

## 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 **Andover Neighborhood Association, Inc.** (Hereinafter "Organization"), with the mailing address of 141 Prosperous Place, Suite 21B, Lexington, Kentucky 40509.

### 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 \$100,000.00 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

*Andover Neighborhood Assoc*  
Organization Name (Printed)  
BY: *Jaqueline Long*  
Signature

PRESIDENT  
Title

*Jared Gibson*  
WITNESS SIGNATURE

JARED GIBSON  
WITNESS PRINTED NAME

12/31/2024  
DATE

**EXHIBIT A**  
**ORGANIZATION'S APPLICATION**

Form Name: Lex Grow Trees Grant Application  
Submission Time: November 25, 2024 3:20 pm  
Browser: Chrome 131.0.0.0 / Windows  
IP Address: 217.180.201.121  
Unique ID: 1290944778

## Lex Grow Trees Grant Application

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### Organization information

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**Name of organization** Andover Neighborhood Association, Inc.

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**Street address and zip code** 141 Prosperous Place, Suite 21  
40509

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**Email** jared@allpointsky.com

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**Phone** (859) 263-7681

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### Contact information

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**Contact person name** Jacqueline Long

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**Contact person title** ANA President

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**Contact person phone number** (859) 227-7755

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**Contact person email address** jacquelineslong1@gmail.com

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### Project information

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**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=1IYC8Gr-WvxKZ3IMuZPVms0mKsvuRXEb u&export=download&display=/1290944778AndoverNeighborhoodAssociati onInc.\\_156059812\\_ana\\_lexgrow\\_trees\\_application\\_narratives\\_\\_final.pdf](https://drive.google.com/uc?id=1IYC8Gr-WvxKZ3IMuZPVms0mKsvuRXEb u&export=download&display=/1290944778AndoverNeighborhoodAssociati onInc._156059812_ana_lexgrow_trees_application_narratives__final.pdf)

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**Project start date** Feb 06, 2025

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**List milestone dates** 2/23/2025;6/2025; 10/1/2025; 3/2026;

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**Expected completion date** May 01, 2026

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**Upload a document with the project budget and explanation, if not uploaded previously.** [https://drive.google.com/uc?id=1zrE5397d-3Z8bfmbrSPxTUWkdObSiY3& export=download&display=/1290944778AndoverNeighborhoodAssociati on.\\_156060575\\_lex\\_grow\\_trees\\_budget.pdf](https://drive.google.com/uc?id=1zrE5397d-3Z8bfmbrSPxTUWkdObSiY3& export=download&display=/1290944778AndoverNeighborhoodAssociati on._156060575_lex_grow_trees_budget.pdf)

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**Are you willing to accept partial funding?** Yes

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**List the address/addresses and Council District where the project is located.** 3700 Todds Rd, Lexington, KY 40509  
**Find the Council District at lexingtonky.gov.** Council District 7

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## Supplemental material

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**Combine and upload a minimum of three color photographs of the project area, if not uploaded previously.** [https://drive.google.com/uc?id=1Ynh7gM6V2EmpqFKfgB8u7u89ewMlnEBt&export=download&display=/1290944778AndoverNeighborhoodAssociationInc.\\_156060675\\_andover\\_site\\_pictures.pdf](https://drive.google.com/uc?id=1Ynh7gM6V2EmpqFKfgB8u7u89ewMlnEBt&export=download&display=/1290944778AndoverNeighborhoodAssociationInc._156060675_andover_site_pictures.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=1aCEnJ9awPFpPE2ZvGqmcr6x5hYJUTxCy&export=download&display=/1290944778AndoverNeighborhoodAssociationInc.\\_156060679\\_ana\\_maps\\_lexgrowtrees.pdf](https://drive.google.com/uc?id=1aCEnJ9awPFpPE2ZvGqmcr6x5hYJUTxCy&export=download&display=/1290944778AndoverNeighborhoodAssociationInc._156060679_ana_maps_lexgrowtrees.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=1tKSAP7MC5TMwL-PDdRag2xO3l9VePrU-&export=download&display=/1290944778AndoverNeighborhoodAssociationInc.\\_156060885\\_ana\\_other\\_attachments\\_lexgrowtrees.pdf](https://drive.google.com/uc?id=1tKSAP7MC5TMwL-PDdRag2xO3l9VePrU-&export=download&display=/1290944778AndoverNeighborhoodAssociationInc._156060885_ana_other_attachments_lexgrowtrees.pdf)

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## **Project Narrative**

### ***Overview***

Andover Neighborhood Association, Inc. (ANA) is comprised of the communities of Andover Hill and The Villages of Andover with 750 homes (~ 2,250 residents) and a 55 acre greenspace (formerly Holes 11-17 of the Andover Golf Course). ANA is in District 7 along Todds Road near Man O War and I-75. ANA requests \$100,000 in Lex Grow Trees funding, and proposes to provide 350 trees, educational programming, and maintenance of the trees installed in the neighborhood. The project will be managed by an environmental attorney and a professional grant administrator who are resident volunteers. The project itself is accessible to all residents of Andover Hill, Andover Forest HOA, and the Reserve through shared agreements for access (*increasing the reach to 4,000 area residents*). All community and educational activities proposed will be open to residents of these neighborhoods as well as community groups interested in the activities.

### ***Background: ANA Greenspace Purchase & Restoration***

In 2018, ANA residents recognized the environmental value of protecting the land and voted to preserve the 55 acre Greenspace (after the bankruptcy of the Andover Golf Course and Country Club). The purchase was funded by an assessment by lot and an annual fee for maintenance. Since the acquisition, ANA has focused on restoring waterways, ponds in the community, which directly flow into the city reservoir at Jacobson Park. ANA successfully completed two LFUCG Class B Infrastructure grants in 2020 and 2021 for bank stabilization, the creation of riparian buffer zones, installation of pervious concrete and provision of stormwater education. The major activities of these grants centered on correction of bank slopes and replacement of failed gabion baskets and replacement of a failed spillway, both incidents which had the potential of grave negative impact on waterways used both for recreation and drinking water supply for the City of Lexington. The successful completion of these grants not only illustrates the commitment of the ANA to preserve the Greenspace and waterways, but also provides the experience and capacity to conduct the proposed activities including the educational component.

### ***ANA Strategic Focus on Trees***

Since the property acquisition, the Andover Hill community met and used a facilitated process to create a strategic plan for the greenspace. The community prioritized removing diseased and dying trees and adding riparian zones with trees and plants to reduce erosion of the streams and ponds embankments. Trees are essential to slowing stormwater and providing erosion control which helps reduce sediment into waterways and ponds.

ANA is in Council District 7, which received an overall grade of D on the Urban Tree Canopy Report Card. The criteria grades include Ds in the Current Canopy and Potential Canopy categories, and Fs in the Stormwater Control and Heat Mitigation Categories. The proposed project will address all of these categories by increasing the canopy with the installation of trees, improving stormwater control by installing trees in already established riparian areas and in FEMA designated flood plain areas, and providing heat mitigation by increasing the tree canopy through the installation of new trees.

ANA has focused on replacing Bradford Pears and Ash trees in the neighborhood street islands and Greenspace. ANA engaged Bill Henkel (Sr Landscape Architect) to design Todds Road Entrance Plan and Greenspace Master Tree Plan for adding native trees to be throughout the greenspace (see attachments). In implementation of the entrance plan, ANA recently removed several White Pine and installed 69 new trees along with several shrubs. Another tree initiative utilized the Neighborhood Action Match Grant Program and ANA Reserves to assist homeowners with removing and replacing dead or dying Ash trees impacted by the Emerald Ash Borer. Since the program started ANA has removed/replaced 82 trees. ANA has begun installation of trees on the Greenspace from the Master Tree Plan, but only a few have been installed due to budget restrictions. ANA aligned with Trees Lexington for the installation of saplings in a riparian pond area on the Greenspace.

### ***ANA Focus on Community Education & Research***

ANA has a history of collaboration and creating an environment with its Greenspace to provide a living lab for educational institutions and community groups. In 2019, ANA was selected for University of Kentucky Design Week activities where 80 students provided creative ideas for the



naturalization of the former golf course. Other community educational projects include Boy Scout troop installation of bird houses and installation of owl boxes by neighborhood volunteers.

This year UK Entomology Department began a research study to determine if flowering shrubs planted below scale-infested honey locust trees might provide sustainable method to protect tree health by attracting pollinators that would eat the scale from the tree. The results thus far are positive, and they expect to collect two additional seasons of data (see attached report). There is an interest in additional flowering shrub planting areas to determine if pollinators can provide natural pest control for trees.

Another exciting project involves the University of Kentucky Department of Forestry. Dr Jian Yang is planning to test new drone technology on the Andover Greenspace. Drones would be used to fly over new trees planted to capture & store GIS location and tree species information. Tree data collected could be shared with the city for ESRI tree inventory data and monitoring.

As described in the following sections, ANA will provide a project that provides and installs trees, provides for maintenance of the trees through contracts, volunteers and tree stewardship, and also provides community education.

### **Scope of Work**

ANA proposes a scope of work that will include the installation of 350 trees throughout its Greenspace. In preparation for installation, within 14 days of grant agreement and release of funds, ANA will request cost estimates from no less than 3 vendors to ensure that costs are reasonable. For the purposes of this application and budgeting, ANA has sought out cost estimates from qualified vendors, but a final procurement process will take place to ensure the best pricing, most qualified vendor, and most favorable terms. Additionally, within 14 days of release of funds, ANA will seat a tree committee that will include the Board Appointed Grant Lead, Mary Ellen Hogan. Ms. Hogan is an attorney practicing in the area of environmental law. She also has a Masters Degree in Biology. As part of her graduate thesis work, she participated in numerous field studies of coal mine reclamation and wetland biology including tree identification. She is a certified ISO 140001 auditor, so she understands audit processes and procedures. Additionally, ANA community member, Carri Lucier will be a part of the committee.

Ms. Lucier is a Field Technician with Trees Lexington and will lend her passion and expertise to the project. Ms. Lucier will ensure that trees are installed correctly and will assist with community education on tree stewardship. She has been involved with Trees Lexington since 2019 and completed the Tree Steward course in 2021. Board President, Jacqueline Long, a professional federal grant administrator will also lend her grant expertise to the committee and assist with grant administration. Other members of the committee will include ANA Board Members and Andover Hill community members/volunteers.

Within 30 days of release of funds, the tree committee will work with tree experts including Bill Henkel, a senior landscape architect, to select appropriate sites for installation. The existing tree plan will be considered in the selection process, but species may also be selected for installation in areas for maximum impact on erosion and water quality. The group and community volunteers will collect soil samples for testing by the Fayette County Extension Office to ensure that soil quality and tree species are matched before final tree selection. Weather permitting, soil sampling will begin within 60 days of release of funds. This will ensure optimal chances of tree survival. Once sites and species are selected, the tree vendor will be engaged for purchase and installation of the selected trees.

The Tree Committee will also plan two community tree installation events in conjunction with Trees Lexington. The purchase of trees from Trees Lexington has been provided in the budget, including the cost of auguring the holes. Community volunteers will install the trees in the holes prepared by Trees Lexington. These events will be planned for fall 2025. Additionally, the installation by selected tree vendor will be in fall 2025.

The ANA Board will purchase signage to be installed on the greenspace to recognize the funding by Lex Grow Trees as well as provide educational information regarding the trees and their benefits. The ANA Board will work with both Ms. Hogan and Ms. Lucier to ensure the quality educational impact of the signage. Signage will be placed prior to end of grant activities in March 2026.

At least 2 additional community educational events will be planned. These events will focus on tree stewardship and provide information on tree maintenance and care as well as the importance of the tree installations and the impact on the environment and water quality. The programming

will also encourage community members to install trees on their own properties to further increase the canopy. Program planning will begin within 3 months of release of funds, with the first community education event to be held by June 2025.

Finally, a Tree Maintenance Plan will be developed by the ANA Board with the input of both Ms. Hogan and Ms. Lucier. This plan will provide dates and tasks for the tree vendor to provide mulch, water, pruning, etc. It will also include a plan for involvement of community volunteers with the maintenance of the trees and set out a schedule of community meetings to be held at least quarterly to provide educational materials and programming and engage volunteers in tree care tasks. The tree maintenance plan will be completed within 8 months of the release of funds.

Evaluation of the success of the program will be through data collected during the course of the program. ANA Board Members will collect information on the number of volunteers taking place in each activity through sign in sheets. It will further log the location, date of planting, for each tree, including the species. ANA will also retain information from the soil sampling and will map the different samples taken and log the results. ANA proposes the following measurable outcomes:

- 350 Trees installed on the Andover Hill Greenspace
  - 20 volunteers to be engaged in the planting of trees on the greenspace.
- 2 Educational events held for the community
  - Train 20 people in the principles of tree stewardship
  - Train 40 people in the importance of trees, especially in control of erosion for water quality and also for heat mitigation.
  - Installation of 4 signs that provides tree-related educational information
  - Email blasts and Facebook posts with tree related educational information to 750 ANA member households
- Tree Maintenance Plan created

Additional Outcomes:

- Slowed erosion over time along the banks of the waterways and ponds
- Increased water absorption in the FEMA floodplains located on the Greenspace

- Increased water quality over time in the LFUCG-monitored pond on the Greenspace (former hole 16) which flows directly into Jacobson Park

### ***Program Sustainability***

The Tree Maintenance Plan will be a component of program sustainability and guide maintenance activities. The ANA collects annual dues for the association, maintenance fees for the greenspace, and a purchase assessment for new purchasers in the community. Through these funds for hiring landscape/tree professionals, as well as with community volunteers, an engaged board of directors, and professional community management, ANA will sustain and maintain the tree program after completion of grant activities.

### **Community Objectives**

- Increase the tree canopy in Lexington District 7
- Shade or screen areas of 2.6 miles of impervious pavement (cart path/walkways) to reduce heat radiating back into the environment
- Reduce stormwater runoff and erosion by installation of trees near ponds and sloped areas that increase runoff
- Reduce severity of flooding by installing trees in FEMA designated floodplains
- Reduce erosion on banks of waterways and ponds
- Reduce rate of sediment build up in waterways and ponds through reduction in erosion and slowing the speed of water during flooding
- Engage residents in training and volunteer opportunities to create increased tree stewardship and awareness throughout the community through in person trainings and dissemination of educational materials
- Develop and share GIS tree data with LFUCG on new trees planted in community through partnership with the University of Kentucky's drone mapping project.
- Install signage that recognizes the contribution of Lex Grow Trees and provides educational information

**Project Schedule**

<b>Milestone Date</b>	<b>Activity</b>
January 23, 2025	Council Grant Approval
February 6, 2025	<b>Project begins</b> / Procure Vendor
February 23, 2025	Begin Site Selection
March 23, 2025	Begin Soil Sampling
June 2025	Community Education events begin
July 2025	Maintenance Plan Complete
October 1, 2025	Tree purchase and Installation by Vendor
October 15, 2025	Trees Lexington/Community Tree Install
November 15, 2025	Trees Lexington/Community Tree Install
March 2026	Signage Installed
May 1, 2026	<b>Project Closeout</b>

**Project Partners and Tree Experts**

ANA has either partnered with in the past or will call upon the following to inform the progress of the project:

<b>Partner/Advisor</b>	<b>Affiliation</b>
Carri Lucier	ANA resident/member and Field Technician for Trees Lexington
Bill Henkel	Sr. Landscape Architect
Dr. Jian Yang	UK Dept. of Forestry
Preston Worley	District 7 Councilman (will reach out to new council person, when they take office)
David Leonard	Arborist, Trees Lexington
Dr. Caleb Wilson and Zoe York	University of KY Department of Entomology
Carolina Sequra Bell	University of Kentucky-Dept. of Landscape Architecture
Chris Wiedamann	Urban and Community Forestry Program Coordinator/KY Dept. of Forestry
Sarah Ward	FCCD-Fayette County Conservation District
Dr. Travis Shaddox	University of Kentucky – Turf Grass Extension Specialist
Dr. Amanda Gumbert	University of Kentucky – Water Quality Specialist

**Andover Neighborhood Association  
Lex Grow Trees Budget**

<b>Trees/Items</b>	<b>Tree Size</b>	<b>Per Item Cost</b>	<b>Installation Cost</b>	<b>Quantity</b>	<b>Total</b>
Tree Purchase - Vendor TBD	1.75"	\$400	included	225	\$90,000.00
Tree Purchase - Trees Lexington	3 Gallon	\$32	\$30	125	\$7,750.00
			<b>Subtotal</b>	<b>350</b>	<b>\$97,750.00</b>
Tree Maintenance *- Vendor TBD	<b>*To be provided in-kind by ANA funds</b>				\$7,750.00
Trees Lexington Workshop**	Education on tree care & maintenance	\$120		1	\$120.00
<b>**\$70 of this will be provided in-kind through ANA funds</b>					
Trees Lexington - Tree Planting Day	Delivery/site & species selection	\$1,000		1	\$1,000.00
Instant Signs/Resolute	Education signage and installation	\$300	included	4	\$1,200.00
			<b>Subtotal</b>		<b>\$10,070.00</b>
			<b>TOTAL PROJECT</b>		<b>\$107,820.00</b>
			less ANA Contribution - In Kind		-\$7,820.00
			<b>GRANT TOTAL</b>		<b>\$100,000.00</b>

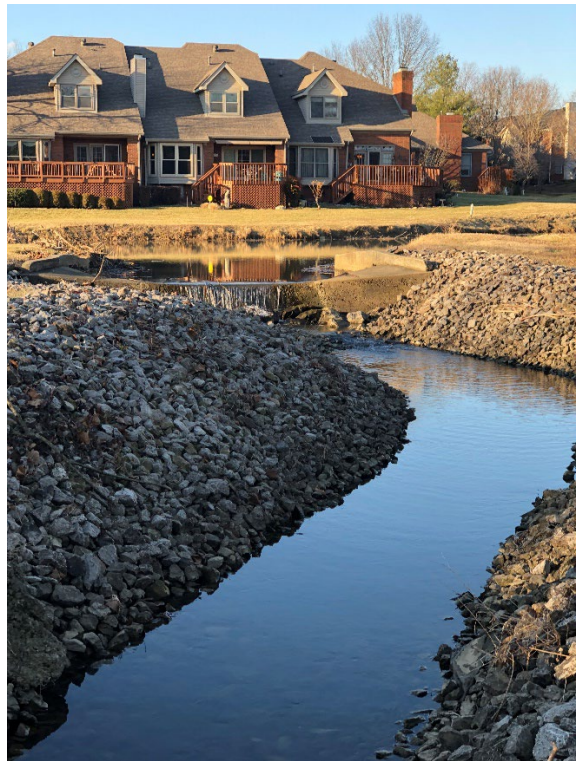
**Tree Purchase - ANA will use 2 tree vendors, one to be procured and the other will be Trees Lexington. 225 Trees will be purchased and installed by a vendor, and 125 trees will be purchased from Trees Lexington and installed by community volunteers. Trees Lexington will also auger the holes at the sites and be engaged for assistance site selection and species selection. A vendor for tree maintenance which will include mulch, pruning and watering in times of drought will be selected and the fees for their services will be paid by ANA by its general funds. Funds have also been reserved for assistance by Trees Lexington with a Community Education event. Additionally, funds have been reserved in the budget for 4 signs to be created and installed to provide additional education regarding trees.**

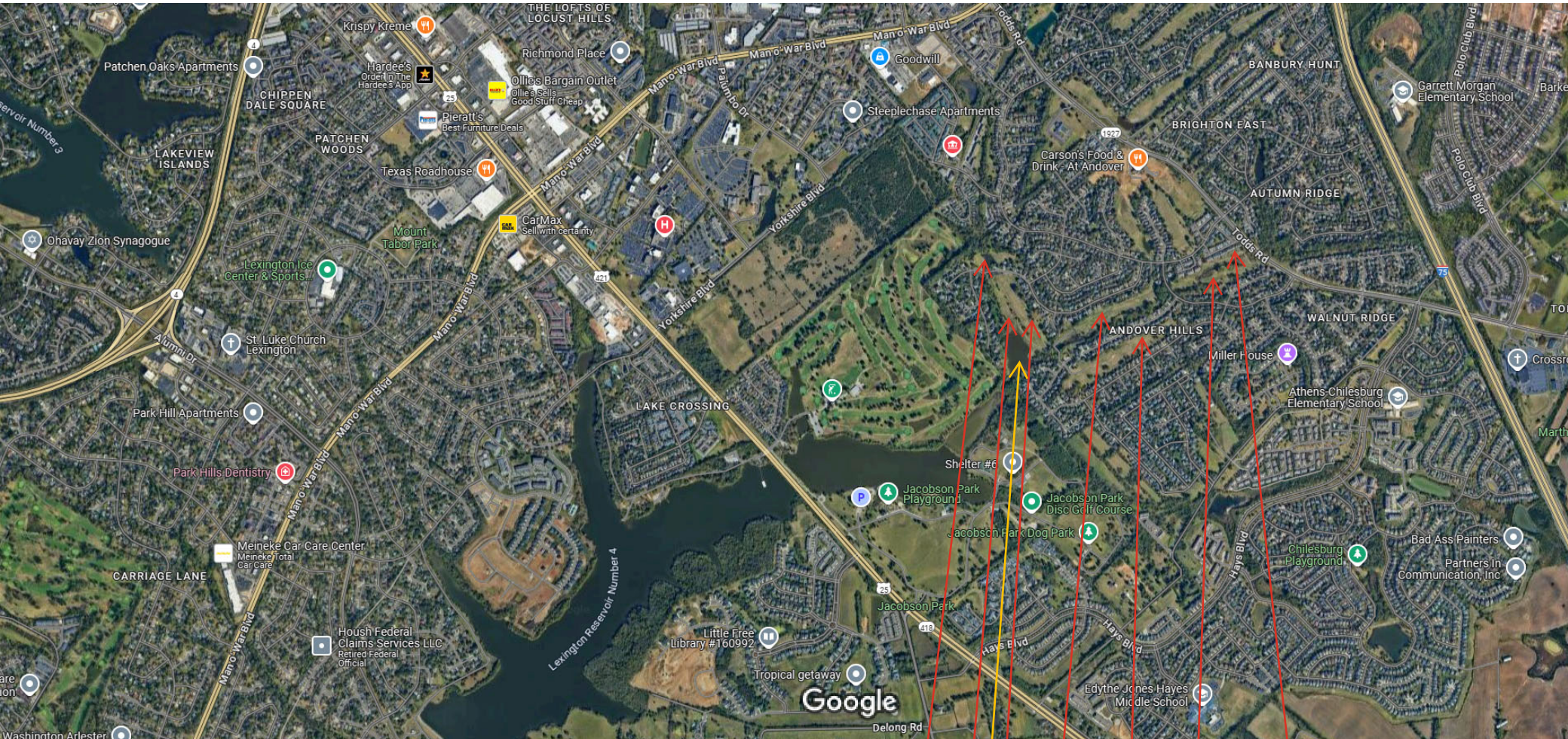


Andover Neighborhood Site Pictures







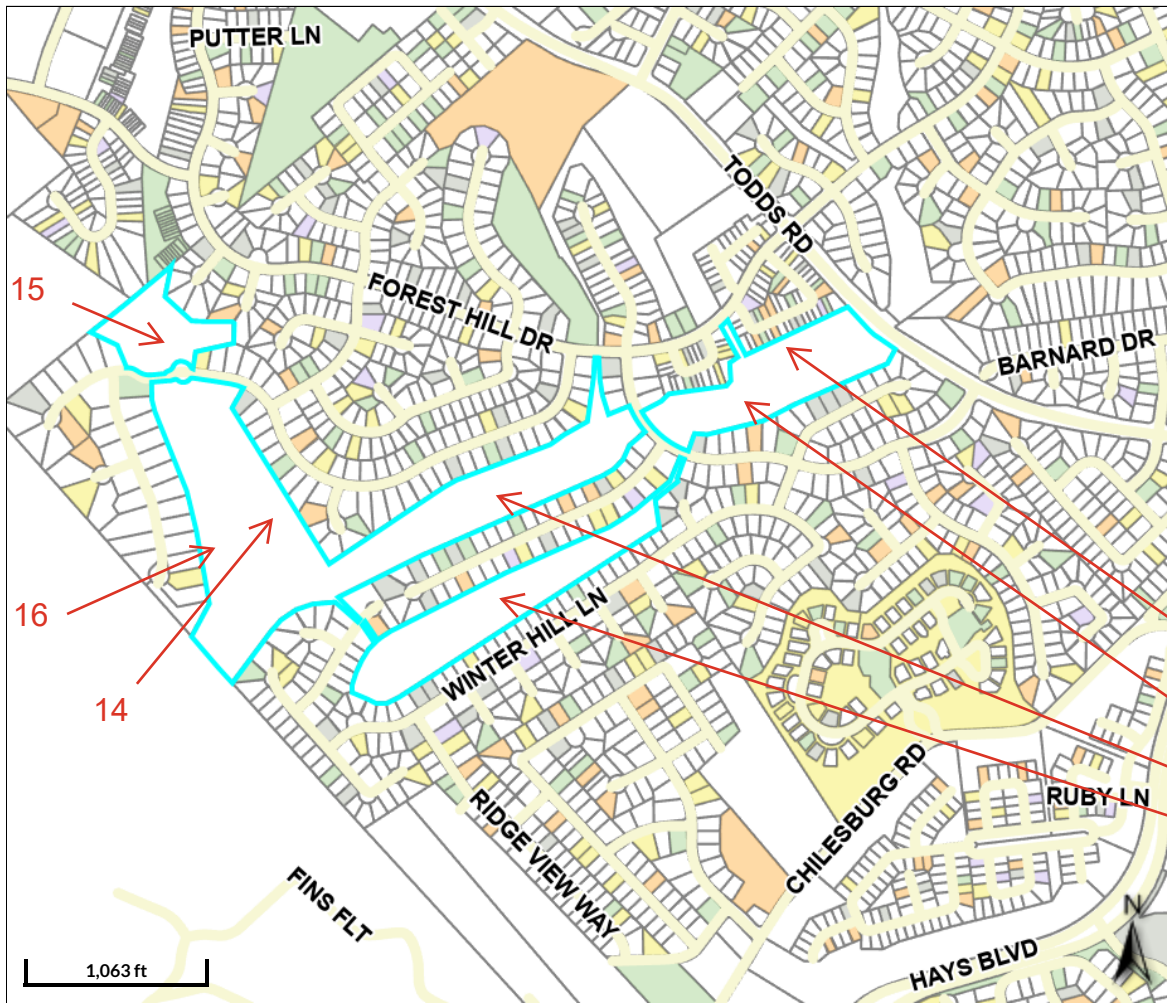


Imagery ©2024 Airbus, Landsat / Copernicus, Maxar Technologies, Map data ©2024 1000 ft

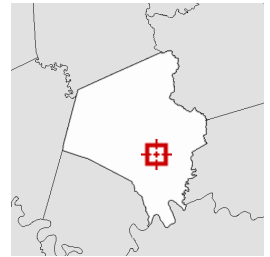
Numbers indicate hole numbers from former golf course

15 16 14 17 13 12 11

Pond that is monitored for water quality by LFUCG



**Overview**



**Legend**

- Parcels
- Yearly Sales**
- 2024
- 2023
- 2022
- 2021
- 2020
- Roads

- 11
- 12
- 17
- 13

Parcel ID	38276830	Physical Address	3700 TODDS RD	Fair Cash Value	\$0	Last 2 Sales			
Class Code	R	Owner	ANDOVER NEIGHBORHOOD ASSOCIATION INC	Agricultural Land Value	\$0	Date	8/3/2018	Price	\$700000
Taxing District	03		C/O ALL POINTS COMMUNITY MNGMT LLC	Agricultural Total Value	\$0				1ST SALE
Acres	59.82		141 PROSPEROUS PL STE 21B LEXINGTON KY 40509	Agricultural Taxable Value	\$0				AFTER FORECLOSURE
							5/24/2017	0	NEW ACCOUNT
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Date created: 4/21/2024  
 Last Data Uploaded: 4/20/2024 6:41:08 PM

**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:** Andover Neighborhood Association, Inc.

**Requested Grant Amount:** \$100,000.00

**Project Elements:**

1. Planting 350 Trees
2. Two Educational Events, including one training session on Tree Stewardship
3. Creation of a Tree Maintenance Plan

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**RECOMMENDATION OF THE SCORING COMMITTEE**

- Applicant and proposed project meet program eligibility requirements. Project Score: **95**.
- Approve the Grant Application for the **Full** amount of **\$100,000.00**.
- Approve the Grant Application with the following stipulations:
  1. Applicant shall retain trees through maturity. Should the property be developed in the future, applicant shall provide commensurate canopy coverage within the HOA to compensate for all tree canopy lost during and through the development process.

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**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: \$100,000.00

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

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](http://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.