

**HEALTHY URBAN TREE CANOPY GRANT PROGRAM
PROJECT AGREEMENT**

- Grantee:**
- Grant Title:**
- Grant Award (\$):**
- Start Date of Project:**
- End Date (expected):**
- Signature Date of this form:**
- Contact person to answer questions:**

INTRODUCTION

The 2019 Cuyahoga County Healthy Urban Tree Canopy Grant Program supports the 2019 Cuyahoga County Climate Change Action Plan through active efforts to grow and maintain a healthy urban tree canopy in Cuyahoga County. The grant is jointly administered by the Cuyahoga County Planning Commission and the Cuyahoga Soil & Water Conservation District under the auspices of the Cuyahoga County Department of Sustainability. The 2019 grant awards will fund both planning projects and implementation projects.

The Project Agreement provides Grant Awardees a description of the process for reimbursement of project costs, and information to help ensure a successful outcome for grant-funded projects. If at any time there are circumstances that will impact the successful completion of this project, please promptly notify the Cuyahoga County Planning Commission. You will follow your organization’s procurement process as you complete the project.

IMPORTANT CONTACT INFORMATION

A. Project Agreement and Project Work Plan Questions

Alison Ball, Planner
Cuyahoga County Planning Commission
aball@cuyahogacounty.us
(216)443-3727.

B. Reimbursement Questions

Jennifer Karaffa, Fiscal Officer
Cuyahoga County Planning Commission
jkaraffa@cuyahogacounty.us
(216)443-3730

C. **Planting Plan Questions, Maintenance Plan Questions, and Scheduling the Required Observation with the Cuyahoga Soil & Water Conservation District**

Janine Rybka, Director
Cuyahoga Soil & Water Conservation District
jrybka@cuyahogawcd.org
(216)524-6580 X1001

PROJECT AGREEMENT

1. Please return two (2) original executed copies of this Project Agreement to the Cuyahoga County Planning Commission. One (1) executed copy will be returned to you, by mail, for your records.
2. Provide the following information with the executed Project Agreements:
 - a. Project procurement status
 - b. Project procurement method
 - c. Project implementation schedule including:
 - i. Project start date
 - ii. Copies of all vendor agreements
 - iii. Purchase orders, invoices etc.
 - iv. Contact information for your vendor/contractor.
3. Please submit these required forms with the Project Agreement:
 - a. A **Current W-9** is required for reimbursement of project costs.
 - b. A Project Work Plan - please refer to the Work Plan section of this Project Agreement for more information.
 - c. Please Note that Planting Projects have additional submission requirements:
 - i. A detailed Planting Plan – please refer to the Planting Plan section of this Project Agreement for details.
 - ii. A detailed three (3) year Maintenance Plan – please refer to the Maintenance Plan section of this Project Agreement for details.
4. The Project Agreement (two executed copies) and other required documents can be sent by mail or email to:

Ms. Alison Ball
Cuyahoga County Planning Commission
2079 E. 9th Street – Suite 5-300
Cleveland, OH 44115
aball@cuyahogacounty.us
5. Questions can be directed to Alison Ball at (216)443-3727.

REIMBURSEMENT FOR PROJECT COSTS

1. Reimbursement checks will be issued only after the Project Agreement has been signed by the Executive Director of the Cuyahoga County Planning Commission. Therefore, it is important to submit your signed Project Agreement to the County Planning Commission as soon as possible.
2. Project costs submitted for reimbursement must include the following information provided by the Grant Awardee:
 - Grant Awardee Name
 - Grant Awardee Address
 - Grant Title
 - Grant Award Date
 - Grant Award Dollar Amount
 - Person to contact (and contact information) for any grant questions
 - Remaining Balance of Grant Award
 - Any Remaining Balance of Matching Funds showing Use of Matching Funds
 - Any Purchase Orders with Purchase Order Number showing Product and Vendor; Date required
 - Any Invoices showing charge/expense and Invoice Number; Date required
 - Receipts showing goods and/or service; must be signed (or initialed), showing the approval date, by the Grant Awardee.
3. Invoices/purchase orders for costs incurred to complete the project can be sent to the Cuyahoga County Planning Commission Fiscal Officer by mail or email to:
Ms. Jennifer Karaffa, Fiscal Officer
Cuyahoga County Planning Commission
2079 E. 9th Street - Suite 5-300
Cleveland, OH 44115
jkaraffa@cuyahogacounty.us
4. Reimbursement questions can be directed to Jennifer Karaffa at (216)443-3730.
5. Reimbursement checks will be issued and mailed by Cuyahoga County following the end of each quarter. Please allow 30 days processing time for this action.

COMMENCING THE PROJECT WORK

You may follow your organization's procurement procedures to complete your project. Before the start of any project work, and to support the success of these grant-funded projects, we require the following information:

A. PROJECT WORK PLAN

1. A Project Work Plan must accompany this Project Agreement. The Project Work Plan must include a description of these project aspects:
 - a. Project Time Frame
 - b. Budget
 - c. Activities
 - d. Payment schedule for contracted work
 - e. **Deliverables for Planning Grants** can include (but are not limited to):
 - Miles of streets assessed
 - Number of existing trees assessed
 - Acres of existing trees assessed
 - Plans developed
 - Number of trees for which maintenance is prescribed
 - Acres of trees for which maintenance is prescribed
 - Recommended number of trees to be planted
 - Recommended acres of trees to be planted
 - Recommended miles of street trees to be planted.
 - f. **Deliverables for Implementation Grants** can include (but are not limited to):
 - Maintenance performed on existing trees
 - Maintenance plans developed
 - Planting plans developed
 - Number of trees planted
 - Acres of trees planted
 - Miles of street trees planted
 - Trees removed
 - Maintenance performed on new trees.
2. The Grant Awardee must promptly notify the Cuyahoga County Planning Commission of proposed changes or events that could affect the Work Plan under this Project Agreement.

B. PLANTING PLAN

1. A three (3) year detailed Planting Plan is required for all planting projects and should include (but is not limited to):
 - a. Location of planting site
 - b. Size of trees being planted
 - c. Species of trees being planted
 - d. Detailed planting specifications. Please note that sample planting specifications can be found at <http://forestry.ohiodnr.gov/urbanforestrytoolbox>.
2. This plan will be reviewed by the Cuyahoga Soil & Water Conservation District staff sufficient detail to evaluate the ecological details of the project plan.
 - a. The text should provide scientific rationale for the areas chosen for planting
3. **If you received a grant award for a planting project, you are required to notify the Cuyahoga Soil & Water Conservation District no less than 72 hours in advance of scheduled tree planting activities.**
4. The Cuyahoga Soil & Water Conservation District must be present when planting activities begin and will:
 - a. Observe the planting activities, or a portion thereof
 - b. Review planting specifications with the planting crew and crew supervisor
5. Reimbursement for planting activities will not occur until the Cuyahoga Soil & Water Conservation District has verified with the County Planning Commission that:
 - a. Proper planting techniques occurred
 - b. Planting specifications were followed.

C. MAINTENANCE PLAN FOR PLANTING PROJECTS

1. A detailed three (3) year Maintenance Plan for planting projects is required and should include (but is not limited to):
 - a. Watering schedules
 - b. Pruning schedules
 - c. Health evaluation schedules
 - d. Mulch recommendations, etc.
 - e. Contact information for the person/entity performing the maintenance
 - f. The number of hours required to complete the planned maintenance.

D. MONITORING OF PROJECT STEPS THROUGH COMPLETION OF PROJECTS

The Cuyahoga Soil & Water Conservation District will continuously monitor all stages of the project development for both the planning and the implementation grants.

REPORTING REQUIREMENT FOR GRANT AWARDEES

Grant Awardees are required to provide an Annual Report including a budget showing funds expended in 2019 for the development of the project. This Annual Report must be submitted to the Cuyahoga County Planning Commission no later than January 10, 2020.

TERMINATION AND POSTPONEMENT OF PROJECT

The Cuyahoga County Planning Commission, in consultation with the Cuyahoga Soil & Water Conservation District, in their discretion may terminate, postpone, or cancel any or all grant payments if:

1. Grant Awardee fails to complete and/or make satisfactory progress toward the grant's purpose or fails to submit timely reports;
2. Grant Awardee's application or any required report is inaccurate in any material respect;
3. Grant Awardee substantially fails to perform any of its duties required by the terms of the Project Agreement;
4. Grant Awardee has a substantial unexpended balance of grant funds.

SIGNATURE AND DATE

I understand and agree to the foregoing terms and conditions of the 2019 Cuyahoga County Healthy Urban Tree Canopy Grant award, and hereby certify my authority to execute this agreement on behalf of Grant Awardee _____.

Signature: Michael E. Cox
Printed Name: Michael E. Cox
Title: Director of Public Works
Date: _____