

GRANT AGREEMENT

THIS AGREEMENT, made and entered into on the _____ day of _____, 2025 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 **Headley Green Homeowners Association, Inc.** (Hereinafter "Organization"), with the mailing address of P.O. Box 54486, Lexington, Kentucky 40555.

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 \$25,052.00 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

Headley Green Homeowners Assoc., Inc.
Organization Name (Printed)

BY: Lisa C. Eton
Signature

Property Manager
Title

Laura Newsome

WITNESS SIGNATURE

Laura Newsome

WITNESS PRINTED NAME

12/31/24

DATE

4881-3166-5349, v. 1

EXHIBIT A
ORGANIZATION'S APPLICATION

Form Name: Lex Grow Trees Grant Application
Submission Time: November 22, 2024 11:49 am
Browser: Chrome 131.0.0.0 / Windows
IP Address: 217.180.201.58
Unique ID: 1290063139

Lex Grow Trees Grant Application

Organization information

Name of organization Headley Green Homeowner Association, Inc.

Street address and zip code P.O. Box 54486 Lexington, KY
40555

Email Adkinspm@outlook.com

Phone (859) 494-8995

Contact information

Contact person name Lisa Ecton

Contact person title Adkins Property Management

Contact person phone number (859) 492-5277

Contact person email address Adkinspm@outlook.com

Project information

Upload a PDF packet with the project narrative, scope of work and community objectives, or entirety of application (including budget, photos, map and letters of support). https://drive.google.com/uc?id=1uOTiqUcHO4lw_0degmH7ftDx9Gglv2ox&export=download&display=/1290063139HeadleyGreenHomeownerAssociationInc._156059812_merged_bod_and_president_letter_with_cd_info.pdf

Project start date Jun 01, 2025

List milestone dates July 1st: Land prepped and cleared for plantings, Planting of trees to begin when the weather and temps are best suited to do so.

Expected completion date Nov 01, 2025

Upload a document with the project budget and explanation, if not uploaded previously. https://drive.google.com/uc?id=1N-jgqRg7XrvoG2Lduwk4CE4-q26Wa3ml&export=download&display=/1290063139HeadleyGreenHomeownerAssociationInc._156060575_dave_leonard_tree_service_ross_raterman_canopy_quote_241101.pdf

Are you willing to accept partial funding? Yes

List the address/addresses and Council District where the project is located.	District 11.
Find the Council District at lexingtonky.gov.	This area is greenspace owned by Headley Green HOA. It fronts Mason Headley Road near Faircrest Drive. The closest residential addresses are: 1660,64,68,72,76,80,84,88 Chandler, and 1721,25,29,33,37,41,45 Headley Green.

Supplemental material

Combine and upload a minimum of three color photographs of the project area, if not uploaded previously.	https://drive.google.com/uc?id=1dRZHFNK5e9UqVV0MnVp0MvZDeuX06N0M&export=download&display=/1290063139HeadleyGreenHomeownerAssociationInc._156060675_photos.pdf
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Upload a map of the proposed project location, if not uploaded previously (this can be a screenshot of a map but the project site must be identified).	https://drive.google.com/uc?id=14HAgZCoRvrsOG0Uj4fD2paW_BcjjYoMo&export=download&display=/1290063139HeadleyGreenHomeownerAssociationInc._156060679_merged_maps_headley_green.pdf
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Combine and upload any other supporting documents or letters of support, if not uploaded previously.	https://drive.google.com/uc?id=1R6hefK_rP7mOInLsA1os5TKNmI7IUHMU&export=download&display=/1290063139HeadleyGreenHomeownerAssociationInc._156060885_merged_letters_of_support_headley_green.pdf
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Headley Green Homeowner Association Tree Canopy Project 2025

The well-loved and established Headley Green neighborhood is committed to maintaining the Urban Forest in District 11. Through a great deal of time, effort, and research by many neighborhood volunteers, we have learned and shared the importance of trees to the health and happiness of those who call this area home. Many of our residents have been life-long Lexingtonians serving their country as veterans, working in the local workforce, and choosing to retire in this beloved community. Any visit to this neighborhood will result in seeing a great deal of people outside walking, gardening and enjoying this peaceful community. As time passes, we hope to see a growth in the number of new residents starting families and calling this well-established area home as well.

The Board of Directors initiated a volunteer “tree committee” to study the land located at the front of our neighborhood, facing Mason Headley Road. The pine trees and bushes in this area are beginning to fail and will soon need to be removed due to their age. After a recent inspection by Dave Leonard, a tree specialist, they were informed that 9 of the 32 Pine trees should be removed now, and the remaining trees should be professionally pruned to reduce the risk of falling branches. Adding Green Giant Arborvitaes, Redbud, and dogwood trees was also suggested. (A design detail is included in this request).

There is a smaller section of land available for planting on the other side of the property. A row of Viburnums are currently planted there. However, invasive Honeysuckle has killed 4 of them. The HOA is also planning to replace them and remove the honeysuckle as opposed to adding a less-attractive wooden privacy fence.

After the initial clearing, preparation and planting, the HOA is committed to maintaining the area by keeping a strict budget dedicated to watering, structural pruning, fertilization, preventative insect protection, and annual mulching. This was discussed at length at the last two well-attended annual meetings of the neighborhood association and the neighborhood vote was unanimous to pursue this venture.

To keep this area part of the thriving Urban Forest, the Board of Directors, homeowners and the tree committee respectfully request that the LexGrow Tree Grant Committee aid us in refurbishing this area.

Should you need any further information, please let me know. I am proud to serve the neighborhood and my community.

Thank you,

Joe Riddell
President
Headley Green Homeowners Association, Inc.



Headley Green Homeowners Association
P.O. Box 54486
Lexington, KY 40555

11/19/2024

We, as the Headley Green Board of Directors, are committed to the implementation of expanding the tree canopy at the front of our neighborhood. As such, we have passed a budget and approved the purchase of a CD in the amount of \$10,000.00 in anticipation of the possible extra expense of maintaining the proposed tree canopy expansion. These funds are available to ensure proper maintenance once the area has been approved for the grant and will serve to continue the necessary tasks to keep the area healthy. Included with this application is a copy of our current balance sheet showing the financial ability to support this grant.

Thank you,

The Headley Green Board of Directors

Joe Riddell, President

John Burton, Treasurer

Sharon Schilling, Secretary

Georgia Peplaski, Director

Angella Kederis, Director

Jeanine Spurlin, Director

[Handwritten signatures of Joe Riddell, John Burton, Sharon Schilling, Georgia Peplaski, Angella Kederis, and Jeanine Spurlin]

Balance Sheet

Property: Headley Green Homeowners Association

As of 10/31/24 (accrual basis)

ASSETS

Bank	
1048 Headley Green - Operating	33,429.01
1083 Headley Green (EDjones investment)	10,323.56
Total Bank	43,752.57
Accounts Receivable	
1100 Accounts Receivable	2,076.76
Total Accounts Receivable	2,076.76
TOTAL ASSETS	45,829.33

LIABILITIES & EQUITY

Liabilities

Accounts Payable	
2000 Accounts Payable	336.00
Total Accounts Payable	336.00
Other Current Liability	
2090 Prepaid Member Assessments	2.18
Total Other Current Liability	2.18
Total Liabilities	338.18

Equity

2960 Retained Earnings	13,120.40
3000 Net Income	13,655.58
3005 Opening Balance Equity	18,715.17
Total Equity	45,491.15

TOTAL LIABILITIES & EQUITY	45,829.33
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Email sent this fall to all members of the Headley Green neighborhood.

A little note from the Headley Green Tree Committee:

Are you thinking of planting a new tree? Here's some advise from the Kentucky Energy and Environment Cabinet.

“One very important thing to think about when planting is the time of year. People often think about planting trees in the spring and summer months when trees are in flower, full of fruit or are covered with beautiful leaves. However, the ideal time to plant is during the tree's dormant season, after leaf drop in the fall and before bud-break in the spring. This time period is the least stressful to the tree because it is not actively trying to grow.”

Want to know more? Click on this link: [Tree Planting Tips - Kentucky Energy and Environment Cabinet](#)



Warmest regards,

Headley Green Tree Committee

Dave Leonard Tree Specialists544 Old Frankfort Pike
Versailles, KY 40383**Quote #24819**

Sent on 11/01/2024

Phone 859-252-2529

Website www.dlarborist.com

Arborist Contact Ross Raterman #KY-0648B

Headley Green HOA c/o Adkins Property Management
Headley Green
Lexington, Kentucky 40504

Product/Service	Description	Total
Tree Removal	<p>Remove the following tree(s), all debris and wood from the property. Cut the stump as flush as possible with the surrounding soil grade.</p> <p>-Nine scraggly White Pine trees in the center section of the row where several trees have been removed. This leaves the grouping closest to Cold Harbor Dr and the grouping closest to Faircrest Dr.</p> <p>Remove a few honeysuckles growing from the viburnum hedge along Mason Headley.</p> <p>All of our removal work adheres to ANSI Z133 Safety Standards.</p>	\$3,400.00
Stump & Root Grinding	<p>Grind the following stump(s) and major surface roots DEEP AND WIDE below soil grade and backfill the hole with the resulting soil/wood chip mixture.</p> <p>9 pine stumps</p> <p>Please be mindful that stump grinding is an invasive and dirty process completed with a large machine. Stump chips will be spread out evenly in the area so that new trees can be planted in the soil.</p> <p>Stump grinding services are performed by a technician that is separate from the tree removal crew and typically follows a couple days behind the crew. Underground utilities will be marked prior to stump grinding.</p>	\$1,500.00
Tree Pruning	<p>Prune the two remaining groupings of White Pine trees to make reasonable branch reductions in order to help minimize future branch failures from snow or ice load. Remove significant dead or broken branches and provide a nice even canopy level above ground. There are 32 white pine trees remaining.</p> <p>Also prune the two hackberry trees on the side of Mason Headley Rd to trim off the vines, cut the vines on the trunk, and remove significant dead branches.</p> <p>All of our pruning work adheres to ANSI Z133 Safety Standards and ANSI A300 Part 1 - Pruning Standards.</p>	\$3,500.00
Nursery Tree	<p>Twelve 7' balled and burlapped Green Giant Arborvitae to be planted on 16' centers in the open space between pine groupings.</p> <p>Add Twelve 1.75" caliper balled and burlapped redbud and dogwood trees planted on the road side of the walking path.</p> <p>\$275 per tree (estimated based on quantity, species and size)</p> <p>Replace a few missing viburnum shrubs along Mason Headley. \$100 each (4 included)</p>	\$7,000.00
Tree Planting	<p>Delivery, proper installation, mulch, and staking as necessary for the Nursery tree(s) described above.</p> <p>All of our planting work adheres to ANSI Z133 Safety Standards and ANSI A300 Part 6 - Planting and Transplanting.</p>	\$6,400.00

Dave Leonard Tree Specialists

544 Old Frankfort Pike
Versailles, KY 40383



Headley Green HOA c/o Adkins Property Management
Headley Green
Lexington, Kentucky 40504

Quote #24819

Sent on 11/01/2024

Phone 859-252-2529

Website www.dlarborist.com

Arborist Contact Ross Raterman #KY-0648B

Product/Service	Description	Total
STEP Program	<p>Smart Tree Establishment Program</p> <p>One year maintenance plan for 24 newly planted trees to provide a first year fertilization, preventive insect treatment, structural pruning, fall mulch application, and a one year one-time guarantee for the new tree.</p> <p>**Guarantee does not cover tree loss due to a lack of water or extreme weather conditions (including freezing temperatures, drought, hailstorms and damaging winds).</p>	\$2,400.00

All work completed to ANSI A300 Tree Care Standards.

This quote is valid for the next 30 days, after which values may be subject to change. Any alteration or deviation from the detailed description may result in charges over and above the estimate. All agreements are contingent upon weather, personnel and equipment. DLTS shall not be responsible for damage to unmarked irrigation, underground lines, or for damaged or cracked driveways when the use of heavy equipment is necessary.

All credit card payments will be charged a 3% fee to cover the cost of processing.

Subtotal	\$24,200.00
Tax (6.0%)	\$1,452.00
Total	\$25,652.00

Dave Leonard Tree Specialists

544 Old Frankfort Pike
Versailles, KY 40383



Headley Green HOA c/o Adkins Property Management
Headley Green
Lexington, Kentucky 40504

Quote #24819

Sent on 11/01/2024

Phone 859-252-2529

Website www.dlarborist.com

Arborist Contact Ross Raterman #KY-0648B

Notes Continued...

to pay the account in full within 15 days of work completion. Failure to remit full payment within the payment term may result in a finance charge of 15.00% per month.

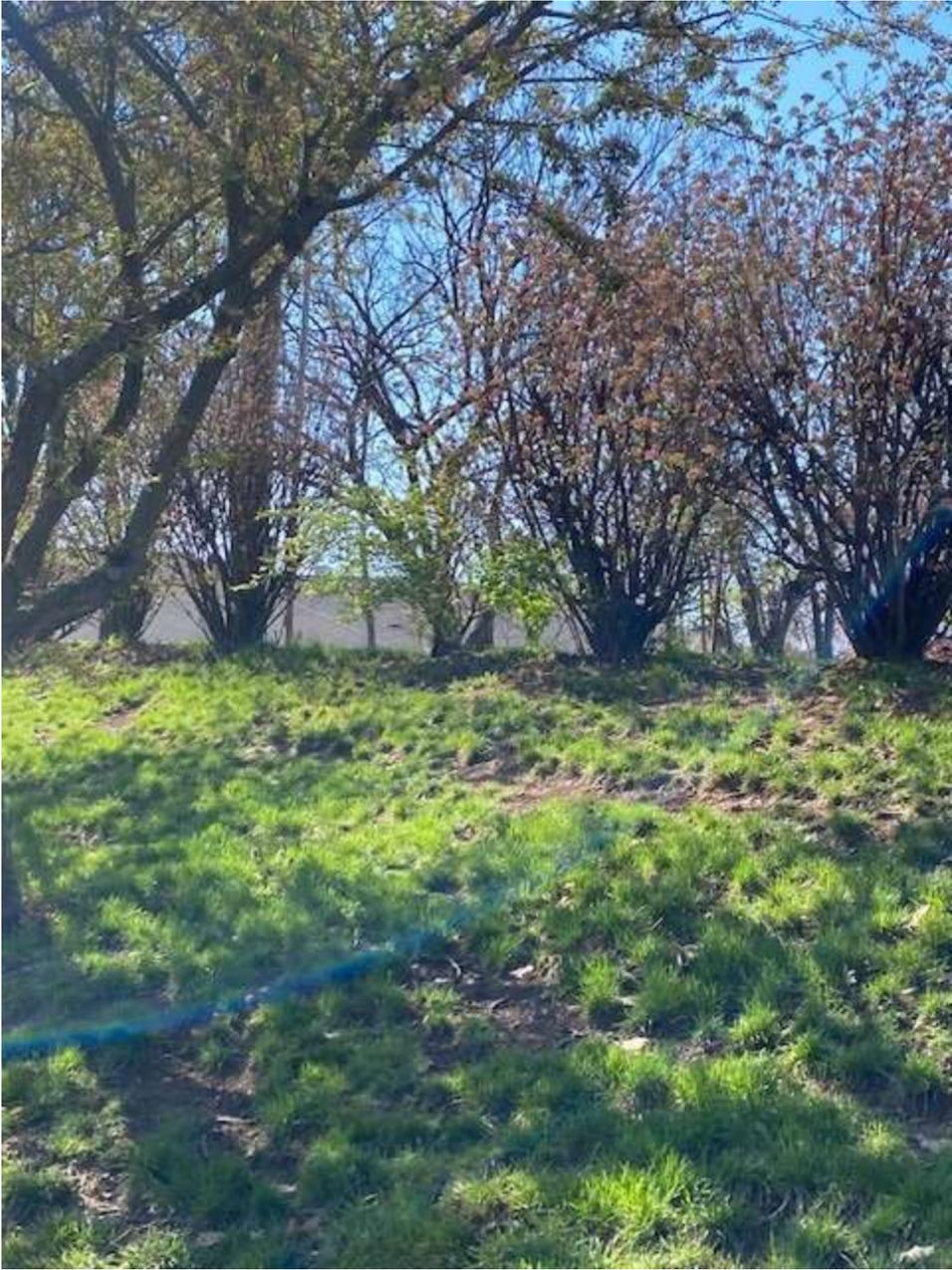
Signature: _____ Date: _____



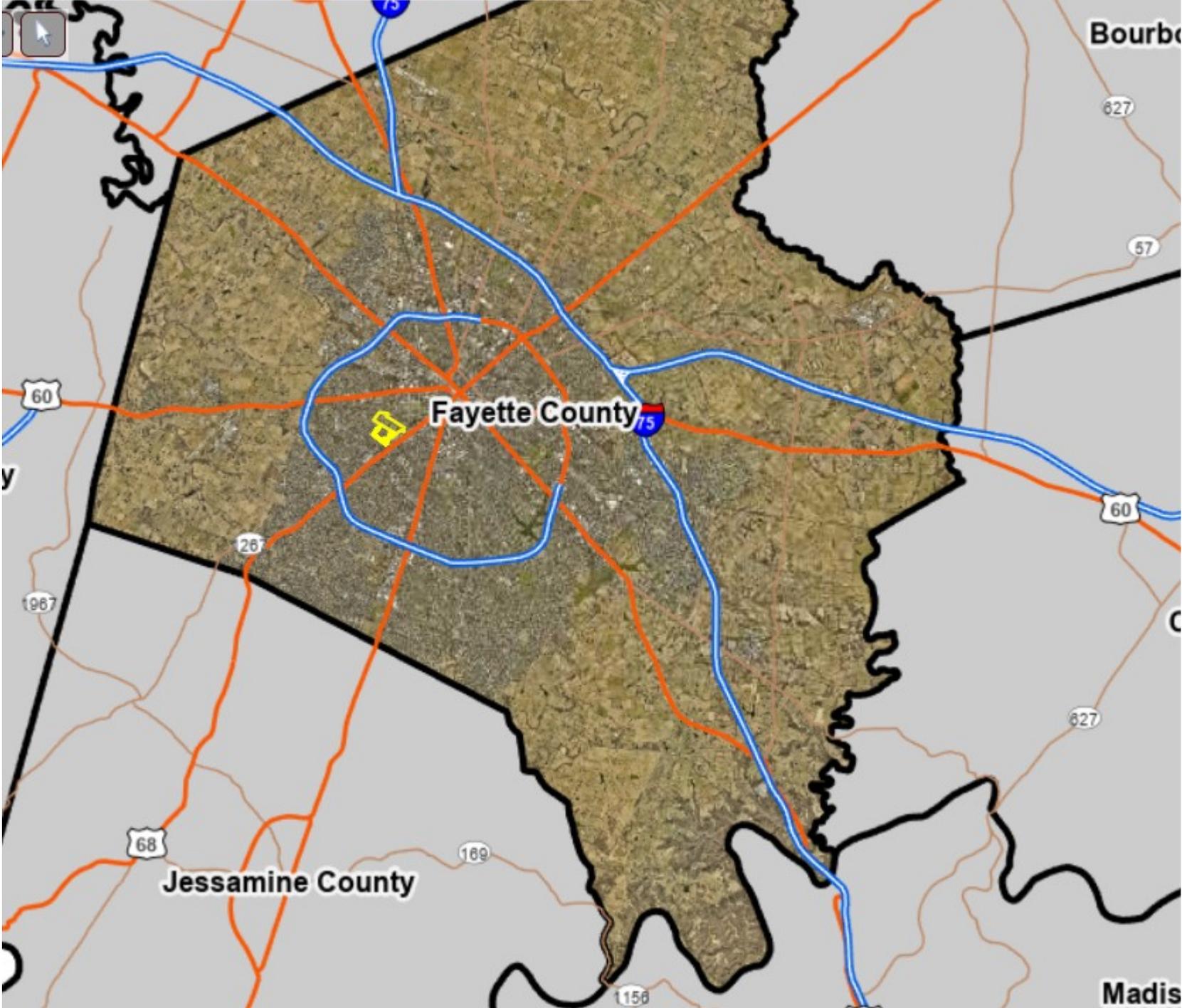
Pine Trees – photos taken 03/28/2024



Viburnum Bushes – Photos taken 03/28/2024 (Some are missing completely and have been overtaken by honeysuckle)



Viburnum Bushes – Photos taken 03/28/2024 (Some are missing completely and have been overtaken by honeysuckle)



Bourbo

827

57

Fayette County

75

60

60

26

1967

827

68

Jessamine County

169

156

Madis



Mason Headley Rd

Faircrest Dr

Chandler Ln

Bill & Doris Settles

*1696n Chandler Lane
Lexington, KY 40504*

October 24, 2024

Sandra Burke
Administrative Specialist Prin.
Lexington-Fayette Urban County Government
Lex Grow Trees Grant Administrator

Dear Sandra:

This letter is in support of the Round 2 of Lex Grow Tree Grant Funding Application of the Headley Green Home Owner's Association to place additional trees along the Mason Headley corridor that abuts our neighborhood. Recent ice and wind damage has severely damaged many of the trees along Mason Headley, and there are segments where no trees exist currently on the side that adjoins our neighborhood.

As a resident of Headley Green Homeowners Association, a Master Gardener, and VicePresident of Celebrate Lexington (which has Urban Canopy as one of our focal areas), I am wholeheartedly in support of our neighborhood choosing to be on the forefront of increasing our own (and by extension Lexington's) urban canopy. Increasing the urban canopy in the area naturally benefits not only our neighborhood but the city of Lexington, as you are well aware. Anything to help cool, sequester carbon, and add beauty is a plus.

Since moving here in 2012, I am aware of several ecological improvement grants, including for maintenance and planting of street trees, that this HOA has implemented. The neighbors here are largely engaged in activities that revolve around landscape and environmental sustainability.

This grant seems to be a good fit for how the HOA is moving to improve our neighborhood.

Sincerely,
Doris Dearen Settles

To Whom it May Concern,

I am writing this letter in coordination with my neighborhood association, Headley Green, in conjunction with the Lexington Grow Tree Grant. I have been a part of our neighborhood association's Landscape Committee. Having additional trees along Mason Headley to improve the tree canopy in our district (District 11) which is 23% of our acres with a goal of 30% would be very valuable. Trees are an integral way to help manage stormwater runoff; which would help lead to less flooding in the area.

As a homeowner, I myself have planted several varieties of trees on my property. Trees are a wonderful way to cool, absorb carbon and make my home more beautiful. Receiving funds from this grant would be a beneficial way for our neighborhood to continue to add to Lexington's natural beauty.

Please consider our request when making your decision.

Warmest regards,

Karen Fister

1685 Chandler Ln, Lexington, KY 40504

Thursday, October 24, 2024

Dear members of the City of Lexington,

My husband and I have come to live and love the City of Lexington especially our housing tract of the Mason Headley subdivision. We purchased this home because of the proximity to the University, hospitals, downtown attractions, and the airport. Another great feature was the mature trees in this subdivision.

Recently, we have been made aware of a chance where our neighborhood may have the chance to be awarded a grant from the Lex Tree Grant for the Mason Headley corridor. This would help not only with the beauty of our area and future home values, but trees also provide shade, protection from water runoff, valuable oxygen for us and all animals, besides; trees are also foundational for wildlife habitats such as birds and other small animals. We have found out our canopy in the area which is district 11 is at 23% of our land acreage, which is lower than the 30% goal.

Our family would appreciate the city's consideration of this wonderful grant opportunity!

Thanks in advance,

Brian and Kim Nelsen

1661 Chandler Lane

Lexington Ky. 40504 ph. 859 533-6778

Steven E. Rice

1729 Headley Green
Lexington KY 40504-4002

(859) 576-1685

Steve@RiceKY.com

October 25, 2024

Dear Lex Grow Tree Grant Managers:

My name is Steven E. Rice, and my home is in the Headley Green Neighborhood. In order for the developers to be allowed to build our neighborhood in 1995, they were required to plant white pine trees along the Mason Headley Road frontage between Faircrest Drive and Cold Harbor Drive. After 29 years, half of the white pine trees have died and the rest have aged past maturity becoming a significant hazard to our properties, the overhead utilities, and to the traffic on Mason Headley Road. Twice, a sub-contractor for Kentucky Utilities has had to cut out the centers from each tree to keep them from rubbing against the high voltage electric power lines above. The lower cable and telephone lines have not been protected, and those lines are being damaged from abrasion and by additional tension from the weight of the branches of the pine trees. Twice in the past two years, Mason Headley traffic has been blocked for several hours when some of the now very tall pine trees fell across Mason Headley Road. Our new fence, only three years old, located beneath the pine trees was crushed by a falling pine tree branch.

As you would know, white pine trees were not a good species to plant along the Mason Headley Road Corridor. We would like to replace the remaining dangerous pine trees with a variety of low growing native tree species that would beautify the corridor without the damage we have endured. In addition to the elimination of the safety concerns, the new trees would absorb carbon, stormwater runoff, and contribute to the tree canopy along scenic Mason Headley Road in Council District 11. The beauty of the new trees would have a large audience, as Mason Headley Road is heavily traveled, and many citizens would see and enjoy the outcome of this investment in Lexington's tree canopy.

Thank you for taking the time to read the above history of our section of the Mason Headley Road Corridor. We are excited to be given the opportunity to be considered for this initiative. I hope you will feel free to call me with any questions you may have about our interest in improving Lexington's tree canopy through this funding.

Sincerely,

Steven E. Rice, Block Captain
1729 Headley Green
The Headley Green Neighborhood Association

October 25, 2024

Dear Members of the Lex Grow Trees Program,

I am writing this letter as a member of the Headley Green neighborhood in support of the HOA to request consideration for a grant to increase the tree canopy in our area.

The beautiful parks, green spaces, trees, and well maintained landscapes throughout the city is one of my favorite things about Lexington. Here are some reasons I hope you consider our request:

1. Recent severe storms in the last several years have caused extensive loss of the mature, old, large trees on the Gay Brewer Golf Course side of Mason Headley Rd. Across the street is our neighborhood.
2. Planting trees along the edge of our subdivision will help to provide shade to the eroding soil, which is washing away due to too much sun.
3. Planting trees will also beautify the drive along Mason Headley Rd. As Lexington continues to grow, planting trees will help the environment by absorbing carbon dioxide.
4. Mason Headley Rd. is a main route used by many people as they travel to Lexington hospitals and trees will help provide a calming effect.
5. Planting of trees will also provide noise reduction to our neighborhood, especially ambulance sirens that are on route to the local hospitals.

I support the Headley Green HOA in applying for the Lex Grow Trees Program and it is my hope that you will consider accepting their proposal for the grant.

Sincerely,

Susan Bush Neuhart

712 Haggin Place

Lexington, Ky 40504

Headley Green HOA

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: Headley Green Homeowner's Association, Inc.

Requested Grant Amount: \$25,652.00

Project Elements:

1. Removal of dying / declining trees
2. Pruning of existing trees
3. Tree planting
4. Tree education
5. Tree stewardship

RECOMMENDATION OF THE SCORING COMMITTEE

- Applicant and proposed project meet program eligibility requirements. Project Score: **91.5**.
- Approve the Grant Application for the **Partial** amount of **\$25,052.00**.
- If the Grant Application is approved by the Tree Canopy Ad Hoc Committee, approve with the following stipulations:
 1. Grant funds shall not be allocated to or used for planting of viburnum.

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.

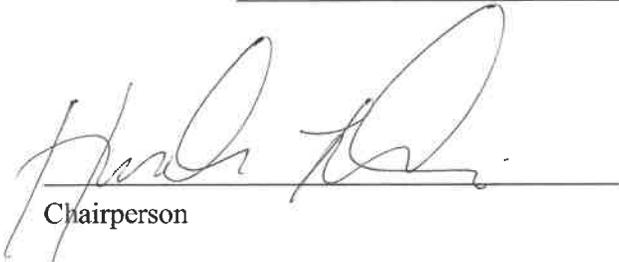
The application has been scored and is deemed worthy of funding this granting cycle.

The grant application is approved in the amount of: \$ 25,052.00

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

12-19-2024
Date

EXHIBIT C

LEX GROW TREES GRANT PROGRAM GUIDELINES

Lex Grow Trees Grant Program Guidelines

Round 2 – Fall 2024

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.

Based on the Urban Tree Canopy Study, LFUCG-owned properties are, on average, meeting the 30% recommended city-wide canopy goal. The study shows that other publicly-owned properties and most privately-owned properties are in need of increased tree canopy. As such, the Lex Grow Trees Grant Program will provide preference to projects proposed on properties not owned by the City.

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

Ineligible for Funding

In general, the following items are not eligible for funding; however, potential applicants are encouraged to discuss their proposed project idea with the Division of Environmental Services prior to the application deadline if there are questions about funding eligibility.

1. Planting of trees to fulfill development and/or zoning requirements (e.g., Chapter 17B of the Code of Ordinances, Articles 18 and 26 of the Zoning Ordinance, and Article 6-10 of the Land Subdivision Regulations). Trees proposed for a development site that are in addition to trees that are required by ordinance are potentially eligible for funding if the applicant can demonstrate that they have funds available to complete the required plantings.
2. Tree-related activities, like planting or maintenance, on LFUCG property, or marketing or educational campaigns about trees generally that can be, or is being, performed by LFUCG staff.
3. Indirect costs, including, but not limited to those applied as a percentage of the direct costs of the proposed project budget.

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 (budget must be specific, justified, and reasonable)
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. The final ten percent (10%) of the grant funds shall not be requested until the project is complete and the final report (see #13 below) is submitted. Upon acceptance of the final report, the final invoice will be processed for payment, and the grant will be closed out.
6. Organizations 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.