

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 **Pensacola Park Neighborhood Association** (Hereinafter "Organization"), with the mailing address of 143 Goodrich Avenue, 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 \$6,000.00 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

Pensacola Public Neighborhood Association

Organization Name (Printed)

BY:

Signature

Director

Title

Bob Lindsay

WITNESS SIGNATURE

Bob Lindsay

WITNESS PRINTED NAME

05-JUN-2024

DATE

4881-3166-5349, v. 1

EXHIBIT A
ORGANIZATION'S APPLICATION

Form Name:	Lex Grow Trees Grant Application
Submission Time:	April 9, 2024 8:19 am
Browser:	Firefox 124.0 / Windows
IP Address:	66.115.181.223
Unique ID:	1213115116
Location:	33.8743, -84.4653

Lex Grow Trees Grant Application

Organization information

Name of organization	Pensacola Park Neighborhood Association
Street address and zip code	143 Goodrich Ave 40503
Email	pensacolapark@gmail.com
Phone	(859) 492-2954

Contact information

Contact person name	François Pomerleau
Contact person title	Director
Contact person phone number	(859) 492-2954
Contact person email address	pensacolapark@gmail.com

Project information

Upload a PDF packet with the project narrative, scope of work and community objectives.	https://drive.google.com/uc?id=1w6NKLYLfIMGzlhbxmI-yEKYyesPqhdqt&export=download&display=/1213115116PensacolaParkNeighborhoodAssociation_156059812_PensacolaParkLexGrowApp.pdf
Project start date	Apr 05, 2024
List milestone dates	spring 2024, fall 2024, spring 2025, fall 2025 (planting seasons)
Expected completion date	Nov 15, 2025
Upload a document with the project budget and explanation	https://drive.google.com/uc?id=1mG_DVRHI4Ryh8s_EKOYW_ISIkHEpM9HH&export=download&display=/1213115116PensacolaParkNeighborhoodAssociation_156060575_PensacolaParkLexGrowApp_Budget.pdf
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.	This project is for the entire neighborhood of Pensacola Park Historic Overlay District in Council District 10. The neighborhood is bounded by Suburban Court on the north, Goodrich Avenue on the south, Nicholasville Road on the east, and the Norfolk Southern Railway on the west. It includes all of: Goodrich Avenue, Lackawanna Road, Norfolk Drive, Penmoken Park, Pensacola Park, Suburban Court, and Wabash Drive; 1801-1909 (odd only) Nicholasville Road; and 108-199 Rosemont Garden
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Supplemental material

Combine and upload a minimum of three color photographs of the project area.	https://drive.google.com/uc?id=138SMC4OVgMVMdLarYrHaEA7k_m32bleP&export=download&display=/1213115116PensacolaParkNeighborhoodAssociation_156060675_PensacolaParkLexGrowApp_Photos.pdf
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=1MbPASM0KVdLZaA2SI_YEkxoYTeBwx6aG&export=download&display=/1213115116PensacolaParkNeighborhoodAssociation_156060679_PensacolaParkBoundaryMap.jpg
Combine and upload any other supporting documents or letters of support.	https://drive.google.com/uc?id=1J65N-75Rj5I4TusNvUxL6RBX9mNc6D1s&export=download&display=/1213115116PensacolaParkNeighborhoodAssociation_156060885_PensacolaParkLexGrowApp_SupportingDocs.pdf



Pensacola Park Neighborhood Association

Lex Grow Trees Grant Application

April 5, 2024

Contact:

Pensacola Park Neighborhood Association

François Pomerleau, Director

143 Goodrich Ave, Lexington, KY 40503

859-492-2954

pensacolapark@gmail.com

<http://www.pensacolapark.org>

Summary

As a century-old neighborhood, Pensacola Park is blessed with many mature trees, but we are regularly losing those trees to age, weather, and disease, so tree planting is an ongoing primary project of the Pensacola Park Neighborhood Association (PPNA). Our goal is to counter the losses and increase our tree canopy. We have assembled a volunteer team of tree stewards, landscapers, and environmentalists¹ who so far have planted 47 trees in the neighborhood since 2019. For the coming year, we want to continue identifying neighborhood homes that lack trees and offer them a free tree. A Lex Grow Trees grant would allow us to purchase enough trees to increase our neighborhood tree canopy by 7% by September 2025, and allow us another opportunity to communicate with residents about the benefits and care of trees.

¹ Volunteer PPNA Tree partners: Studio Jesse James Architects; Matt Gooding Construction; Glenn Young Nursery; Landscapers Paradise; Candice Wallace, Principal Research Scientist, Kentucky Transportation Center.

Background

Pensacola Park is a historic (H1-overlay) neighborhood of 420 homes in Lexington, bounded by Suburban Court on the north, Goodrich Avenue on the south, Nicholasville Road on the east, and the Norfolk Southern Railway on the west. It was developed in the early 20th century as a suburb for working-class Lexingtonians, and it remains a working-class neighborhood today. According to the “Lexington Area 2050 Metropolitan Transportation Plan,”² Rosemont Garden and Suburban Court are included in an “area of persistent poverty” and a “historically disadvantaged community”. The remaining streets in the neighborhood are a mix of lower and higher value homes, owner-occupied and rentals, with many elderly residents.

PPNA was formed under our 501(c)(3) organization, the Pensacola Park Preservation Society, in 2018 to bring together residents and businesses located in the neighborhood to preserve its historic integrity, promote sustainable and appropriate growth, and provide education and assistance for the preservation and rehabilitation of historic homes, structures, and landscapes.

We recognize that trees are an important part of the history of our neighborhood. We made the sycamore leaf part of the neighborhood logo in honor of the iconic sycamore tree at the end of Goodrich Avenue. Homeowners and neighbors alike are saddened when our oldest trees succumb to age and must be taken down. With our preservation mission, it is incumbent on us to care for our trees and re-plant new ones for our future neighbors. We envision our old homes on tree-lined streets, with native gardens and backyard wildlife oases, where every resident enjoys the benefits that nature brings to themselves and the community, now and for years to come.

Scope of Work

Site Selection

- A PPNA tree team will assess the neighborhood’s tree canopy and identify which homes are in greatest need of trees. Broadly speaking, Suburban Court, part of Rosemont Garden, much of Pensacola Drive, and Penmoken Park have already been identified to be in greatest need.
- Homeowners with the greatest need for trees will be given the first opportunity to receive a free tree.
- If we still have trees available after approaching the targeted homes, we will offer those to the remaining neighborhood.

Site Preparation

- Homeowners are responsible for obtaining and showing proof of city permit for street trees (when applicable).
- Homeowners will coordinate safe digging with 8-1-1.

² Lexington Area Metropolitan Planning Organization, p. 92-94. https://lexareampo.org/wp-content/uploads/2024/03/MTP-2050_FINAL-Draft.pdf

- Homeowners are responsible for digging a 24” wide x 18” deep planting hole if they are physically able. The tree-planting team will make any necessary adjustments to accommodate the root ball after it is on site.

Tree Selection and Planting

- The team will provide homeowners with a list of non-invasive species to choose from, with guidance about which species are suited for problem spaces such as under power lines, around black walnut trees, shade, etc.
- The team will coordinate with local nurseries to purchase and pick up the tree, deliver it to the site, and plant and mulch around it.

Maintenance and Monitoring

- The team will educate homeowners about watering, pruning, and caring for the trees. After planting day, the team will be available to help with further questions.

Community Engagement

- PPNA regularly distributes printed newsletters and flyers to every home in the neighborhood, as well as maintaining an email list, a website, and a Facebook group. We often include articles about gardening and tree care, and reminders as needed about watering during drought periods.
- Periodically, PPNA invites arborists (such as Trees Lex) to walk the neighborhood with residents to discuss tree maintenance and care, and to answer questions.

Timeline

- Tree acquisition and planting: until grant funds are exhausted; planting generally limited to spring and fall.

Budget

- Total estimated cost: \$6,000 for approximately thirty 1.5” minimum caliper trees and mulch. Labor is all in-kind.

Community Objectives

Environmental Improvement

- Mitigate carbon dioxide. Especially important in our neighborhood that is surrounded by one of Lexington’s most-heavily traveled streets (Nicholasville Road), a busy commercial corridor (Southland Drive), and a busy railway.
- Absorb heat. Our old houses are sited close together with small front yards, offering less space for the cooling effect of lawns. We need to maximize vertical green space.
- Provide more shade, reducing air conditioning needs.
- Reduce water evaporating from ground plantings.

- Filter stormwater runoff into Wolf Run Watershed.
- Support urban wildlife.
- Beautification of the neighborhood.

Health and Well-being

- Improve air quality for better respiratory health.
- Increase green space, which can enhance mental well-being, and encourage people to spend more time outdoors which can improve physical well-being.
- Provide shade, reducing the risk of skin cancer.

Social Cohesion

- Strengthen neighborhood bonds through working with neighbors and community partners on a collaborative project.
- Foster environmental stewardship among residents, particularly if they choose their preferred tree species and participate in planting.

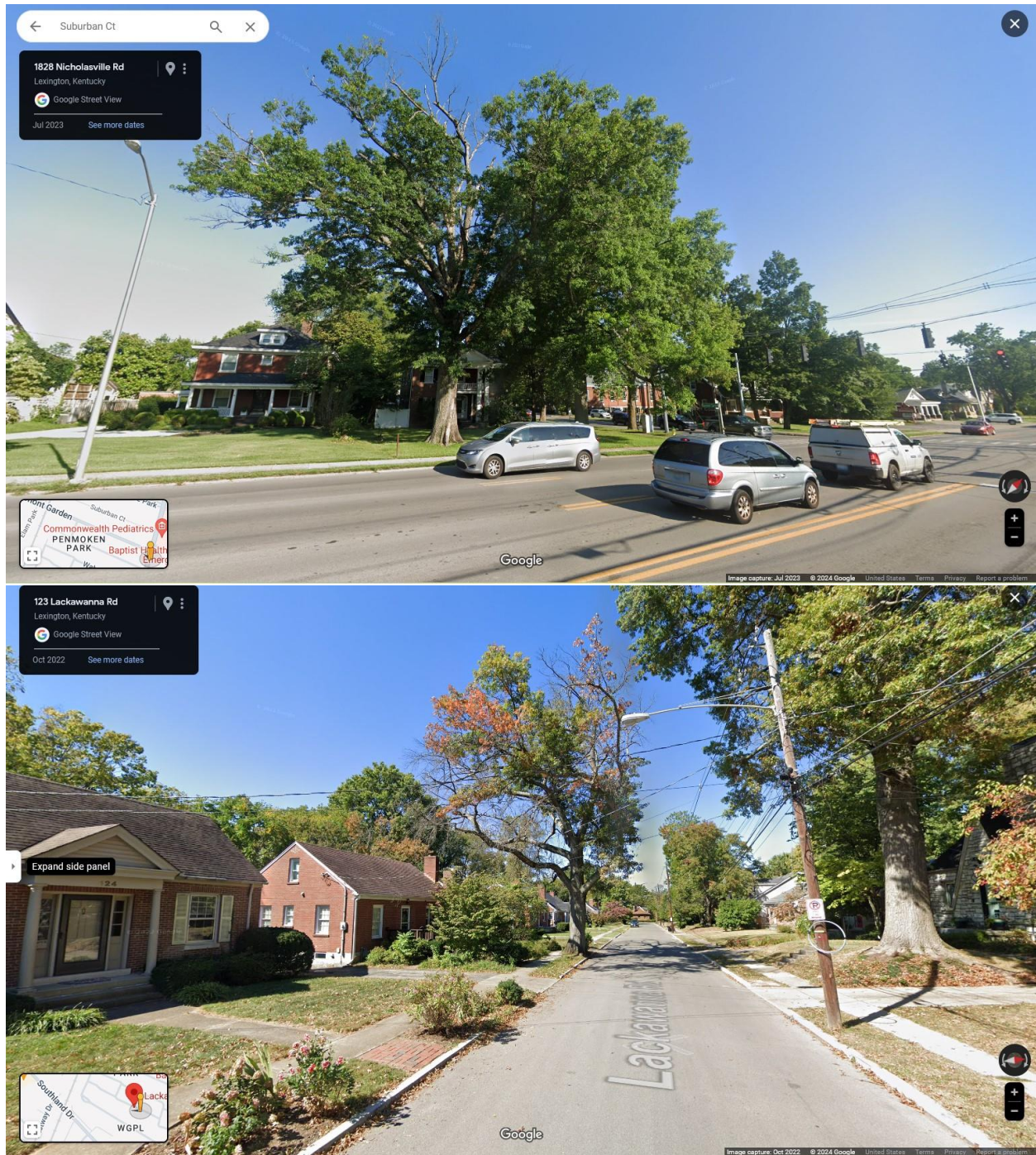
Economic Development

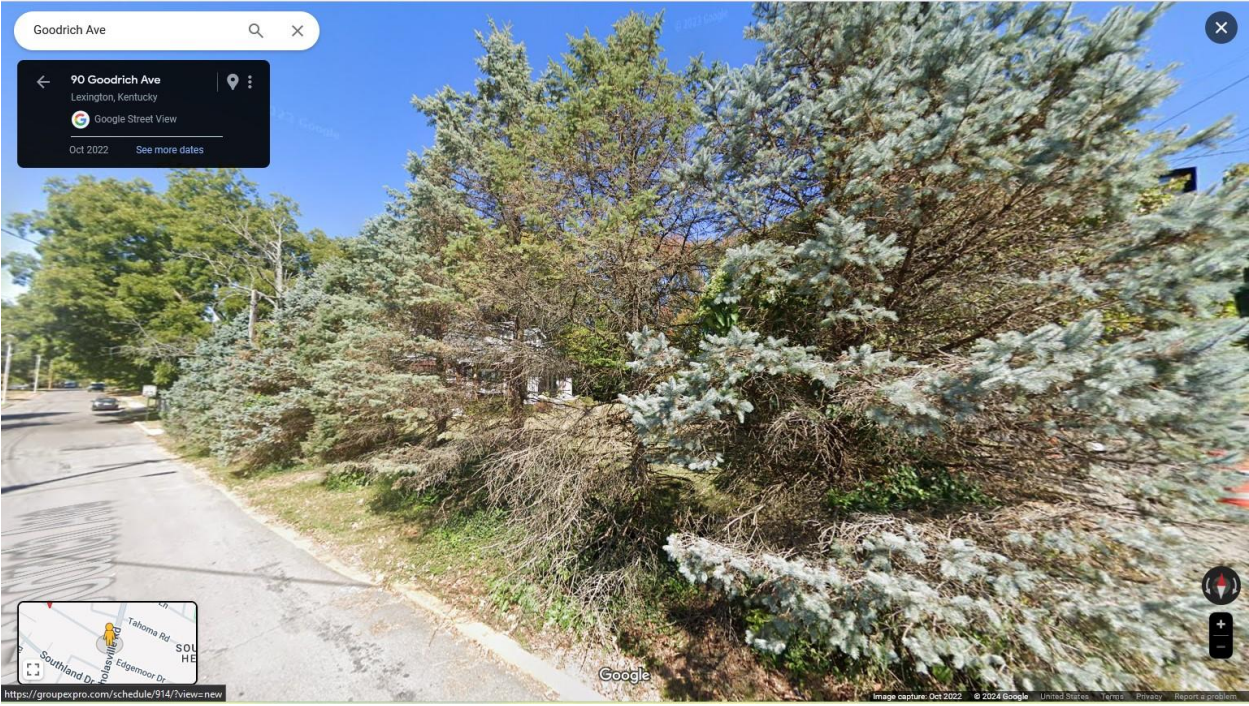
- Support local tree-related industries.
- Improve air quality and aesthetic appeal for bordering commercial businesses (for example, there is outdoor dining at the restaurant on the corner of Nicholasville Road and Goodrich Avenue).

Education and Awareness

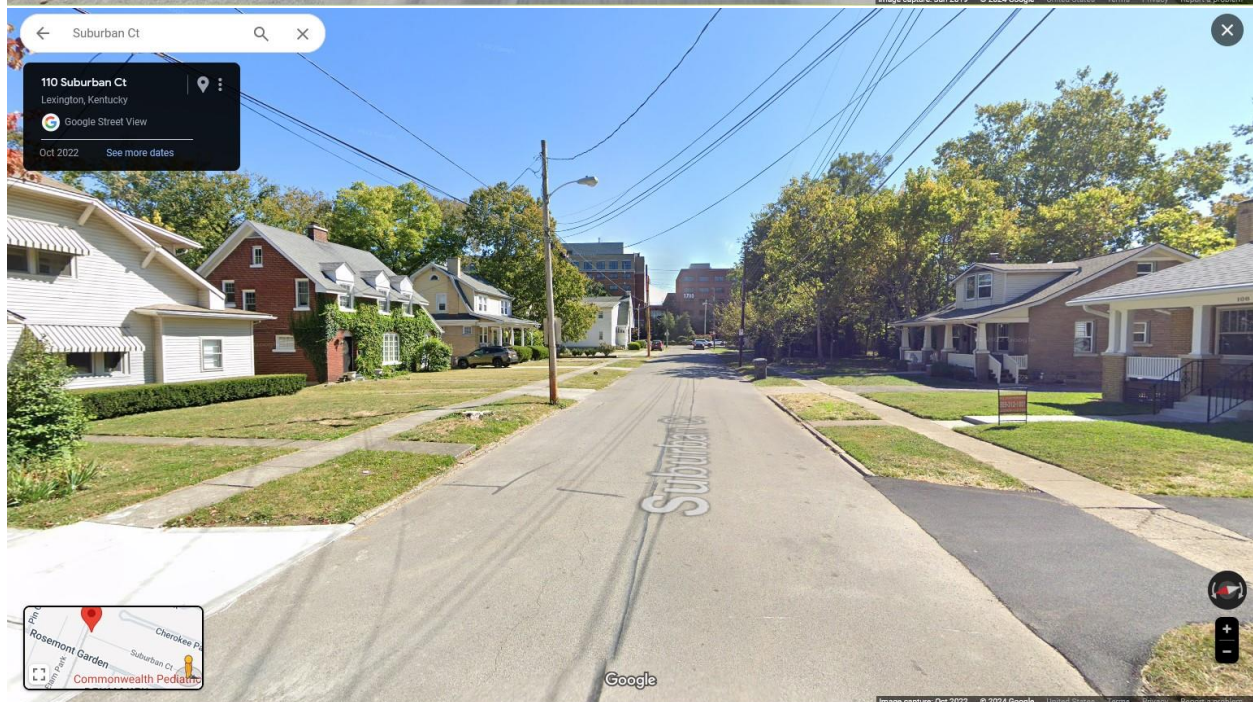
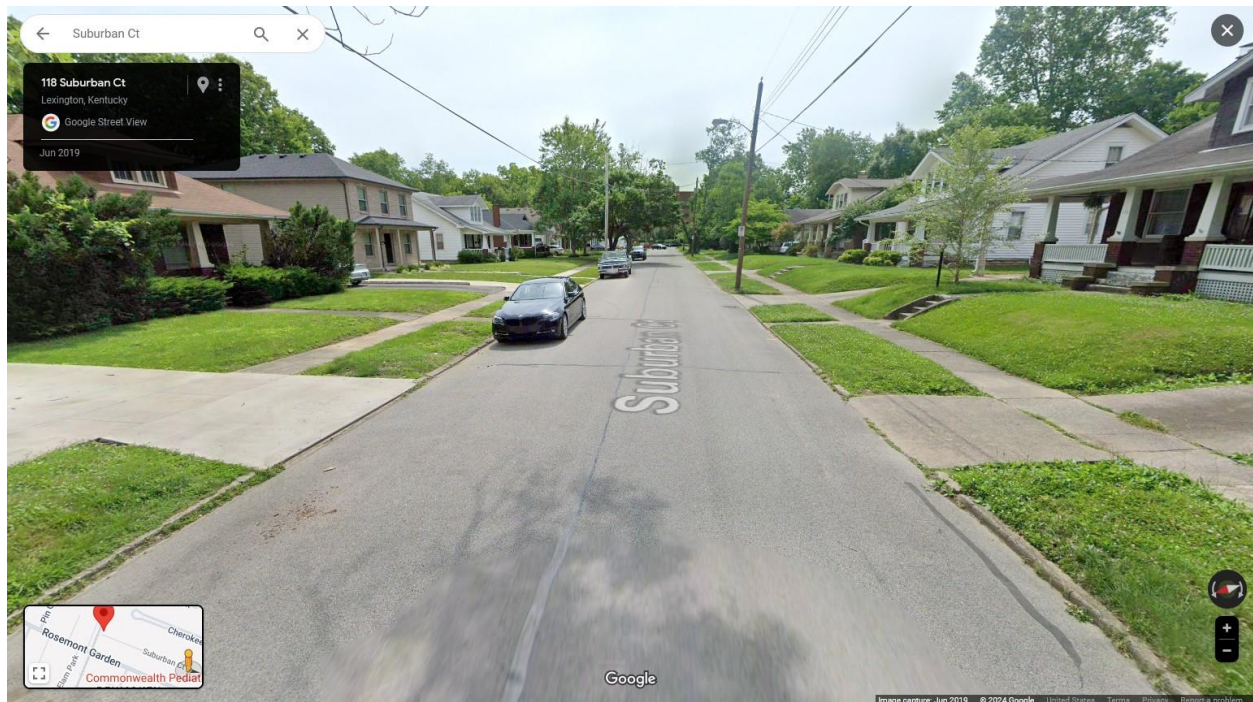
- Educate residents about the importance of urban forestry.
- Inspire the next generation to protect and expand our urban forest.

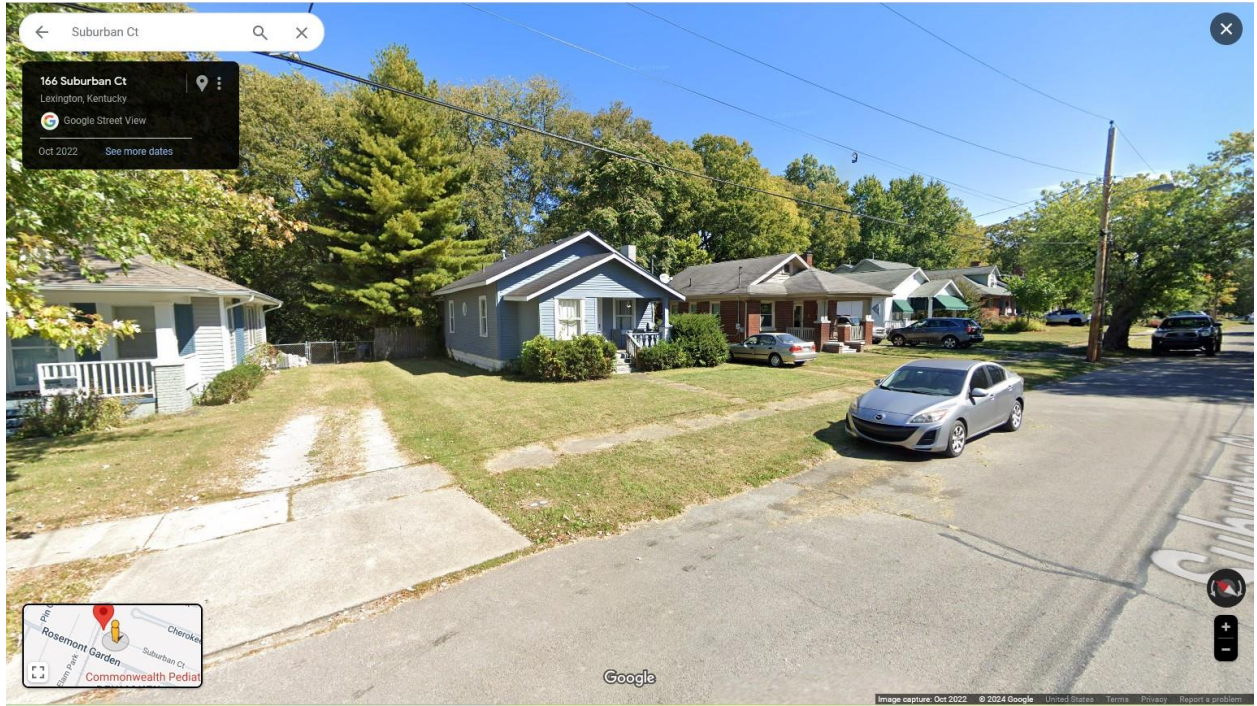
Neighborhood trees we have lost in the last few weeks

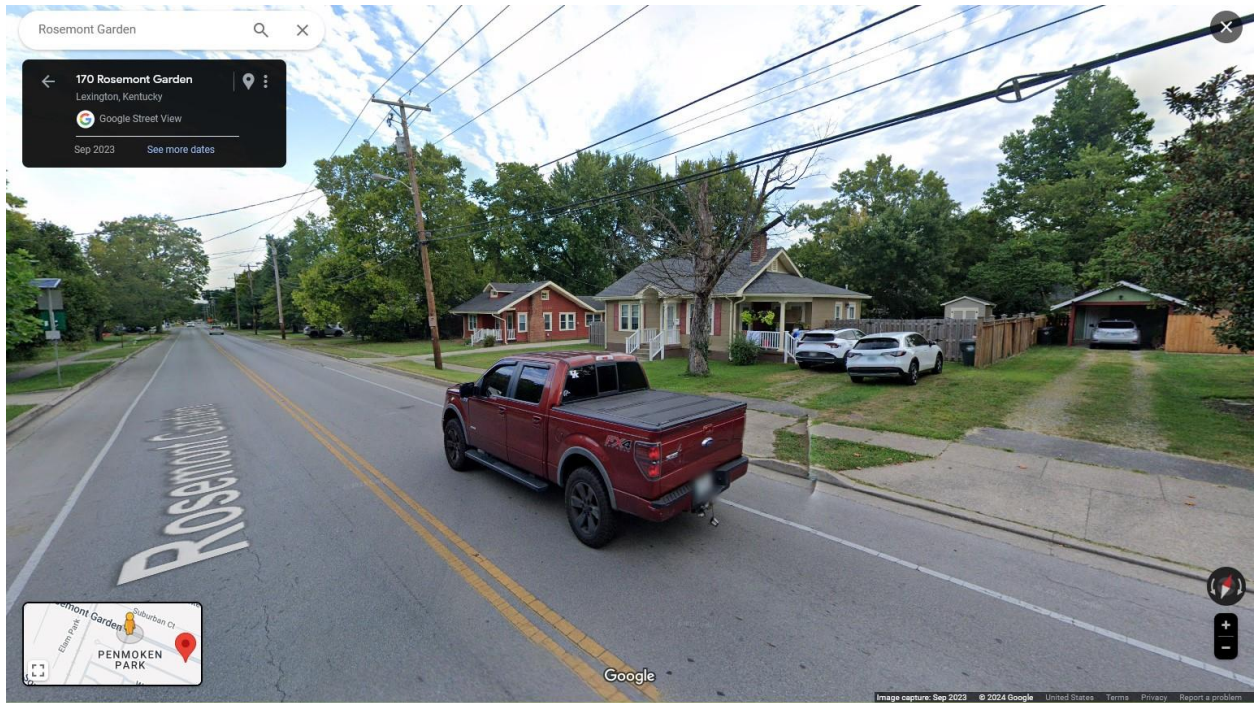




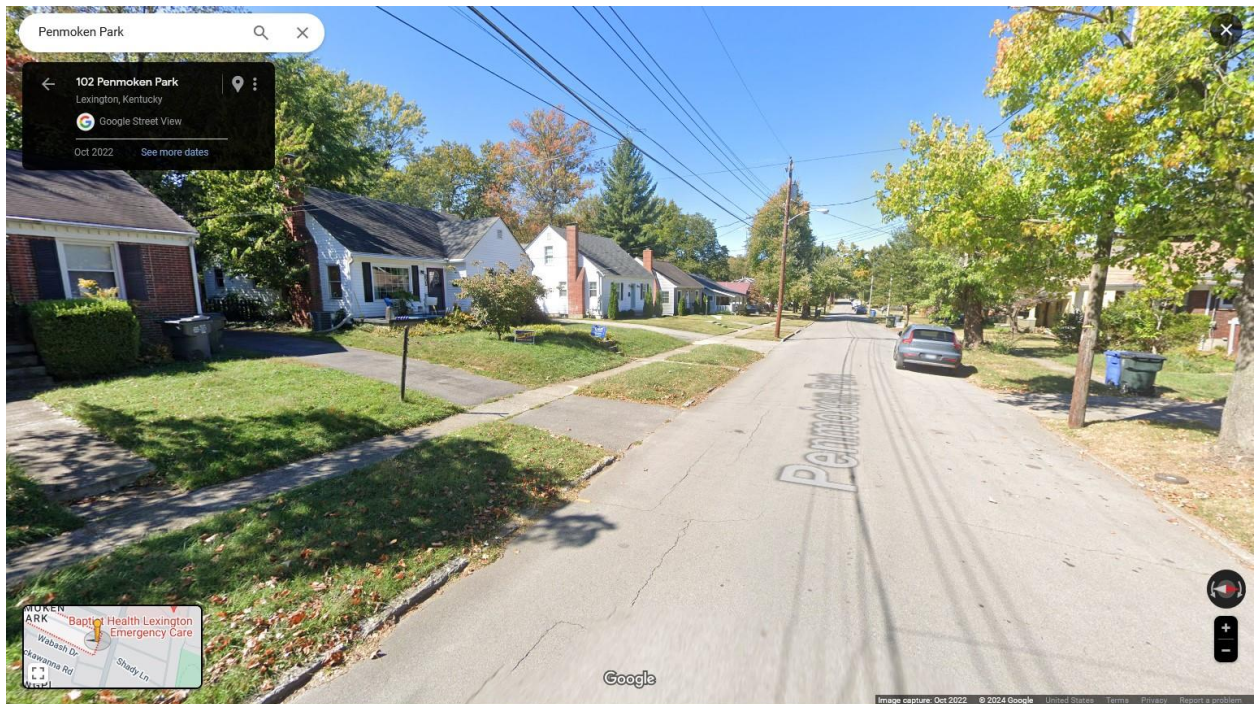
Examples of neighborhood lots where street trees are needed

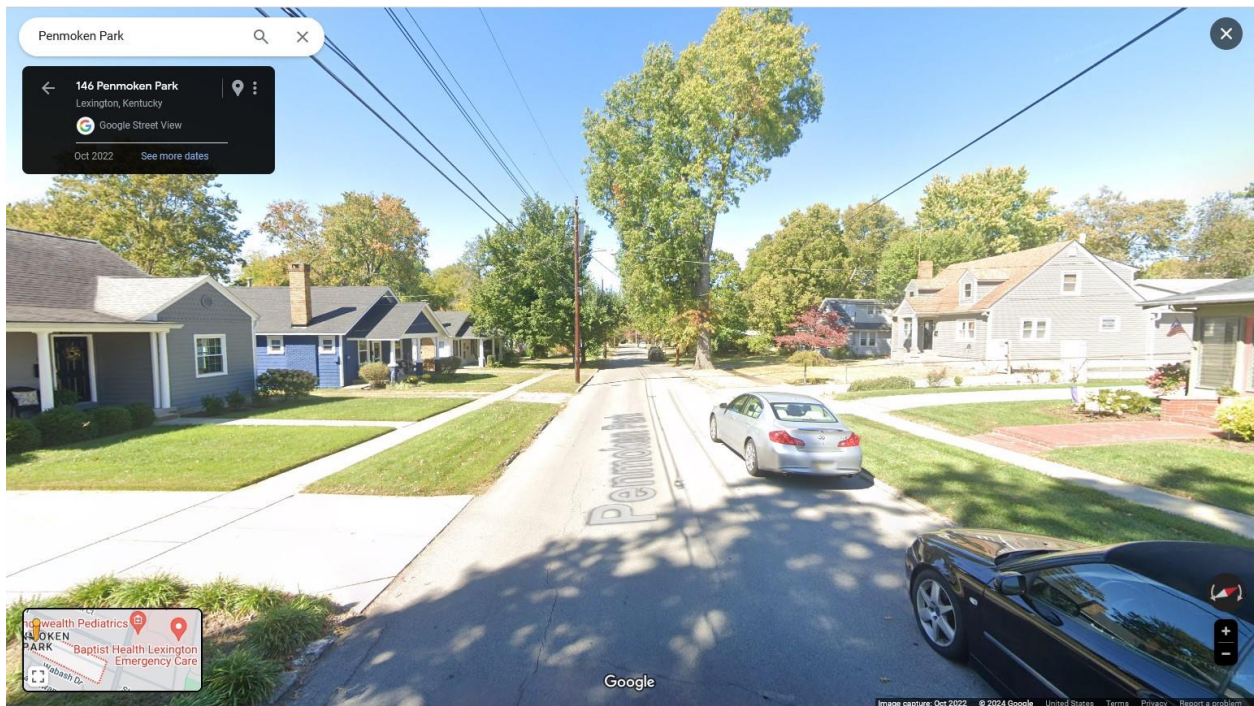
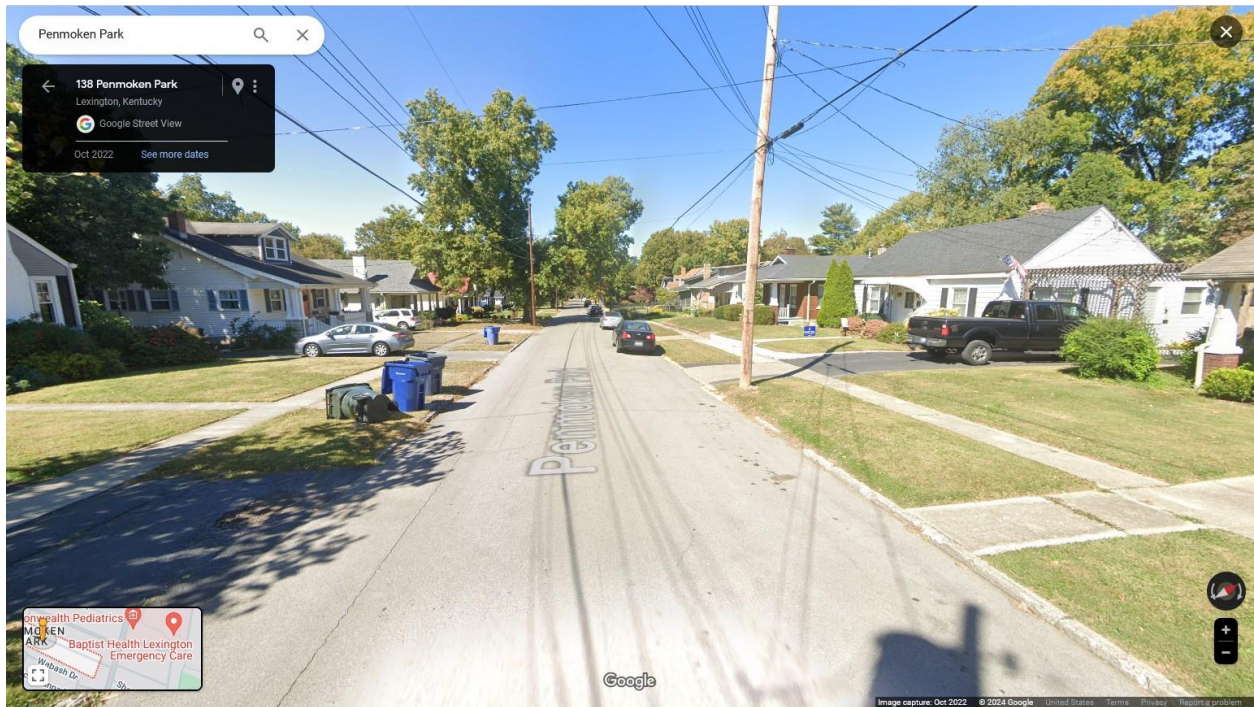


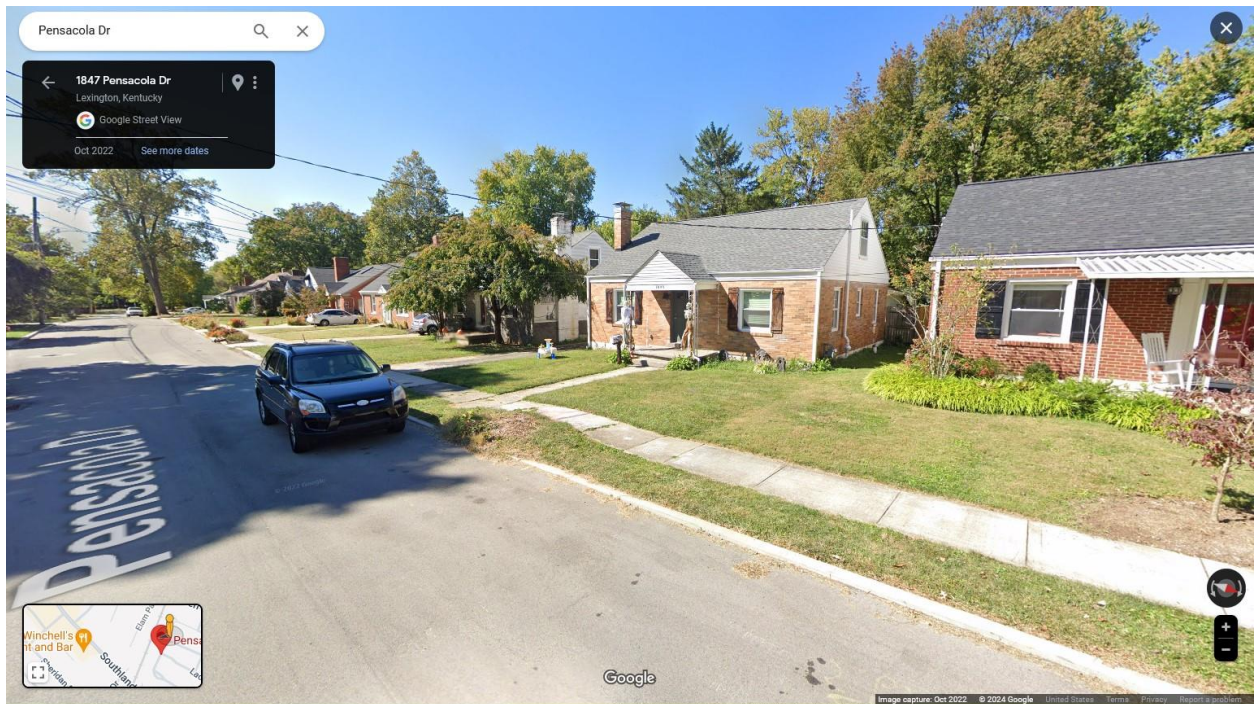


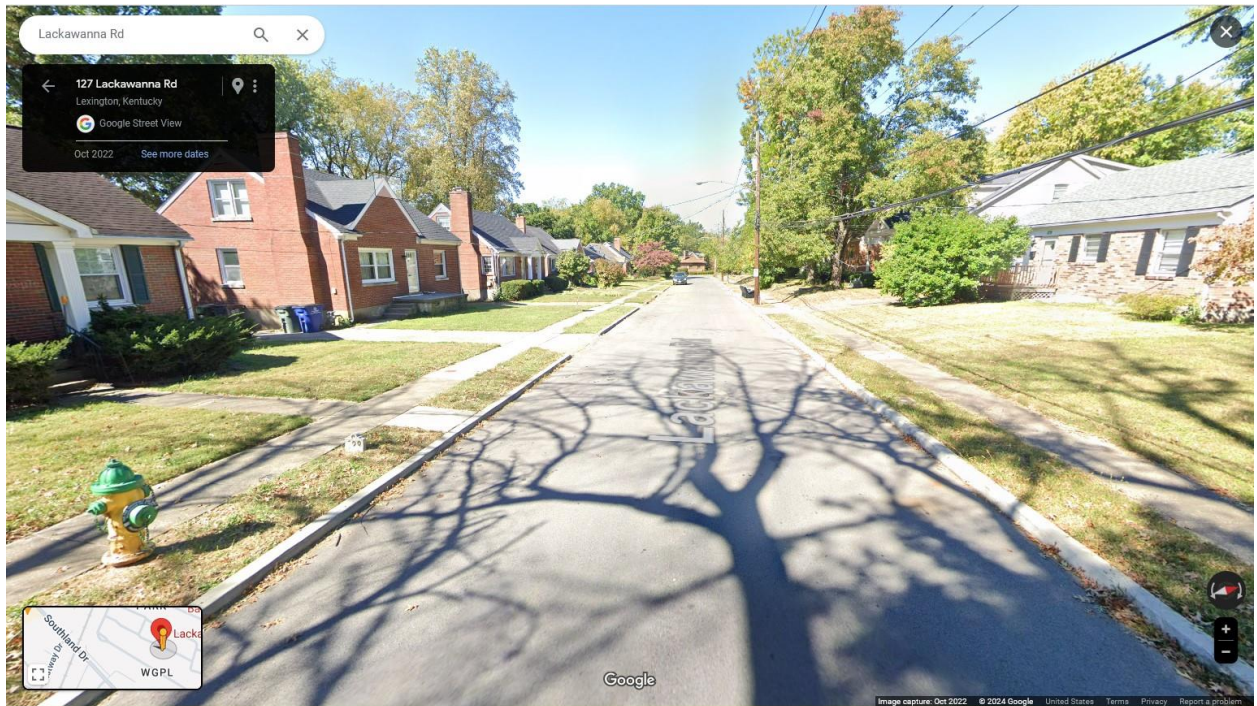














Pensacola Park Neighborhood Association

Lex Grow Trees Grant Application

Proposed Project Budget

April 5, 2024

Contact:

Pensacola Park Neighborhood Association

François Pomerleau, Director

143 Goodrich Ave, Lexington, KY 40503

859-492-2954

pensacolapark@gmail.com

<http://www.pensacolapark.org>

Materials:

approximately thirty 1.5" min. caliper trees	\$5,900
Mulch	\$ 100
Total materials	\$6,000

Labor and communication costs are all in-kind.



Pensacola Park Neighborhood Association

Lex Grow Trees Grant Application

Photos

April 5, 2024

Contact:

Pensacola Park Neighborhood Association

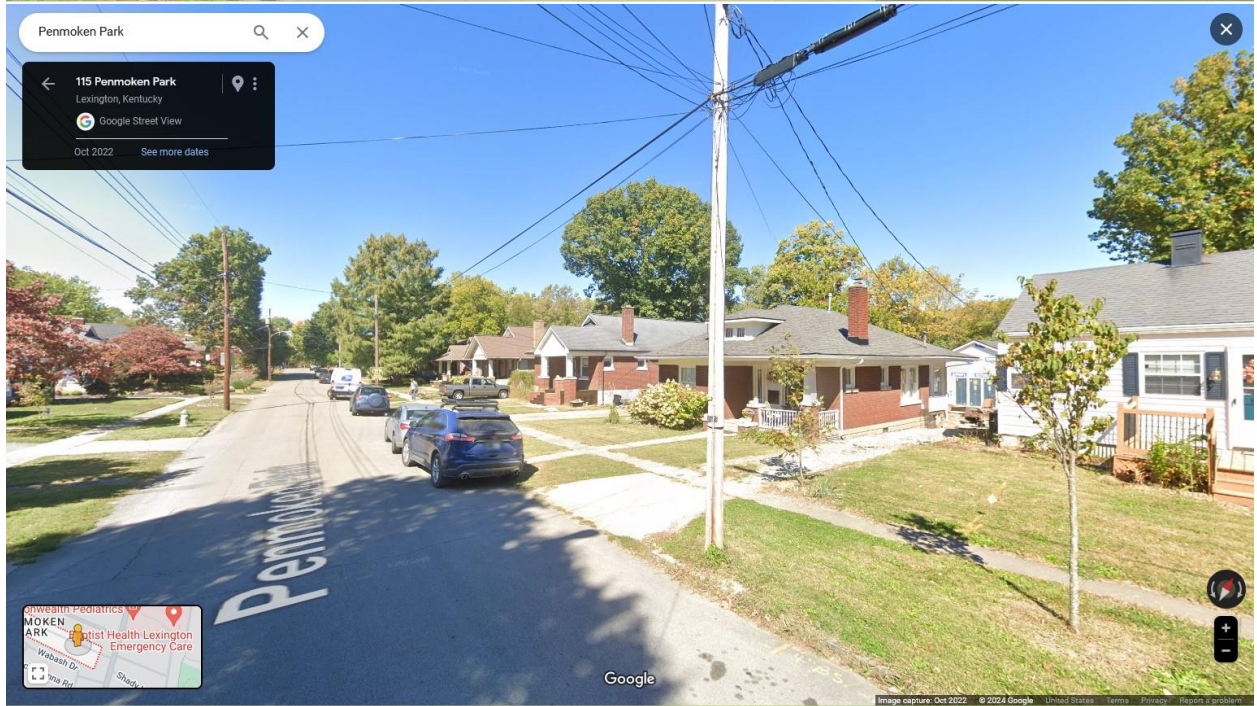
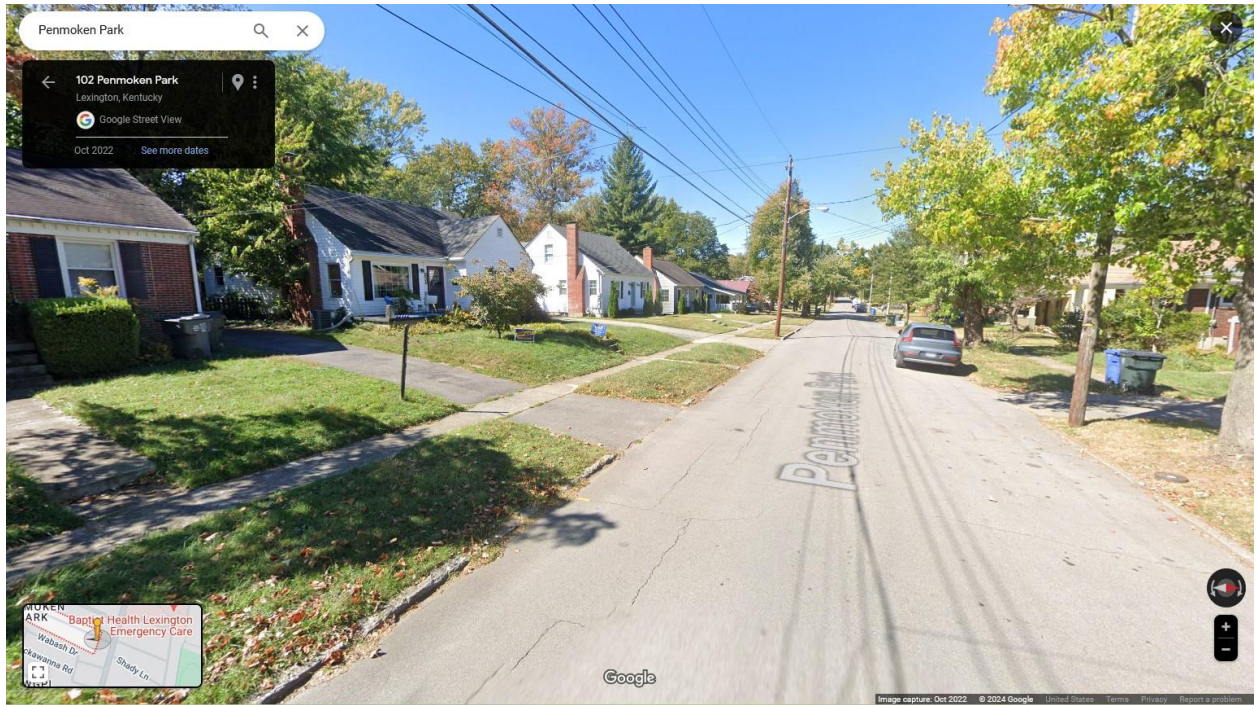
François Pomerleau, Director

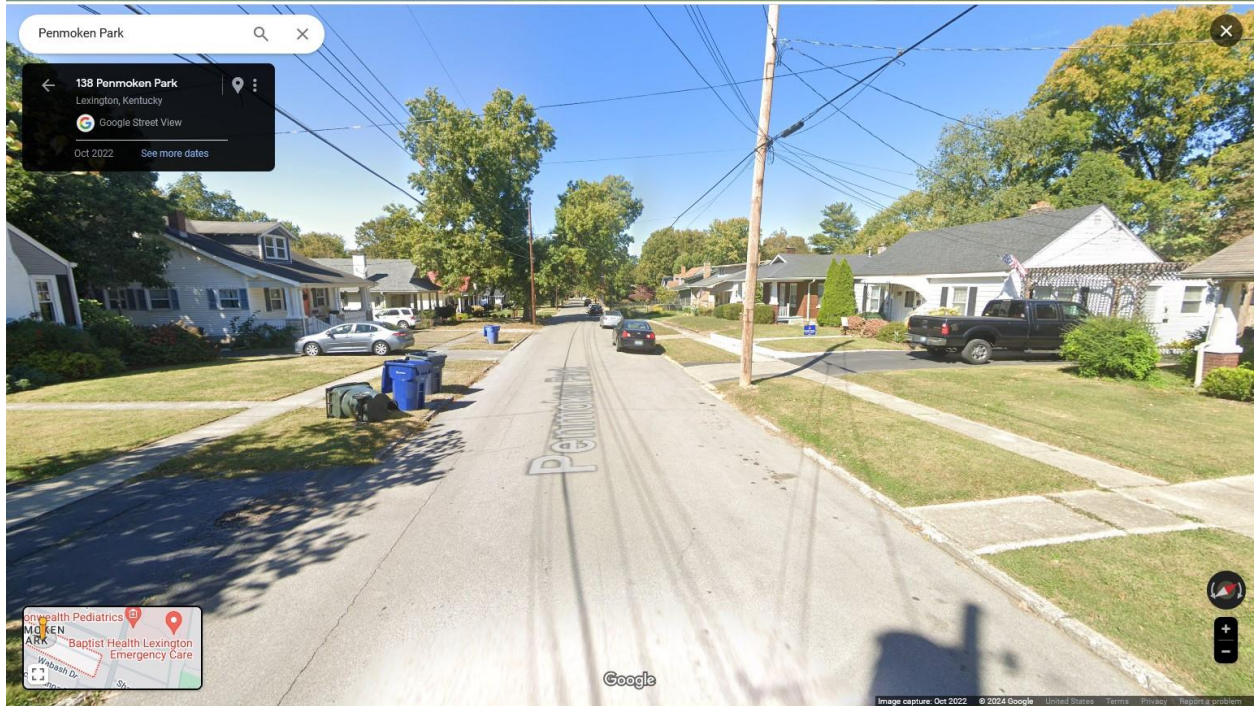
143 Goodrich Ave, Lexington, KY 40503

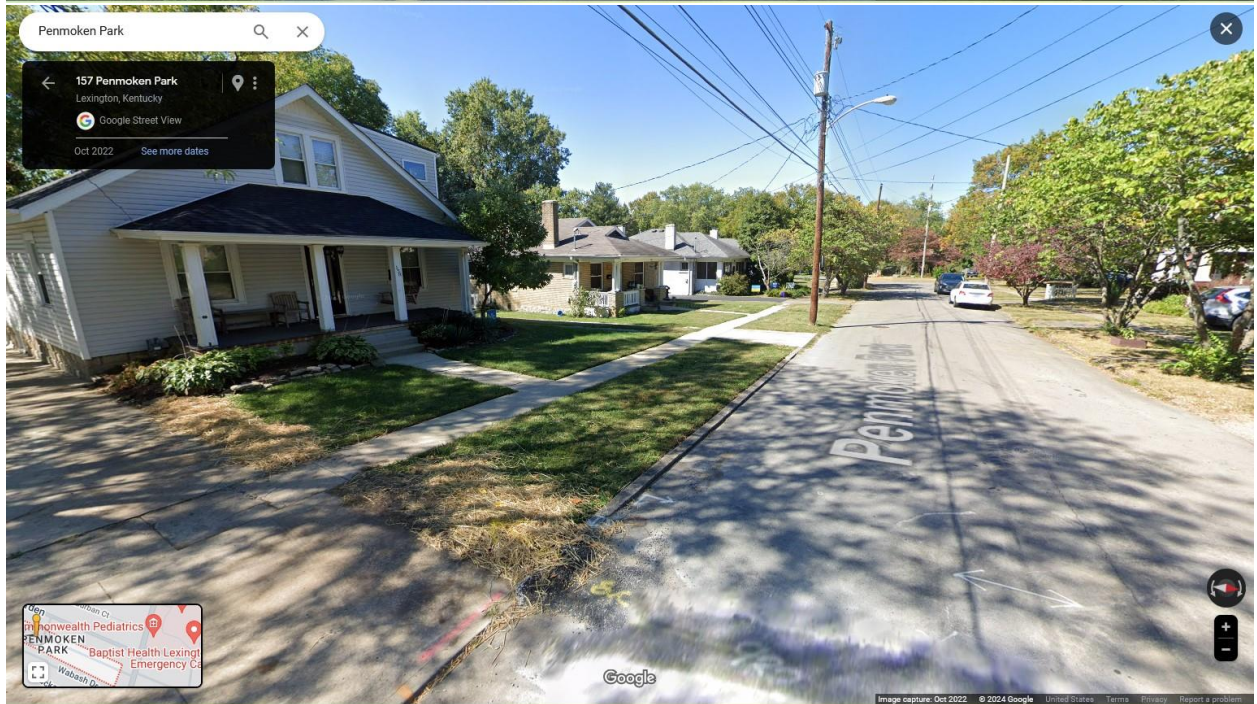
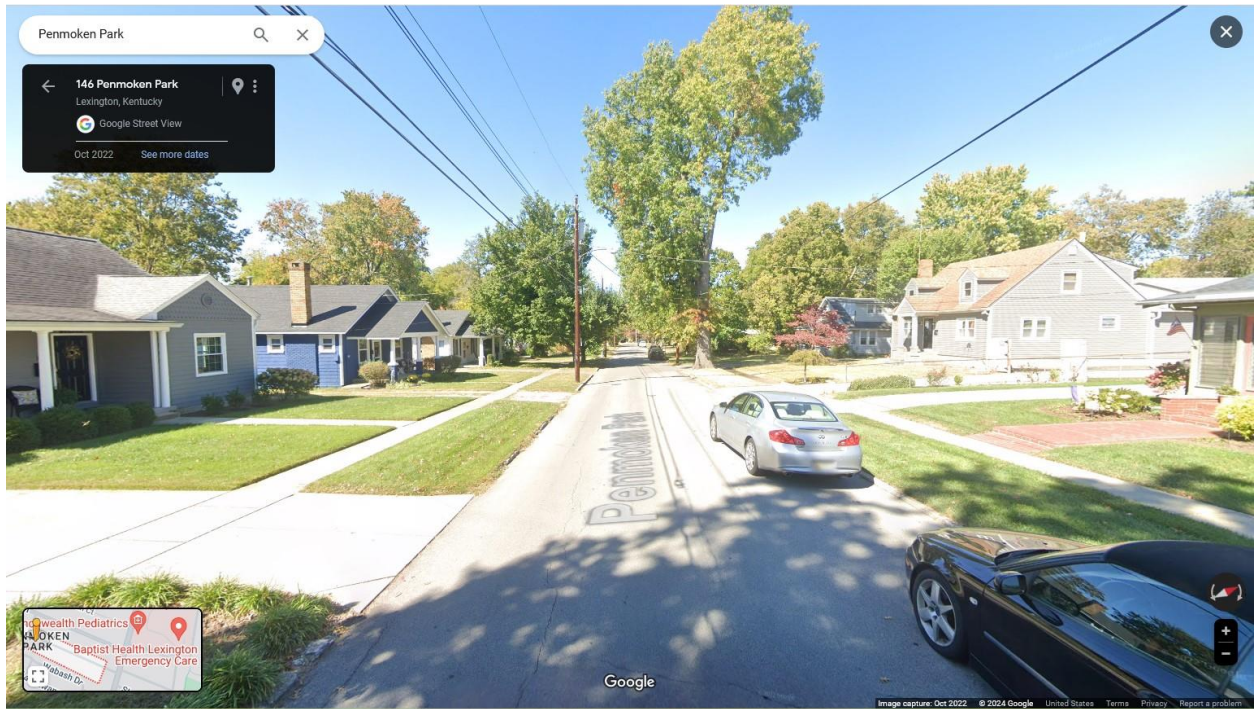
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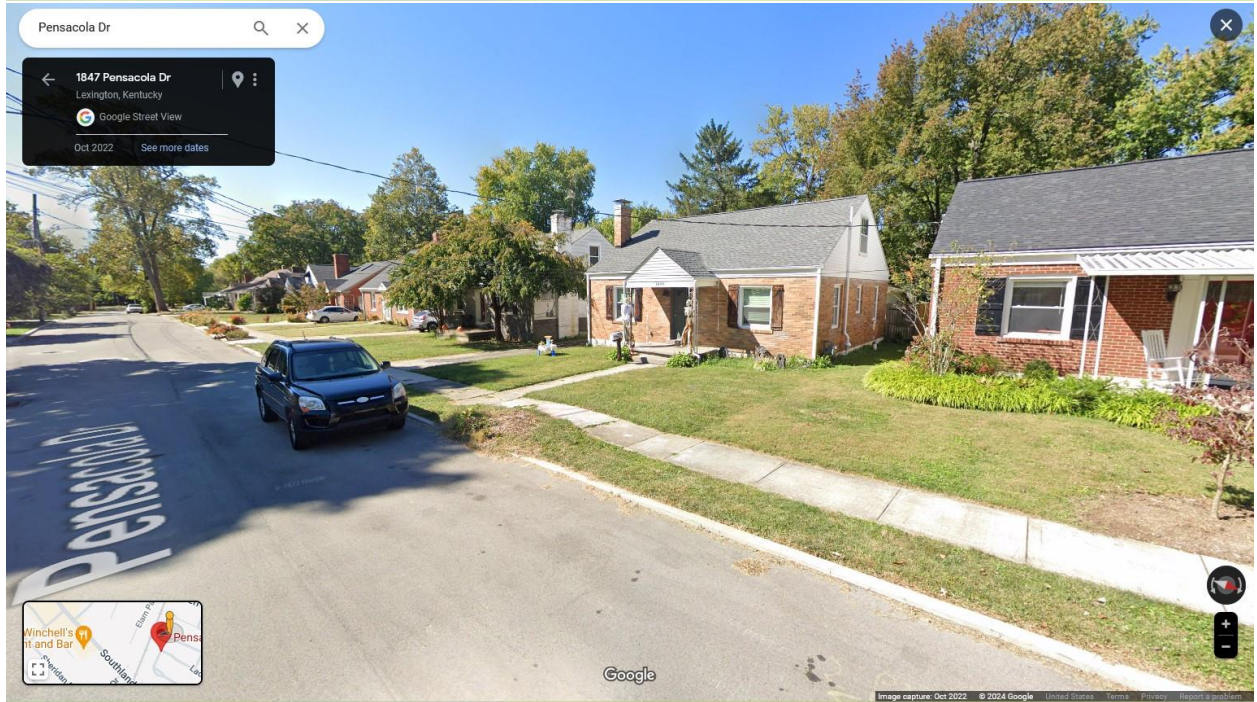
pensacolapark@gmail.com

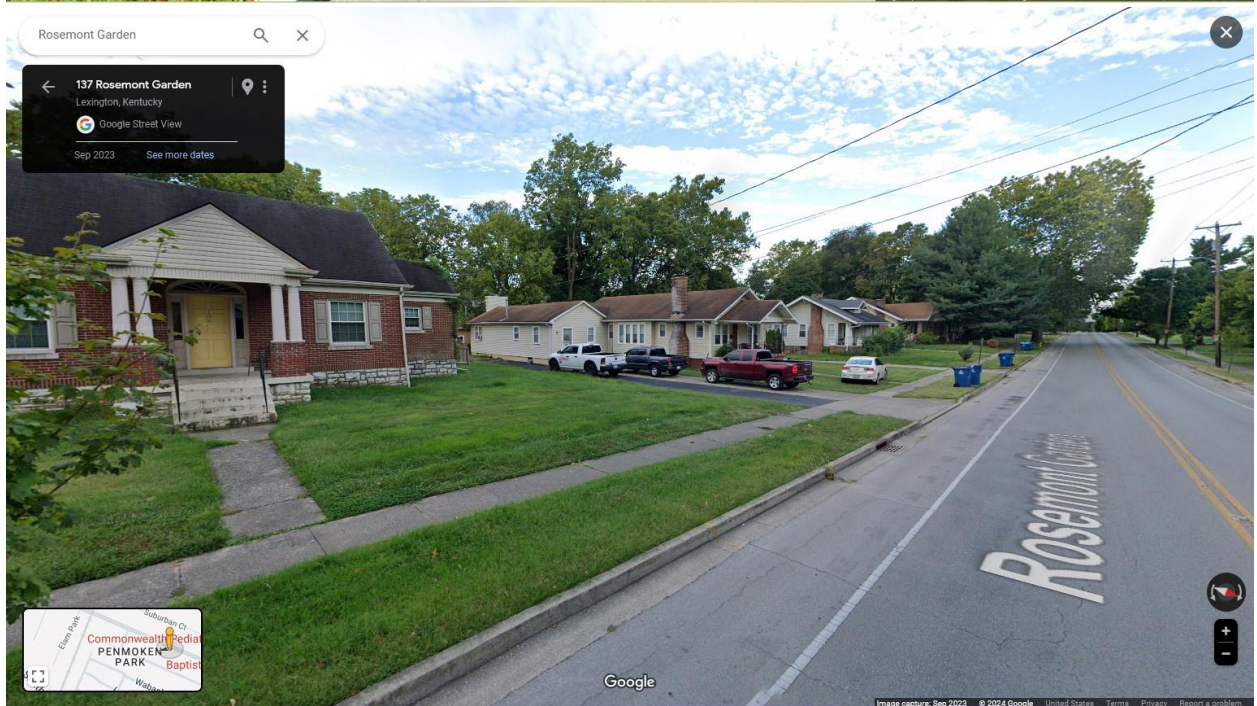
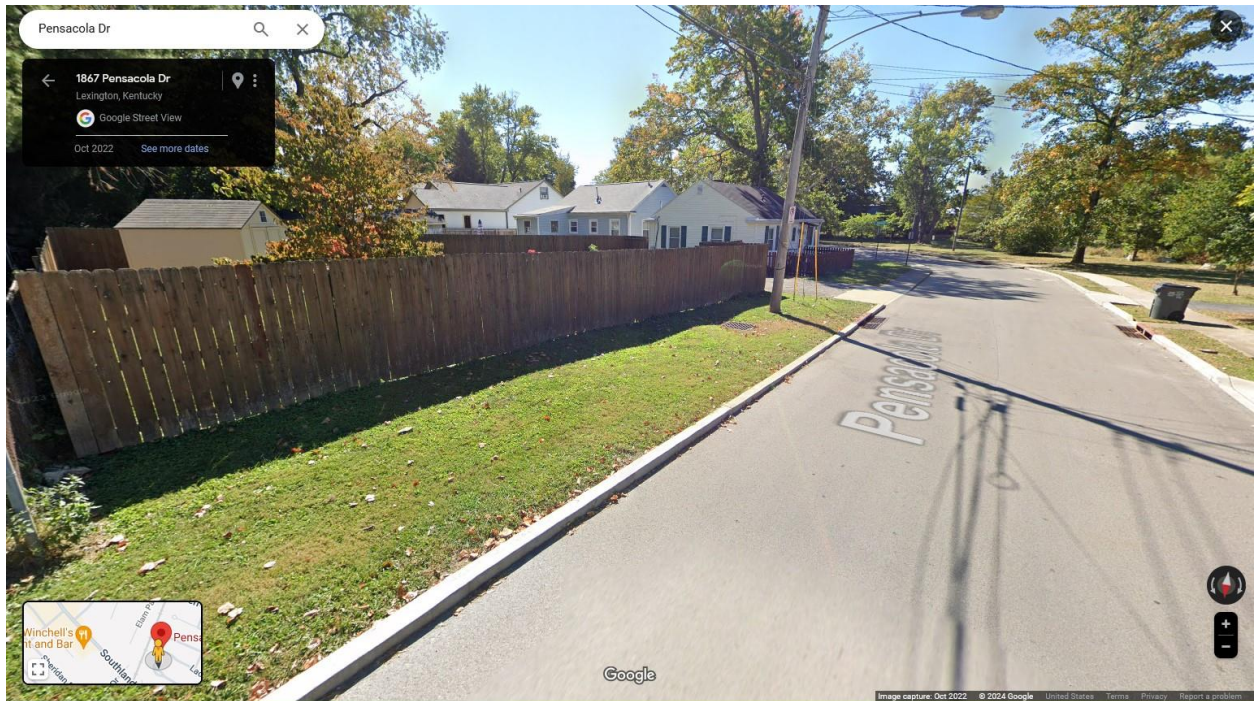
<http://www.pensacolapark.org>

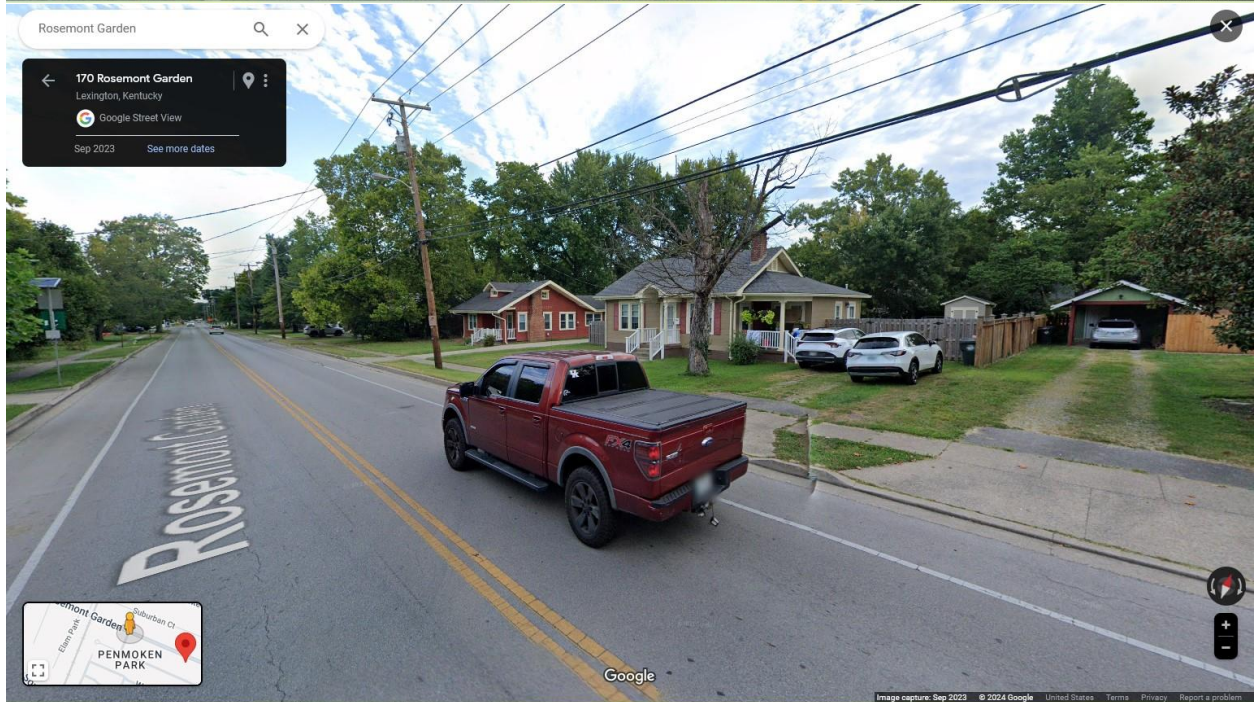




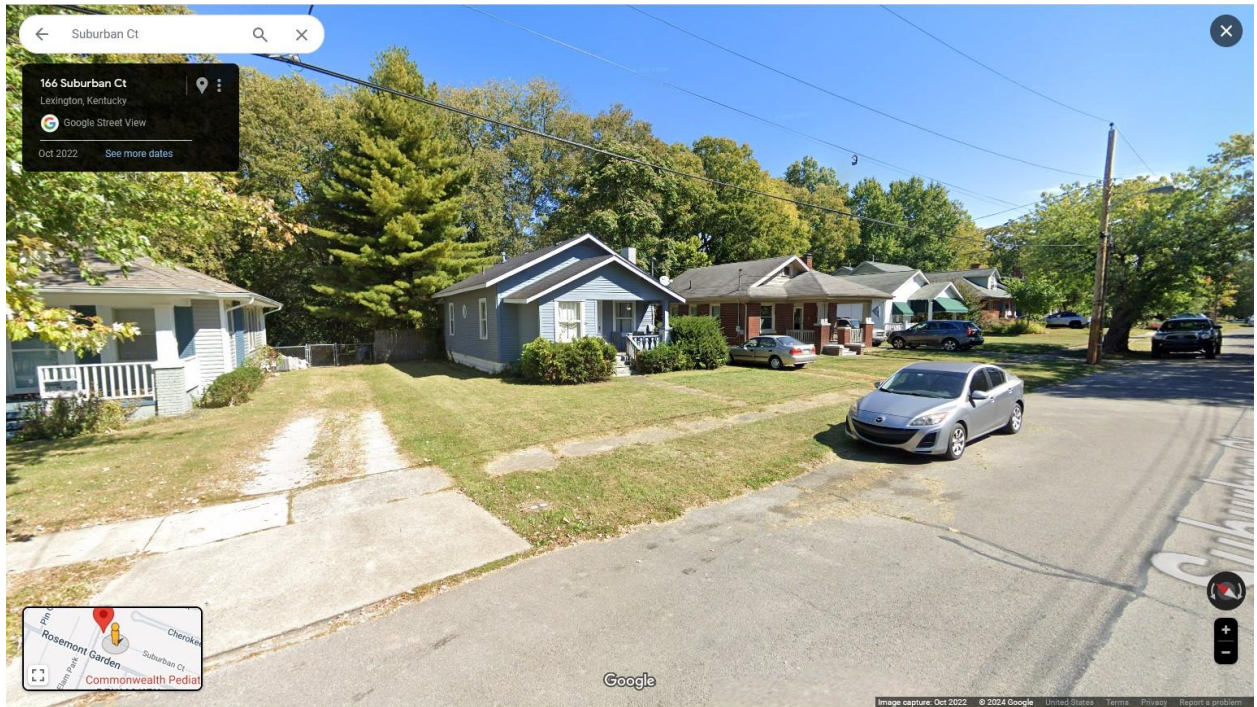


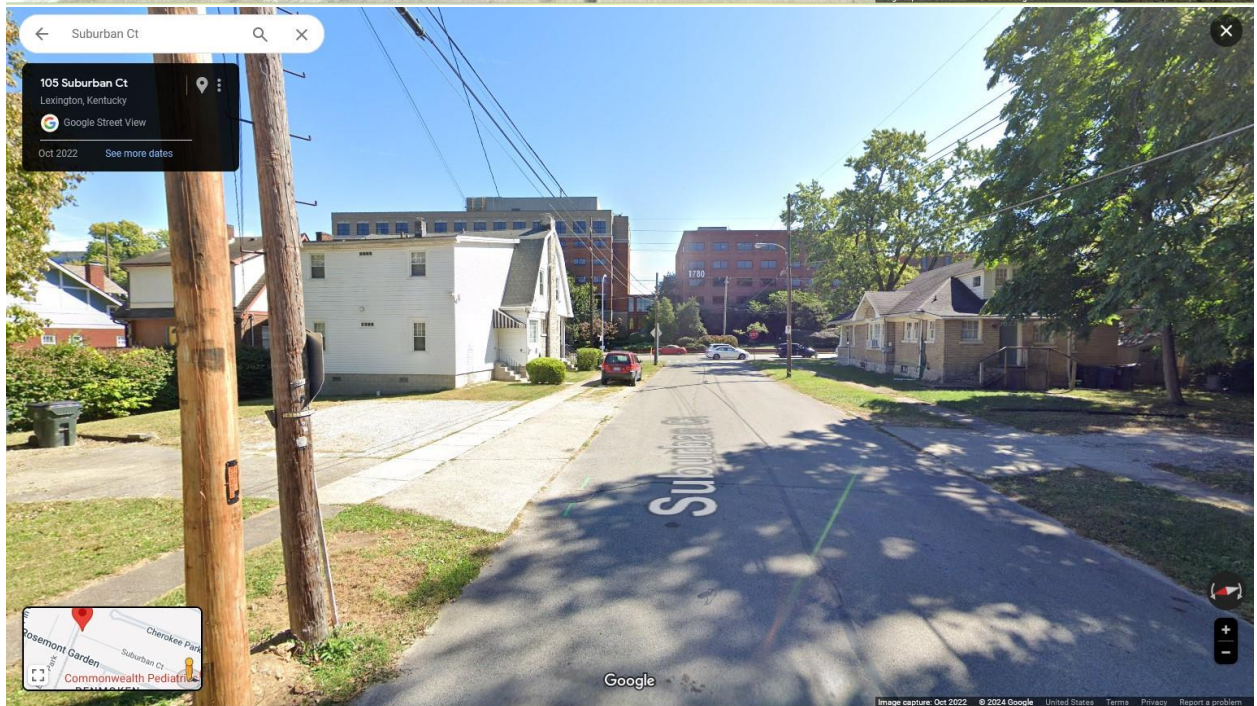
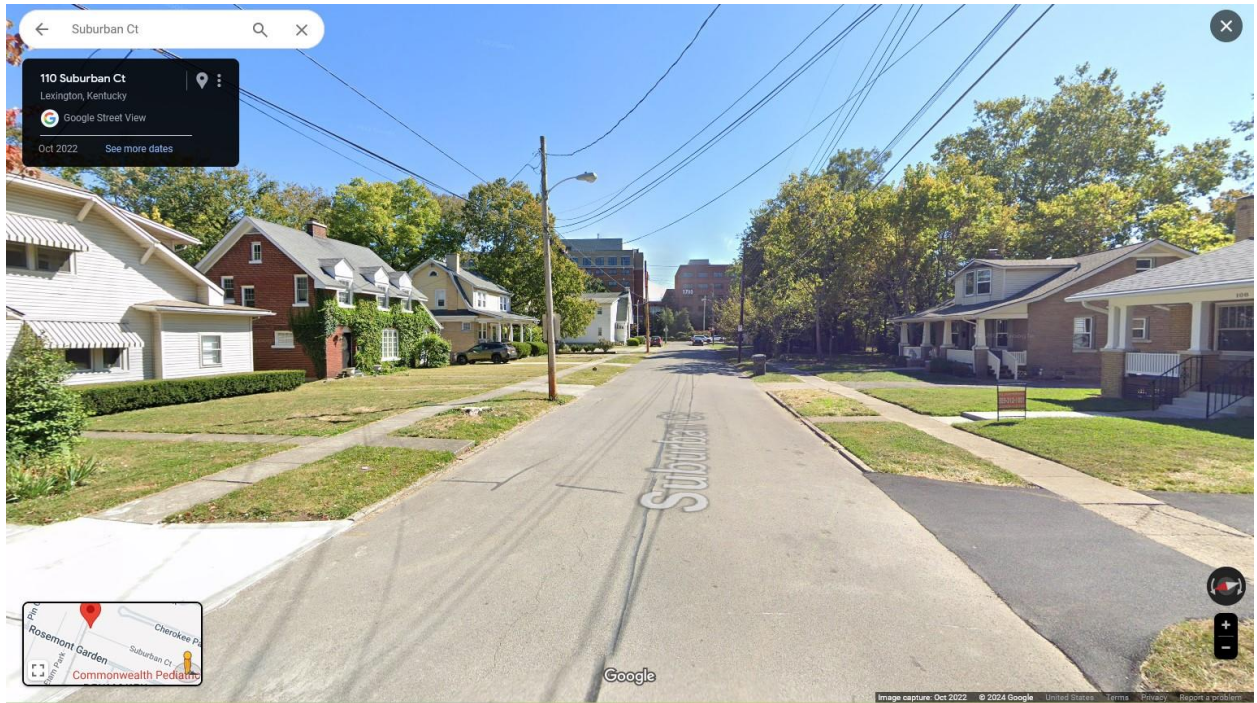


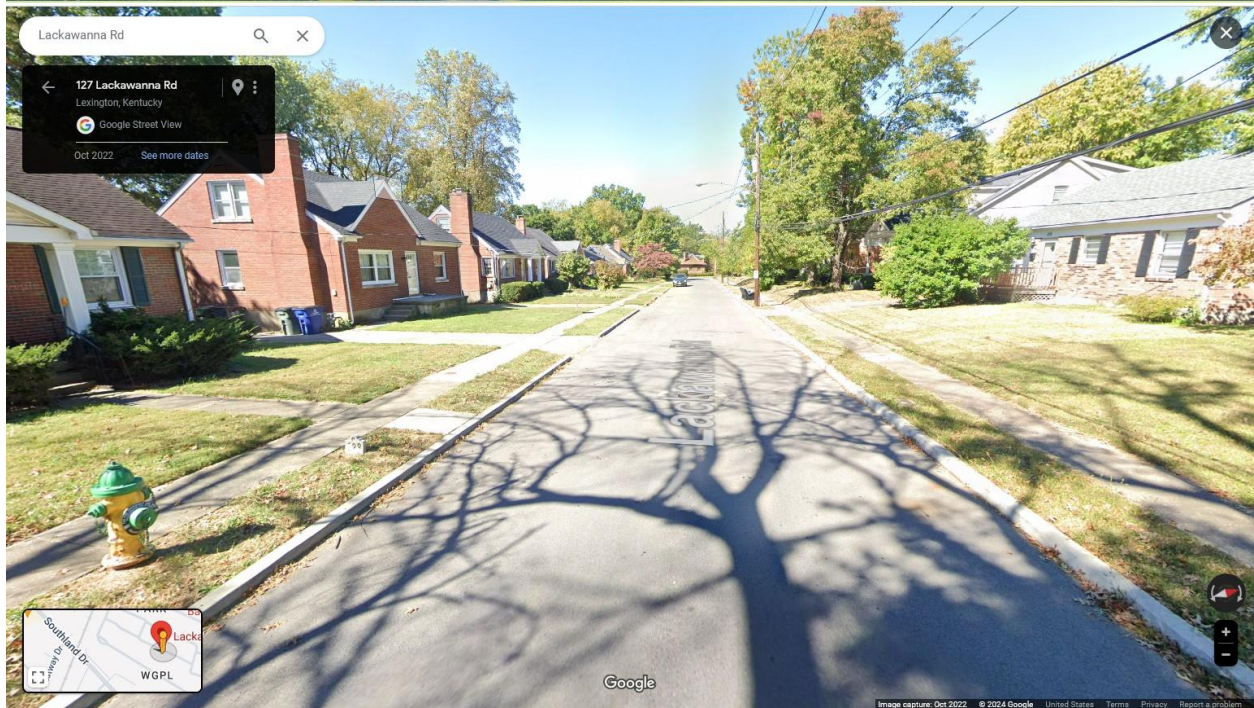
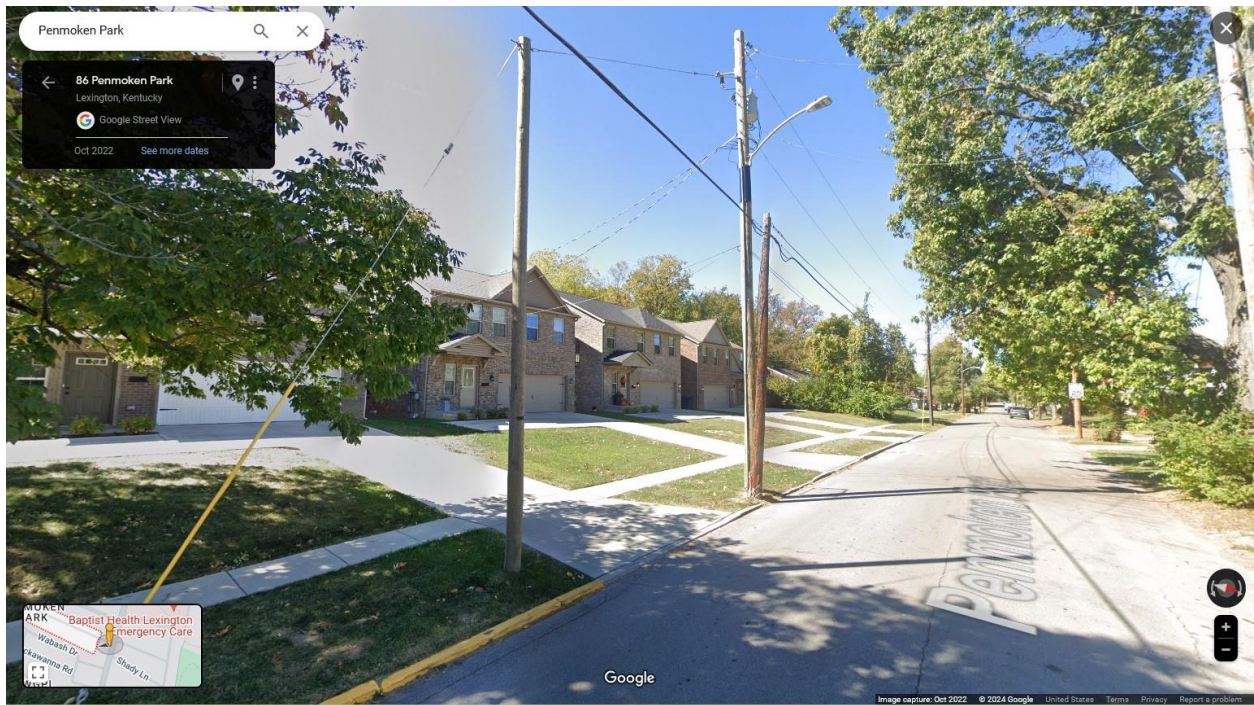


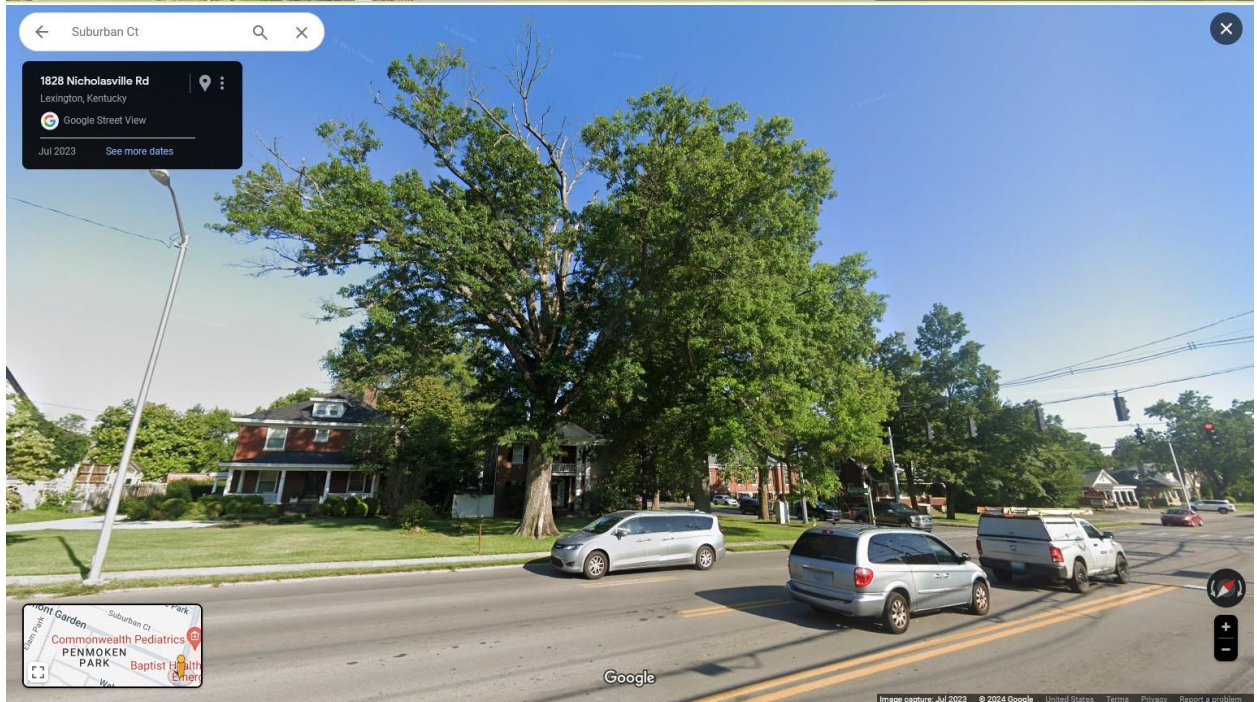


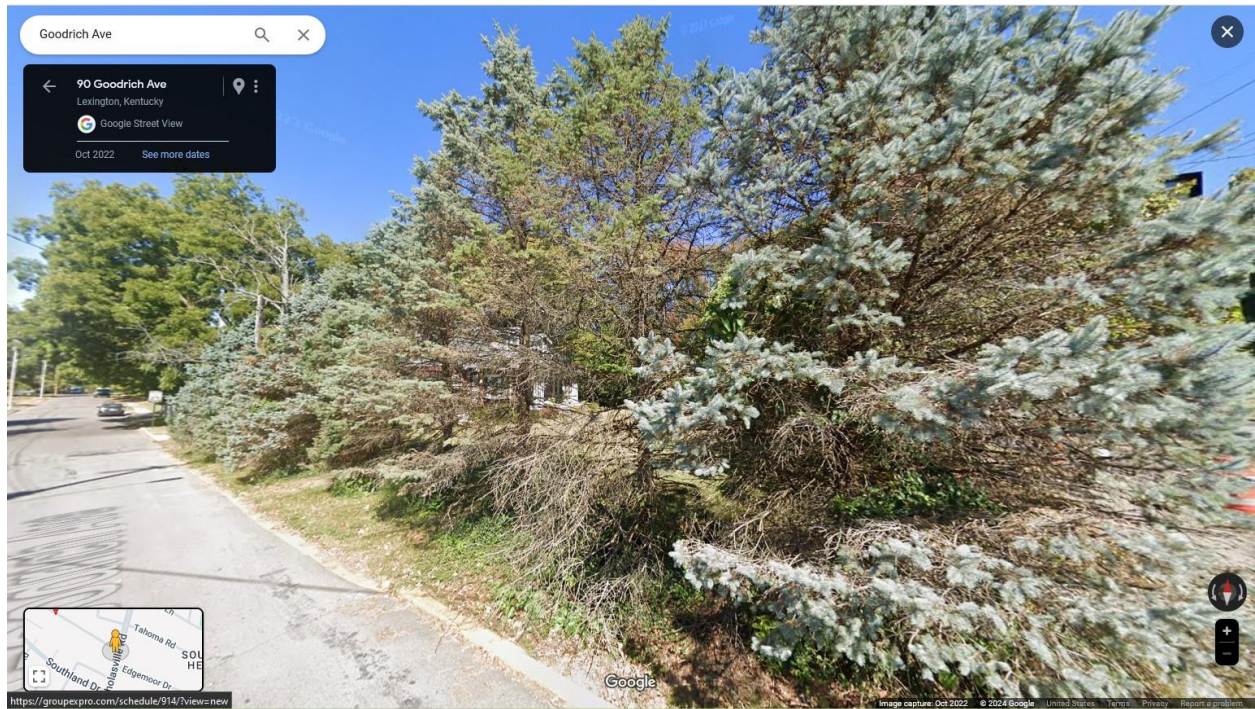


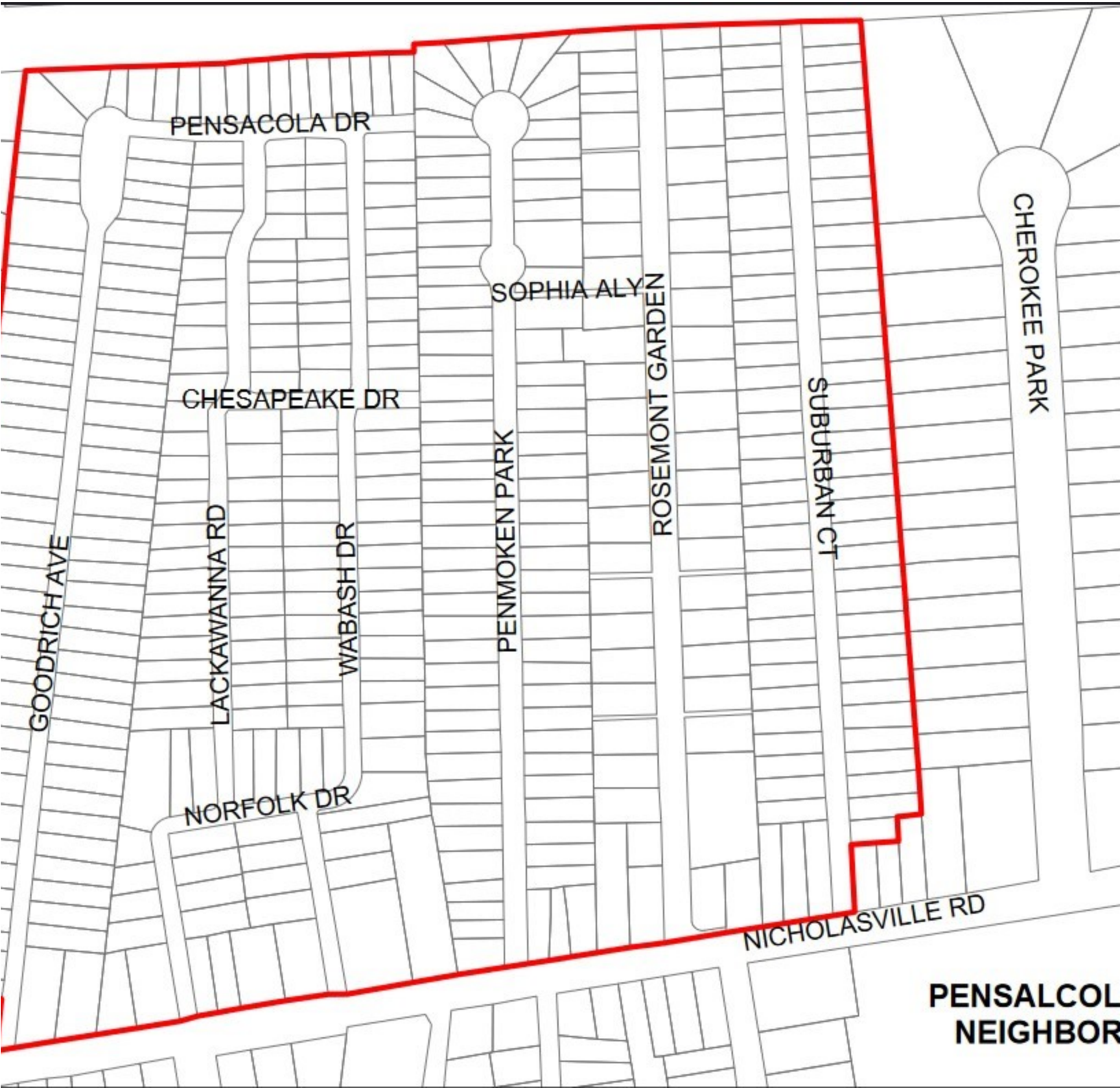












PENSACOLA DR

CHESAPEAKE DR

LACKAWANNA RD

WABASH DR

NORFOLK DR

SOPHIA ALY

PENMOKEN PARK

ROSEMONT GARDEN

SUBURBAN CT

CHEROKEE PARK

NICHOLASVILLE RD

PENSALCOL
NEIGHBOR



Pensacola Park Neighborhood Association

Lex Grow Trees Grant Application

Supporting Documents

April 5, 2024

Contact:

Pensacola Park Neighborhood Association

François Pomerleau, Director

143 Goodrich Ave, Lexington, KY 40503

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Letters of Support

Dear Lex Grow Trees Committee,

I am very excited to hear about the new tree planting initiatives. As Lexington loses trees to aging, development, and storm damage, I am happy to see that there are funds allocated to the their replacement.

Closer to home, Pensacola Park Neighborhood Association has made tree planting and tree care a priority. In 2019, the neighborhood association has completed a tree inventory and has been very active in planting trees ever since, especially along the Nicholasville Rd. corridor as well as Rosemont Garden. Pensacola Park Neighborhood Association holds an

annual Plant Sale with plants donated by dozens of neighbors. The proceeds of the sale go primarily toward tree planting and educating the neighborhood about importance of adding proper trees to our urban landscape and proper tree care, including watering needs and danger of pests, such as the lantern fly.

I strongly support PPNA's application for Lex Grow Trees funding,

Barbara Szubinska, Professor Emerita
Department of English
Eastern Kentucky University
104 Wabash Dr.
Lexington, KY 40503

I wanted to express my appreciation for including me as a recipient of my beautiful streets that I received two years ago through Pensacola Park Neighborhood Association. They are blossoming this week, adding some peaceful beauty to our piece of such a busy street, and making the birds and bees happy.

Pensacola Park Neighborhood Association made it as easy as saying yes and pointing to where I thought they should go. I hope our neighborhood will continue this improvement process.

Thanks again,
Austen Reilley
1863 Nicholasville Rd

To whom it may concern,

I am writing in support of Pensacola Park Neighborhood Association's grant application for tree grant funds. I have lived on Penmoken Park for 5 years and have already observed the benefits of these type of funds for our neighborhood. Rosemont Garden has some nice new tulip poplars that are already providing shade to sidewalks. We have several significant specimens like the Sycomores at the end of Goodrich and on Rosemont Garden, as well as many older oaks and maples that may have increased life spans with proper care.

Along with planting we should invest in maintenance as well. I think these funds allow the neighborhood to plan for the future and ease property owner's minds when we try to convince them to plant a new tree in the median. If neighbor's know funds are available, maybe that will help even more trees being strategically planted. The Neighborhood Association has taken great strides in helping support Lexington's tree canopy goals. Please strongly consider their grant request. I know they will efficiently put the funds to properly designated uses.

Thank You,

--

Landon Sallee
859-595-1239

I am in favor of our neighborhood, Pensacola Park, receiving another grant to expand the tree canopy in Lexington. I received a tree from the last grant. It was even planted for me by volunteers from the neighborhood association. They supplied care instructions, and even sent reminders to us on how to care for it during the hottest and driest days. All the new trees that I've seen from that grant seem to be thriving. I would like to see more trees on our streets, especially along Rosemont Garden's tree lawn. When the street and sidewalk were rebuilt about 15 years ago, it made the street look a little sterile.

Neil Kesterson
142 Rosemont Garden

Neil Kesterson
Lexington, KY

To: Lex Grow Trees

I'm very glad to have an opportunity to write in support of Pensacola Park Neighborhood Association's grant request. Since being designated as an historic neighborhood, neighborhood leaders have initiated a number of projects aimed at increasing the tree canopy.

Communication via the neighborhood's Facebook page, printed newsletters, emails, and the Pensacola Park webpage is excellent and as a result, enthusiasm and support for the tree planting projects is high. And when funding is received, neighbors quickly go to work acquiring and planting the native trees - forty-seven to date.

Our young street trees are thriving. With the requested funding, we plan to continue increasing our neighborhood's tree canopy, planting 30 more trees that are native to Kentucky.

I strongly support this funding request, knowing that the money will be spent in a frugal manner and that the result will contribute to Lexington's quality of living.

Thank you.

Sincerely,

Rebecca Claire Glasscock, PhD
145 Wabash Drive
Lexington, Kentucky 40503

Kentucky LLC Registration Information

**Kentucky Secretary of State
Michael G. Adams**

SOS Office ▾ Business ▾ Elections ▾ Administration ▾ Land Office ▾ Notary Commissions

[Business Entity Search](#)
[File Annual Report](#)
[Form an LLC](#)
[Business Registration Portal](#)
[Name Availability Search](#)
[Business Forms Library](#)
[Prepaid Account Status](#)
[Current Officer Search](#)
[Founding Officer Search](#)
[Registered Agent Search](#)
[Validate Certificate of Existence/Authorization](#)

Pensacola Park Neighborhood Association, LLC

[File Annual Report](#)[Change Address or Registered Agent](#)[File Certificate of Assumed Name \(DBA\)](#)

[File Dissolution](#)[Upload a filing](#)[File Registered Agent Resignation](#)

[Printable Forms](#) ▾ [Subscribe to changes made to this entity](#) [Certificate of Good Standing](#) ▾

General Information

Organization Number	1058072
Name	Pensacola Park Neighborhood Association, LLC
Profit or Non-Profit	N - Non-profit
Company Type	KLC - Kentucky Limited Liability Company
Status	A - Active
Standing	G - Good
State	KY
Country	USA
File Date	5/9/2019 11:02:57 AM
Organization Date	5/9/2019
Last Annual Report	5/24/2023
Principal Office	1859 NICHOLASVILLE RD LEXINGTON, KY 40503
Managed By	Members
Registered Agent	JESSICA VOIGT 1859 NICHOLASVILLE RD LEXINGTON, KY 40503

[Show Current Officers](#)
[Show Initial Officers](#)
[Show Images](#)
[Show Former Names](#)

[Show Activities](#)

501(c)(3) Documentation

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: NOV 26 2018

PENSACOLA PARK PRESERVATION SOCIETY
130 GOODRICH AVE
LEXINGTON, KY 40503-0000

Employer Identification Number:
83-2322928
DLN:
26053706003178
Contact Person:
CUSTOMER SERVICE ID# 31954
Contact Telephone Number:
(877) 829-5500
Accounting Period Ending:
December 31
Public Charity Status:
509(a)(2)
Form 990/990-EZ/990-N Required:
Yes
Effective Date of Exemption:
October 29, 2018
Contribution Deductibility:
Yes
Addendum Applies:
No

Dear Applicant:

We're pleased to tell you we determined you're exempt from federal income tax under Internal Revenue Code (IRC) Section 501(c)(3). Donors can deduct contributions they make to you under IRC Section 170. You're also qualified to receive tax deductible bequests, devises, transfers or gifts under Section 2055, 2106, or 2522. This letter could help resolve questions on your exempt status. Please keep it for your records.

Organizations exempt under IRC Section 501(c)(3) are further classified as either public charities or private foundations. We determined you're a public charity under the IRC Section listed at the top of this letter.

If we indicated at the top of this letter that you're required to file Form 990/990-EZ/990-N, our records show you're required to file an annual information return (Form 990 or Form 990-EZ) or electronic notice (Form 990-N, the e-Postcard). If you don't file a required return or notice for three consecutive years, your exempt status will be automatically revoked.

If we indicated at the top of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

For important information about your responsibilities as a tax-exempt organization, go to www.irs.gov/charities. Enter "4221-PC" in the search bar to view Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, which describes your recordkeeping, reporting, and disclosure requirements.

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: Pensacola Park Neighborhood Association

Requested Grant Amount: \$6,000.00

Project Elements:

1. Offer trees to neighborhood homeowners who are most in need of trees
2. Educate homeowners about watering, pruning, and caring for trees
3. Community engagement via neighborhood newsletters and flyers, as well as tree walks with arborists

RECOMMENDATION OF THE SCORING COMMITTEE

- Applicant and proposed project meet program eligibility requirements. Project Score: **81**.
- Approve the Grant Application for the **Full** amount of **\$6,000.00**.
- Approve the Grant Application with the following stipulations:
 1. Applicant shall not allow large tree species to be planted under overhead utility lines.

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.

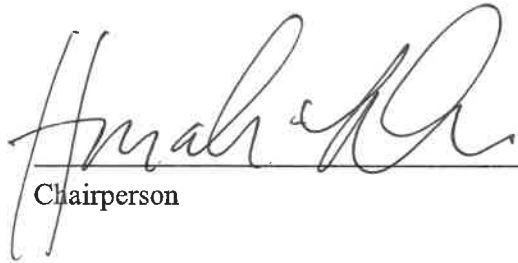
☒ The application has been scored and is deemed worthy of funding this granting cycle.

☒ The grant application is approved in the amount of: \$ 6,000.00

☒ The grant is approved with the following stipulations: see item #1
in the Recommendation section above.

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

_____ Other: _____



Chairperson

5/22/2024
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.