support of the application.

Sincerely,


Michael Potapov
President, Board of Directors
Trees Lexington!, Inc.



April 17, 2024

To: LexGrowTrees Grant Review Committee

Greetings,

This letter is to indicate the interest and support of the Cardinal Valley Neighborhood Association (CVNA) Board of Directors for the "Large Trees on Private Property Program" funding request being submitted by Friends of Wolf Run Inc.

We cherish our trees in Cardinal Valley and recognize the need to increase the cooling, greening and beautifying tree canopy across Lexington and particularly on private properties. We have worked with Friends of Wolf Run in the past and, having reviewed their latest program proposal, find it to be pretty chill and not overly burdensome to Cardinal Valley residents in its stipulations.

We would be happy to identify a point of contact to assist with finding homes for more trees in our neighborhood. Former 11th District Councilmember Peggy Henson has volunteered to serve in that capacity.

We look forward to working with Friends of Wolf Run and their installers and tree nurseries along with other neighborhoods in our watershed.

Please let us know if you have any questions about our support for this project.

Thank you so much for this funding opportunity.

Sincerely,



Leandro "Nachie" Braga

President
Cardinal Valley Neighborhood Association
songofthecedars@gmail.com



To: Ken Cooke
From: Kris Goggin
Acting Vice President, Gardenside Neighborhood Association (GNA)
Re: Gardenside's Participation in LexGrow Trees Initiative
Date: April 11, 2024

On March 27, 2024 the GNA Board met and one of the items discussed was the LexGrow Trees Initiative. The Board agreed to promote the program and seek a resident of Gardenside who would be willing to assume the role of Tree Champion, to act as a liaison between the interested neighbors of Gardenside, Friends of Wolf Run and LexGrow Trees. We have created a newsletter article to be published next week seeking a Tree Champion and describing the program to Gardenside residents.

On April 9th I was contacted by a Gardenside Resident who is interested in learning more about being a tree champion volunteer. Her name is Quincy Fuehne and she lives on Gettysburg Road. Her fiancé, Clayton Collins, would be interested in co-volunteering with Quincy. Her contact email is qfuehne@gmail.com. I will also contact her and give her your email so that she may discuss details with you and get updates on the project.

It is our hope as a Neighborhood Association that this tree planting initiative move forward.



*Volunteers dedicated to the livability, safety, beauty and sustainability
of our neighborhood around Southland Park, Lexington, Kentucky*

April 15, 2024

To: LexGrowTrees Grant Review Committee

Greetings,

On behalf of the Southland Park Neighborhood Association I would like to inductate our support for the Trees Lexington, Friends of Wolf Run LexGrowTrees program proposal.

Southland Park Neighborhood has worked with both organizations on tree planting efforts in our area and consider them in a unique position to effectively identify and "occupy" suitable planting locations for large canopy producing trees so needed to improve our neighborhood.

We look forward to working with the project steering committee on implementing the program in our area per technical guidance from program coordinators. I will be serving as the Neighborhood Tree Champion, but we have full expectation that I will not be alone in my efforts to reach out to our neighbors to alert them of this and other opportunities to acquire, install and maintain a robust tree canopy.

Please contact me at the numbers below if you have questions about our support or what we hope to accomplish through this cooperative effort. Thank you so much for your consideration.

Sincerely,

Jean Guy Watts
Southland Park Neighborhood Assocaation
859-221-4601



Join in the conversation:

Like us on Facebook:

<https://www.facebook.com/southlandparklex/>



neighbors creating community

April 3, 2024

Ken Cooke, Treasurer
Friends of Wolf Run
639 Cardinal
Lexington, Kentucky 40503

Dear Ken:

On behalf of the Picadome Neighborhood Association, I'd like to express our interest in partnering with the Friends of Wolf Run and Trees Lexington on a grant application to be submitted to LexGrowTrees for a project to plant trees on private residential property in Lexington. Our Board of Directors discussed this project at our March meeting and everyone was enthusiastic about this opportunity for interested residents in our neighborhood to obtain trees, as well as the optional services of a professional landscape company and assistance in identifying a suitable location for planting. We believe this model will assure the best possible outcome for the newly-planted trees.

As you know, we have lost and are continuing to lose a number of mature trees due to the Clays Mill Road widening project and the current sewer project, as well as storm damage and the age of the original trees. We anticipate that many of our neighbors will be excited about the opportunity to get new trees for a modest co-pay.

Lisa Chiffolo, our Vice President for Communication, has agreed to serve as the PNA liaison for this project, and also to serve as our representative on the Project Steering Committee. You may contact Lisa by email at lmc9839@rit.edu or by telephone at 914-409-6333.

Sincerely,

Melinda Ryles-Smith

Melinda Ryles-Smith
President

Mail: P.O. Box 8125, Lexington, KY 40533

Email: PicadomeNeighborhood@gmail.com

Website: picadomeneighborhood.org

Social Media: www.facebook.com/PicadomeNeighborhood <https://www.instagram.com/picadomeneighborhood/>

Hamilton Park *Neighborhood Association*

Paula Singer, President
Craig Olson, Vice President
Bonnie Jacobs, Treasurer
Mary Powell, Secretary

April 17, 2024

We are a small neighborhood of two streets, so we are delighted that Friends of Wolf Run has reached out to include us in this grant request.

Our neighbors have responded enthusiastically to getting trees that will do well in an urban environment and also to getting help with planting and site selection.

Bonnie Jacobs is willing to serve as our Neighborhood Tree Champion, keeping track of interested households. We have identified approximately 15 households interested on a street of 40 houses.

We've lost many big canopy trees over the past decade. Unfortunately, they're often not replaced. We hope that some people who've lost trees will be inspired to replant through this wonderful opportunity.

Sincerely,



Paula Singer, President
Hamilton Park/Westgate Neighborhood Association
paulasinger17@icloud.com



Pine Meadows
NEIGHBORHOOD ASSOCIATION

April 17, 2024

To: LexGrowTrees Grant Review Committee

This letter indicates the interest and support of Pine Meadow Neighborhood Association leadership for the “Large Trees on Private Property Program” funding request being submitted by Friends of Wolf Run.

We already have a contact person to assist with getting the word out about the opportunity and help coordinate the planting of trees. We look forward to working with Friends of Wolf Run, Trees Lexington, the installers and nurseries, and other neighborhoods in our watershed.

Thank you for this funding opportunity. Please let us know if you have any questions about our support for this project.

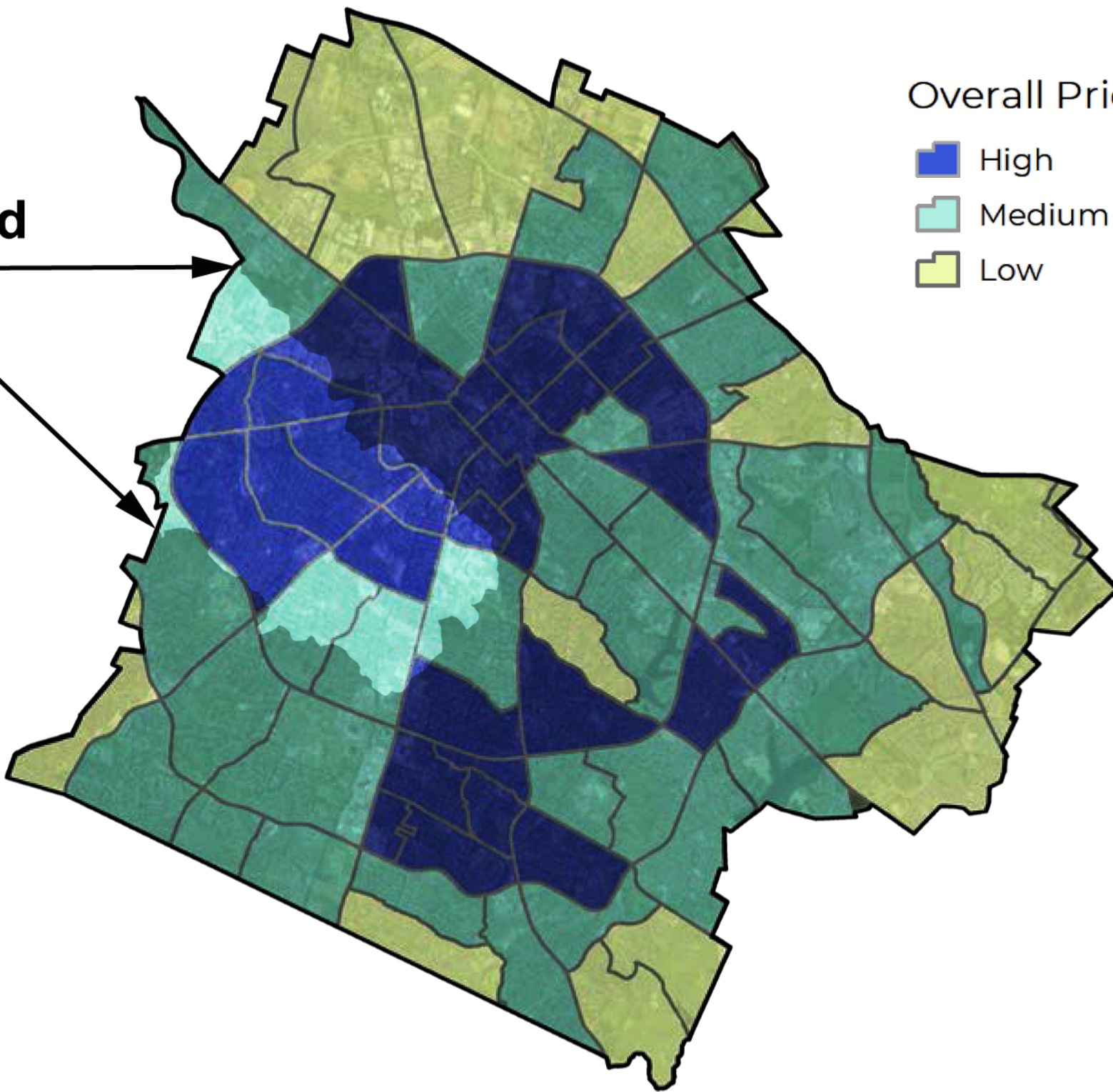
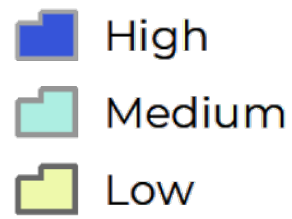
A handwritten signature in black ink, consisting of a stylized capital 'D' followed by a series of loops and a long horizontal stroke extending to the right.

David Roux
PRESIDENT



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Overall Pri



Overall Prioritization by Census Tracts

EXHIBIT B

APPLICATION REVIEW, SCORING, AND DETERMINATION FORM

**LEXINGTON-FAYETTE URBAN COUNTY GOVERNMENT
TREE CANOPY AD HOC COMMITTEE
LEX GROW TREES GRANT PROGRAM
APPLICATION REVIEW, SCORING, AND DETERMINATION**

Applicant Name: Friends of Wolf Run

Requested Grant Amount: \$97,935.00

Project Elements:

1. Targeted Tree Planting Campaign
2. Training Workshops to Develop Neighborhood Tree Champions
3. Tree Walks
4. Maintenance Training

RECOMMENDATION OF THE SCORING COMMITTEE

- Applicant and proposed project meet program eligibility requirements. Project Score: **88**.
- Approve the Grant Application for the **Full** amount of **\$97,935.00**.
- Approve the Grant Application with the following stipulations:
 1. Applicant shall obtain written approval / agreement prior to work being done on properties not owned by the Applicant.
 2. Applicant shall provide the Council Districts for each Neighborhood Tree Champion in their final report.

TREE CANOPY AD HOC COMMITTEE DETERMINATION

After considering the recommendation of the Scoring Committee, the application and supporting information, and having heard evidence, the Committee finds:

_____ The application does not meet the eligibility requirements of the grant program as set forth in the Grant Program Guidelines and the grant application is denied.

--- OR ---

✓ _____ The application meets the eligibility requirements of the grant program as set forth in the Grant Program Guidelines.

✓ _____ The application has been scored and is deemed worthy of funding this granting cycle.

✓ _____ The grant application is approved in the amount of: \$ 97,935.00

✓ The grant is approved with the following stipulations: see items #1-#2
in the Recommendation section above.

_____ The application has been scored. Insufficient funds are available to cover the project for this Fiscal Year.

_____ Other: _____


Chairperson

5/31/2024
Date

EXHIBIT C

LEX GROW TREES GRANT PROGRAM GUIDELINES

Lex Grow Trees Grant Program Guidelines

Objectives

1. Increase the scale and health of our tree canopy.
2. Increase community buy-in and resident engagement in assuring the creation and maintenance of our tree canopy.
3. Guide a cultural shift in the understanding of the benefits of trees for individuals, our economy, our community's social structure, and our collective community's health.
4. Address the equity challenges of access to the benefits of a healthy tree canopy.

Background

As a result of several opportunities and issues facing the residents of Lexington over the past several years, there has been an unprecedented level of concern for our City's tree canopy. Upon hearing these concerns and during discussions on how the City would allocate its share of Federal ARPA funds, the Urban County Council and the administration desired to allocate funds to growing Lexington's tree canopy. In February 2022, the Council authorized \$1.5 Million from budget stabilization funds for improving Lexington's tree canopy. The funds were placed with the Division of Environmental Services to oversee their expenditure. The Tree Canopy Ad Hoc Committee was formed to provide input to the division as to how the funds should be allocated. The committee created the Lex Grow Trees campaign which is dedicated to addressing tree canopy inequalities in Lexington. Four areas of focus that Lex Grow Trees determined are:

1. Mobilization of community and neighborhood tree advocates and stewards
2. Tree planting
3. Tree maintenance
4. Tree education

In the FY22 budget, \$75,000 was allocated to update Lexington's Urban Tree Canopy Study, which had been completed in 2012. The change analysis, completed in the fall of 2022, looked at the most recent data from 2020 as compared to the 2012 data. It provides information on the tree canopy by council district, watershed, census tract, and types of property ownership. The assessment also includes planting plans to achieve various canopy goals. We encourage potential applicants to review this study to help spark potential project ideas.

Eligible Organizations

1. Federally recognized non-profit organizations 501(c)(3)
2. Incorporated, active neighborhood or homeowners associations
3. For profit organizations

Eligible Activities

1. Tree planting
2. Tree maintenance
3. Tree education
4. Develop and support tree advocates and stewards

Application Requirements

Applications must include the following information:

1. Organization info
 - a. Name of organization
 - b. Street address and zip code
 - c. Phone number
 - d. Email address
2. Contact information
 - a. Contact person name
 - b. Contact person title
 - c. Contact person phone number
 - d. Contact person email address
3. Project narrative, scope of work, and community objectives (If applicable, include a list of project partners and tree experts who will be engaged in your project.)
4. Project dates and project schedule
 - a. Starting date
 - b. Milestone dates
 - c. Expected completion date
5. Project budget and explanation
6. List the address/addresses and Council District where the project is located. (Find the Council District here: <https://www.lexingtonky.gov/>)
7. Supplemental material
 - a. A minimum of three (3) color photographs of the project area.
 - b. A map of the proposed project location (This can be a screenshot of a map but the project site must be identified.)
 - c. Any other supporting documents or letters of support
8. Page limit: 10 pages with font size 12

Selection Criteria

Applications for each funding cycle will be evaluated by the Tree Canopy Ad Hoc Committee. Applications and the activities proposed will be evaluated and grant awards will be made based on consideration of the following factors (the scoring rubric is at the end of this document):

1. Location with a focus on equity (See the [2022 Urban Tree Canopy Study](#).)
2. Number of people reached via engagement or education
3. Ability of the applicant to maintain the project
4. Cost efficiency
5. Number of trees (newly planted)
6. Number of trees (maintenance or care of existing)

Additional Grant Program Guidelines and Requirements

1. All applicants must submit a completed application by the deadline.
2. A detailed project plan and budget for all expenses shall be prepared and included in the application. If selected for a grant, a more detailed project plan and budget may be required for the Grant Award.

3. If selected for a grant, the organization must have a taxpayer ID and be willing to provide a W-9 to LFUCG.
4. If selected for a grant, the organization must be willing to sign the Grant Agreement that will be processed for approval by the Urban County Council and the Mayor's signature. A copy of the Grant Agreement is attached.
5. To receive grant funds, grantees will submit Requests for Reimbursement for consideration. Each Request for Reimbursement shall include documentation to support the reimbursement request (*e.g.*, paid invoices, receipts, pay stubs) or quotes for items to be purchased within thirty (30) days of the funds disbursement.
6. Grantees will have up to 24 months from the time of the execution of the Grant Agreement to complete the projects.
7. Full responsibility for management of the project lies with the organization awarded funds. This includes the following:
 - a. Obtaining approvals.
 - b. Sign-offs from LFUCG offices regarding species selection, sight distance, encroachment/location issues, planting safety issues, and maintenance specifications.
8. All grant-funded projects must be completed in accordance with applicable local, state, and federal law. All required permits, agreements, permissions, approvals, etc. must be obtained by the grant recipient or their representatives prior to commencing work.
9. Any project that includes movement of soil and/or land disturbance shall call 811 for utility locating services per state regulations.
10. The project cannot include permanent changes within the street right-of-way without the prior express written approval from LFUCG or KYTC, as appropriate. Likewise, the project cannot include permanent changes on properties not owned and/or controlled by the grant recipient without the prior express written approval from the property owner.
11. Any project proposing tree planting shall follow LFUCG's Planting Manual under the advisement of LFUCG's Urban Forester (see: www.lexingtonky.gov/forestry). Grantees are encouraged to contact the Urban Forestry staff with questions about proper planting procedures and correct maintenance techniques.
12. All project materials and any associated marketing must be co-branded using the Lex Grow Trees branding.
13. A final report must be submitted within 30 days of completion of the project. This report shall include:
 - a. A description of the project and the benefits derived from its implementation;
 - b. Locations of trees planted, including species;
 - c. Locations of trees pruned or maintained, including species;
 - d. Information about events hosted, including topic, location, numbers of attendees, and photographs taken during the events;
 - e. A maintenance plan, if appropriate, or documentation of having maintenance discussions with individual property owners;
 - f. A summary table comparing the project budget to actual expenditures, along with supporting documentation;
 - g. Sample outreach and/or educational materials used.