CUYAHOGA COUNTY HEALTHY URBAN TREE CANOPY (HUTC) PROGRAM

PROGRAM YEAR 2025 APPLICANT MANUAL

About the Applicant Manual:

The following information outlines the Cuyahoga County Healthy Urban Tree Canopy Program priorities, guidelines, application requirements, and evaluation criteria that will be used to determine project selection in Program Year 2025 (PY2025). This manual should be used when completing applications for the Healthy Urban Tree Canopy Program.

INTRODUCTION:

Tree canopy is the layer of leaves, branches, and stems of trees that cover the ground when viewed from above. Tree canopy provides many benefits to communities: improving water quality, reducing erosion, reducing stormwater runoff, saving energy, reducing air pollution, enhancing property values, providing wildlife habitat, facilitating social and educational opportunities, and providing aesthetic benefits. Additionally, trees sequester carbon, reduce urban heat island effect, and enhance overall mental and physical health.

In urbanized areas, like Cuyahoga County, sustaining a healthy tree canopy can be challenging due to numerous factors. These can include urban development, invasive pests and disease, extreme weather, and inconsistent maintenance. Data from the 2019 Cuyahoga County Urban Tree Canopy (UTC) Assessment shows a net tree canopy loss of 6.1% from 2011 to 2017 in Cuyahoga County.

In 2019, Cuyahoga County established the Healthy Urban Tree Canopy (HUTC) Program to address the declining tree canopy in the county. The program is a collaborative effort between the Cuyahoga County Department of Sustainability, the Cuyahoga County Planning Commission, Cuyahoga Soil & Water Conservation District, and the Cuyahoga County Board of Health. Through an annual commitment of $1,000,000 ($950,000 for project support, $50,000 for program administration) from the county's general fund, the HUTC Program provides funding support to municipalities, community development corporations, and non-profits to help protect, restore, and maintain trees across Cuyahoga County. This commitment to improving the urban tree canopy has been extended by the Cuyahoga County Council for 2025. In PY 2025, $950,000 is again allocated to fund projects for the HUTC Program.

PY 2025 HUTC PROGRAM ADMINISTRATION:

The PY 2025 HUTC funding opportunity aims to provide programmatic assistance to eligible municipalities, community development corporations, and non-profits to help ameliorate the impacts of climate change and reverse the trend of tree canopy loss. $950,000 in funding support is available for tree planning, planting, and maintenance activities throughout Cuyahoga County.

In 2025, the HUTC Program will be shifting from a reimbursable grant-based model to a contracted services model. Cuyahoga Soil & Water Conservation District (SWCD), through resolution from its Board of Supervisors, will be administering the HUTC funds in PY 2025 and executing contracts on behalf of program participants to

perform tree planning, planting, and maintenance activities. This programmatic change aims to improve the efficiency and impact of the HUTC program, while reducing barriers and burdens to program applicants and awardees.

Eligible Cuyahoga County entities interested in receiving funding support for tree planning, planting, or maintenance activities must submit a completed program application no later than 4:00pm on June 6th, 2025 via the Neighborly Application Portal to be considered for participation in the PY 2025 HUTC Program. Cuyahoga SWCD will work directly with applicants selected for project funding to issue proposals to qualified vendors and execute contracts to implement project work.

ELIGIBLE APPLICANTS
The following entities are eligible to apply for the HUTC Program:
1. Local Political Subdivisions
   - Municipalities
   - Townships
   - School Districts
   - Library Districts
   - Park Districts
2. Community Development Corporations
3. Watershed Groups
4. Non-Profit Corporations – A non-profit corporation is eligible to apply if it is exempt from Federal income taxation pursuant to 26 U.S.C 501 (a) and supports in its mission environmental, conservation, or watershed activities.

ELIGIBLE PROJECTS
Funding will support the following projects:

- Tree Planning Activities: Development of an Urban Forestry Management Plan, a tree inventory, tree risk assessment, and/or Ohio Urban Site Index.

- Tree Planting Activities: Planting activities that preserve and expand tree canopy in Cuyahoga County are eligible, with a preference for large canopy trees and large-scale plantings in contiguous spaces. Projects that reforest five (5) or more acres of contiguous land are considered "high impact" reforestation projects. Preference will be given to projects referenced in existing tree plans and to applicants with demonstrated maintenance programs. Applicants must provide documentation about ongoing

maintenance programs.

- Tree Maintenance Activities: HUTC funds may be used for tree maintenance activities which are referenced in a community's existing tree plan or tree risk assessment, with preference for maintenance activities on large, mature trees and activities which address disease and invasive species threats.

MATCH REQUIREMENTS

No matching funds are required from applicants to participate in the PY 2025 HUTC Program.

HUTC PY 2025 SCHEDULE

Detailed below are key PY 2025 HUTC dates and deadlines.

DATE*	ACTIVITY
Friday, April 25, 2025	PY 2025 HUTC Program Announcement; Neighborly Application Portal open
Wednesday, May 14, 2025, 10:00am – 11:30am	HUTC Applicant Webinar
Thursday, May 22, 2025, 11:00am – 1:00pm	Cuyahoga SWCD Application Assistance Open Office Hours (virtual)
Friday, June 6, 2025	Applications Due by 4:00 p.m.
Monday, June 9, 2025 – Friday, June 27, 2025	Evaluation and scoring of submitted applications.
Friday, July 11, 2025	Project Funding Announcements
Monday, July 14, 2025 – Friday, August 1, 2025	Awardees enter into Project Agreements with Cuyahoga SWCD
Thursday, July 17, 2025 – 11:00am-12:30pm	Mandatory Workshop for awardees

All Dates Subject to Change

APPLICANT WEBINAR & VIRTUAL OPEN OFFICE HOURS

Applicant Webinar

Cuyahoga SWCD will host a virtual Applicant Webinar via Zoom on Wednesday, May 14, 2025 at 10:00am. During the Applicant Webinar, Cuyahoga SWCD will:

- Provide an overview of the HUTC Program and 2025 funding opportunity

- Highlight key changes to the HUTC Program in PY 2025
- Review PY 2025 application details, including a walk-through of the Neighborly Application Portal

Applicants interested in attending the virtual Applicant Webinar must register via the Cuyahoga SWCD website by 5:00pm on Tuesday, May 13, 2025. Registration for the Applicant Webinar can be found on the Cuyahoga SWCD website at: www.cuyahogaswcd.org/HUTC

Cuyahoga SWCD will be recording the HUTC virtual Applicant Webinar for those unable to attend on May 14. The webinar recording will be available on Cuyahoga SWCD's HUTC web page by May 16, 2025.

Virtual Open Office Hours
Cuyahoga SWCD will host virtual Open Office hours via Zoom on Thursday, May 22, 2025 from 11:00am-1:00pm. During the Open Office hours, Cuyahoga SWCD staff will be available to:
- Answer questions about the HUTC application and required documentation
- Discuss specific project details with applicants
- Provide guidance for navigating the Neighborly Application Portal

Applicants interested in attending the virtual Open Office Hours must register via the Cuyahoga SWCD website by 5:00pm on Wednesday, May 21, 2025. Registration for the virtual Open Office Hours can be found on the Cuyahoga SWCD website at: www.cuyahogaswcd.org/HUTC

CUYAHOGA COUNTY NEIGHBORLY PORTAL
HUTC Program applications are administered electronically through the Cuyahoga County Neighborly Portal. Neighborly is an online portal allowing applicants to apply for HUTC funds to support eligible tree project work (see Eligible Projects section for more detail). All relevant project information should be submitted through the Neighborly Application Portal.

When accessing the Neighborly Portal for the first time, applicants will need to create an account by clicking on the "Sign Up Now" registration link. The registration process will create a username (email address) and password that will be used for future logins. The email address you choose will also be used for system emails/notifications, so it is recommended to use an email address you access regularly. For security purposes, the system will validate that you own the registered email address by sending an email with a validation link.

APPLICATION SUBMISSION

Applications must be submitted electronically via the Cuyahoga County Neighborly Portal no later than:

<div align="center">Friday, June 6, 2024, by 4:00 p.m.</div>

In addition, required and supporting documentation for the project application must be uploaded to the Neighborly Application Portal by the June 6th, 2025 deadline. It is the applicant's responsibility to ensure that all the documents are accurate, complete, and in accordance with the requirements set by the HUTC Program Evaluation Team.

PROGRAM PARTICIPATION REQUIREMENTS

All applicants selected to participate in the 2025 HUTC Program are required to attend the mandatory virtual workshop for program participants scheduled for Thursday, July 17, 2025 and enter into a HUTC Project Agreement (Project Agreement) with Cuyahoga SWCD. The Applicant must agree to the terms and conditions, set forth in that Project Agreement in order to participate in the HUTC Program.

PY2025 HUTC EVALUATION CRITERIA

PY 2025 HUTC project selection will be on a competitive basis, with an emphasis on projects that support sustainable urban forestry initiatives across Cuyahoga County. Applicants are strongly encouraged to submit projects that:

1) Support the development and implementation of community urban forestry plans and/or align with existing urban forestry plans.
2) Support growth and maintenance of existing tree canopy throughout Cuyahoga County, with preference for those within the County's designated Equity Zones and climate vulnerability zones.
3) Prioritize planting large, canopy trees and/or implementing large-scale planting efforts in connected, contiguous spaces.
4) Expand tree canopy through "high impact" reforestation projects in connected, contiguous spaces.

Projects that propose to reforest vacant or open parcels of land must include a letter or agreement that shows the property owner or the owner's agent gives permission to the applicant to plant and maintain trees for a minimum of ten (10) years. Projects that reforest five (5) or more acres of contiguous land are considered "high impact" reforestation efforts.

Applications are scored by the HUTC Grant Evaluation Team comprised of staff from the Cuyahoga County Department of Sustainability, the Cuyahoga County Planning Commission, the Cuyahoga County Board of Health, and Cuyahoga SWCD, using the evaluation criteria in the table below.

HEALTHY URBAN TREE CANOPY GRANT EVALUATION POINTS	
CRITERIA	MAXIMUM POINTS
PROJECT FUNDING REQUEST	10
URBAN FORESTRY INITIATIVES	20
MAINTENANCE AND SURVIVABILITY PLANS	25
EQUITY ZONES	10
EXISTING TREE CANOPY (% COVER)	10
COMMUNITY IMPACT AND NEED	15
INNOVATION and OTHER FACTORS	10
Total	100

The Cuyahoga County HUTC application evaluation process utilizes the project application information submitted via Neighborly Application Portal in conjunction with the required supplemental information.

APPLICATION SUBMISSION INSTRUCTIONS

The HUTC Neighborly Application Portal is accessible via any internet connected device. Applicants must register in the Neighborly Application Portal (if they have not done so previously) and follow the steps below to enter and submit the electronic application.

Neighborly Registration & Application Submission Process:
1. Visit the Neighborly Application Portal
   https://portal.neighborlysoftware.com/cuyahogacountyoh/Participant
   a. Application portal will be live Monday, April 28, 2024
   b. Recommended browser: Google Chrome
2. Click "Sign Up Now" link
3. Register email address
4. Verify email address
5. Log in
6. Select Notice of Funding Available – Healthy Urban Tree Canopy Program

7. Fill out required application, upload required and supporting documentation
8. Submit application by Friday, June 6, 2025 at 4:00pm

Note: If you do not receive the system email within 2 minutes, check your spam or bulk mail folder. If the email appears in that folder, you should right click on the email to indicate "Not Junk" or "Not Spam" to ensure you receive any other system notifications. Occasionally, for new clients, Neighborly may need to work with the IT/Email Administrator to ensure spam filtering does not inadvertently block valid system messaging.

Additional users within your organization can be added on the "Users" tab. Once their User ID is entered (email), they can register their account in the Cuyahoga County Neighborly Portal – HUTC by following the instructions outlined above.

Hard copy U.S. mailed, e-mailed, or faxed copies of applications will not be accepted. Late applications will also not be accepted. Please note: Once an application is submitted, it is final; no revisions or edits can be made without contacting Cuyahoga SWCD for assistance. Cuyahoga SWCD staff will be available to assist with any Neighborly Application Portal application and/or submission issues if reported well in advance of the June 6th, 2025 submission deadline.

To be considered for funding, fill out and submit the HUTC Application provided in the Neighborly Application Portal. The narrative fields in this application are limited to a specific number of characters. Every application has required and supporting documentation that must be uploaded into the Neighborly system upon submission. Providing accurate and timely supporting documentation is essential for the application evaluation and scoring process. See below for the list of required documents and a list of potential supplemental documents for your application.

REQUIRED DOCUMENTATION:
- Copy of (or hyperlink to) Community/Organization's existing urban forestry plan(s) or equivalent [For Tree Planting & Tree Maintenance projects ONLY]

- Cuyahoga County Greenprint Explorer Maps
    - Project Location Map
    - Percent Tree Canopy Maps
    - Equity Zone Maps (if applicable)

SUPPORTING DOCUMENTATION:

This list serves as guidance but is not meant to be exhaustive as the very nature of the program makes it difficult to conceive all possible scenarios.

- Cuyahoga County Greenprint Explorer Maps and Photos
- Resolutions and Letters of Support
- Letter or agreement from the property owner or the owner's agent that authorizes the planting and maintenance of trees on open or vacant parcels.
- Comprehensive Tree, Planting, and/or Maintenance Plans
  - Link to or attach tree planting plans, including those identified in comprehensive community tree plans
- Documentation that your project follows municipal requirements. For example, the City of Cleveland has a seven (7) year establishment and maintenance plan requirement for planting on City of Cleveland property or the rights of way.
- Tree commission information and resources- link to website, list of commission members, schedule of meetings, meeting minutes, etc.
- Tree risk assessment report or similar documents, including date of completion
- List of high-risk trees identified for removal
- Tree maintenance and pruning schedules, including watering, mulching, young tree training within the last two (2) calendar years
- Recommended tree species lists from existing tree plans
- Tree canopy preservation and protection ordinances (Links Preferred)
- Other (Please explain significance)

Tip for Supporting Documentation – For documents more than ten (10) pages in length, please provide links wherever possible, or include specific excerpts from the larger sourced document. Wherever possible provide the most up to date information.

All supplemental information must be submitted with the application. No required or supporting documentation will be accepted via email.

Once you have started entering information to the HUTC Application Sections, you may either click Save, or if you have completed the section click on Submit and Continue to save your work. *Please note, if you get pulled away from your work on the application and you have not saved your work, the portal will time out after 55 minutes and information will not be saved.*

See below for detailed instructions for completing the HUTC Neighborly Application Sections.

PROGRAM OVERVIEW
Review the online introduction page in the Neighborly Application Portal. Applicants are required to click on the "Acknowledge and Continue" button in order to submit an application.

A. APPLICANT INFORMATION
Include the following information about the organization applying for funds. Please note this information will be included in the Project Agreement.

A.1. Name of Organization
Indicate the name of the Applicant Organization. For projects involving multiple applicants, please designate a lead agency.

A.2. – A.6. Contact Person
Provide the name and title of the individual who will serve as the main point of contact for the application. Provide the address, daytime telephone number, and the email address for the Contact Person.

A.7. Legal Status of Applicant
Select and check either Municipality, Community Development Corporation, 501c3 Non-Profit Organization with an environmental or conservation focus/emphasis, Park District, Water District, School District, or Library District from the drop-down menu.

A.8. Project Name
Provide the name of the project being submitted for evaluation. Please be descriptive and specific, e.g. *Oak Hills Park Tree Planting Initiative, University Circle Tree Maintenance Project.*

A.9. Project Type
Select and check either Tree Planning, Tree Planting, or Tree Maintenance, based on the project activity you are applying for.

A.10. Project Description Statement
Provide a brief description of the specific work to be completed, e.g. *This project will develop a tree inventory and master tree plan for the Oak Hills Park neighborhood.* (Limit 300 Characters)

A.11. Previous HUTC Funding Awards

Indicate whether your organization has previously received an HUTC grant(s) in previous years. If your organization has received an HUTC grant, provide a brief summary of prior-year funded projects, including any implementation and scope changes, if applicable.

B. PROJECT INFORMATION

Project information questions will be specific to the type of project activity you are applying for. Select Tree Planning, Tree Planting, or Tree Maintenance from the Project Type dropdown list to display the specific questions for your selected project activity. Only one project activity may be submitted per application.

B.1. Project Type- TREE PLANNING PROJECTS
Select "Tree Planning" from the dropdown list.

TREE PLANNING – Project Information Questions
1) Indicate whether your municipality/organization has an existing tree or urban forestry plan in place. If "Yes" is selected, provide the year the most recent tree plan was adopted. Provide a link and/or upload a copy of the most recent tree plan.
2) Indicate what type of urban forestry plan your municipality/organization is interested in developing- Tree Inventory, Urban Forestry Plan, Tree Risk Assessment, Tree Maintenance Plan, or Other.
3) Indicate the primary point of contact within your municipality/organization responsible for developing your tree plan, including name, title, email, phone, and any applicable qualifications and/or certifications.
4) Note any other staff or stakeholders that will be involved in the development of your tree plan, including name, title, email, phone, and any applicable qualifications and/or certifications
5) Describe your municipality/organization's goals and objectives for developing a tree plan.

B.1. Project Type- TREE PLANTING Projects
Select "Tree Planting" from the dropdown list.

TREE PLANTING – Project Information Questions

1) Indicate whether your municipality/organization has an existing tree or urban forestry plan in place. If "Yes" is selected, provide the year the most recent tree plan was adopted. Provide a link and/or upload a copy of the most recent tree plan.
2) Complete the table to indicate the quantity, planting location, size, and species (if known) of the trees you are planning to plant through your project. Add new rows for each planting location and/or species you plan to plant through this project. The Neighborly Application portal will automatically tally the total number of trees for the project.
3) Indicate how the proposed tree planting project aligns with your municipality/organization's tree plan(s), including any specific actions, planting goals, and/or planting locations detailed in the plan(s).
4) Indicate if any tree planting permits or licenses will be needed from your local municipality in order to implement this project.
5) Note if there are any other approvals needed to implement this project. For example, approval from your municipality's urban forester on tree species and/or tree stock selections, resident/property owner signoffs for street trees or private tree plantings, etc.
6) Cuyahoga SWCD anticipates HUTC tree planting activities occurring in Fall 2025, Spring 2026, and Fall 2026. Please note any known restrictions or conflicts which may impact tree planting schedules, e.g. *HUTC-funded trees are planned to go into a new community park which will not have completed construction activities until Summer 2026, limiting planting activities to only occur in Fall 2026.*
7) Indicate the primary point of contact within your municipality/organization responsible for developing your tree plan, including name, title, email, phone, and any applicable qualifications and/or certifications.
8) Note any other staff or stakeholders that will be involved in the development of your tree plan, including name, title, email, phone, and any applicable qualifications and/or certifications
9) Note whether your municipality/organization intends to do the tree planting activities yourself (i.e. will you be using in-house staff to perform the work?).

B.1. Project Type- TREE MAINTENANCE Projects
Select "Tree Maintenance" from the dropdown list.

TREE MAINTENANCE – Project Information Questions

1) Indicate whether your municipality/organization has an existing tree or urban forestry plan in place. If "Yes" is selected, provide the year the most recent tree plan was adopted. Provide a link and/or upload a copy of the most recent tree plan.
2) Complete the table to indicate the quantity, location, and maintenance activity for the trees you are planning to maintain through your project. Add new rows for each maintenance location and/or activity type you plan to implement through this project. The Neighborly Application portal will automatically tally the total number of trees for the project.
3) Indicate how the proposed tree planting project aligns with your municipality/organization's tree plan(s), including any specific actions, planting goals, and/or maintenance activities detailed in the plan(s).
4) Indicate if any tree planting permits or licenses will be needed from your local municipality in order to implement this project.
5) Note if there are any other approvals needed to implement this project. For example, approval from your municipality's urban forester on tree species and/or tree stock selections, resident/property owner signoffs for street trees or private tree plantings, etc.
6) Cuyahoga SWCD anticipates HUTC tree planting activities occurring in Fall 2025, Spring 2026, and Fall 2026. Please note any known restrictions or conflicts which may impact tree planting schedules, e.g. *HUTC-funded trees are planned to go into a new community park which will not have completed construction activities until Summer 2026, limiting planting activities to only occur in Fall 2026.*
7) Indicate the primary point of contact within your community/organization responsible for developing your tree plan, including name, title, email, phone, and any applicable qualifications and/or certifications.
8) Note any other staff or stakeholders that will be involved in the development of your tree plan, including name, title, email, phone, and any applicable qualifications and/or certifications.
9) Note whether your community/organization intends to do the tree planting activities yourself (i.e. will you be using in-house staff to perform the work?).

C. URBAN FORESTRY INITIATIVES

Survivability of trees planted through the HUTC program is of utmost importance. The success of the HUTC Program relies on comprehensive tree care programs utilized by municipalities/organizations to ensure the long-term well-being of trees. For each of the Urban Forestry Initiatives noted below, use the dropdown arrows in section C to select the most appropriate level of the following urban forestry initiatives:

C.1. Funding
C.2. Tree Commission
C.3. Tree Risk Assessment
C. 4. Tree Removal
C. 5. Mature Tree Planting
C.6. Planting Plan
C.7. Tree Planting
C.8. Young Tree Training
C.9. Tree Mulching
C.10. New Tree Watering

The Urban Forestry Initiatives Table below provides a summary of the levels of urban forestry efforts in the ten (10) activities based on the dropdown menu of options in the Neighborly Application Portal.

URBAN FORESTRY INITIATIVES				
ACTIVITY	Optimal (3 Points)	Moderate (2 Points)	Poor (1 Point)	None (Zero Points)
Funding	Urban forestry is funded with permanent, dedicated dollars.	Urban forestry funding meets the Tree City USA requirements.	Urban forestry is funded as dollars are available.	Urban forestry is not funded or is only funded by grants.
Tree Commission	Tree Commission meets monthly, with a quorum. City representatives regularly attend.	Tree Commission meets 6-10 times/year with a quorum. City representatives regularly attend.	Tree Commission meets quarterly or less. Meeting is structured and has an agenda.	Community does not have a Tree Commission, or Tree Commission does not meet.

ACTIVITY	Optimal (3 Points)	Moderate (2 Points)	Poor (1 Point)	None (Zero Points)
Tree Risk Assessment	All public trees are systematically assessed by certified personnel every two years or more frequently.	Public trees are assessed systematically, but less frequently than every two years OR not by certified personnel.	Public trees are only assessed for risk when brought to the community's attention.	Trees are not evaluated for risk
Tree Removal	Hazard trees are removed in a timely fashion, less than 3 months, based on systematic assessment	Hazard trees are removed within 1 year of identification	Hazard trees are removed as budget allows	Hazard trees are not removed by community
Mature Tree Pruning	All trees more than 10 to 15 years old are Crown Clean pruned every 5-7 years	All mature trees are pruned, but cycle is greater than 7 years	Mature trees are pruned as needed	Trees are not pruned by community
Planting Plan	Trees species are selected based on a Master Planting Design to ensure species and age diversity. The plan exceeds the 10-20-30 rule.	Tree species are selected with thought to diversity, but there is no plan	Trees are selected based on administration, tree commission, or homeowner preference	No trees are planted by the community

ACTIVITY	Optimal (3 Points)	Moderate (2 Points)	Poor (1 Point)	None (Zero Points)
Tree Planting	Trees are planted by trained professionals, in-house or contract, using ISA standards with root collar visible. All trees are inspected by community to ensure they meet contract standards	Trees are planted by contractor or in-house crew and community assumes they know what they are doing, but no inspections are performed	Trees are planted by the lowest bidder	No trees are planted by the community
Young Tree Training	Young trees less than 10 to 15 years old are training pruned every 2 to 3 years	Young trees are pruned once.	Young trees are pruned as needed.	Young trees are not pruned by the community
Tree mulching	All trees less than 12 inches DBH have a mulch bed from sidewalk to curb maintained by community	All trees less than 6 inches DBH have a maintained mulch bed	All newly planted trees have a maintained mulch bed	Mulch is whatever the homeowner does.
New Tree Watering	Newly planted trees are watered weekly by the community or community contractor with 15 to 20 gallons per watering	New trees are watered when planted and then as needed	New trees are watered as needed or by the homeowner	New trees are not watered

In order to receive points, supporting documentation that demonstrates your efforts must be uploaded at the time of submission in Section F. Supporting Documents. The following list serves as guidance but is not meant to be exhaustive as the very nature of the program makes it difficult to conceive all possible scenarios.

Supporting documentation for Urban Forestry Initiatives:
- Annual Financial Statements and/or relevant excerpts from municipality/organization operating budget
- Grant award letters noting funding commitments for tree planting, maintenance, planning, etc.
- Tree commission information and resources- link to website, list of commission members, schedule of meetings, meeting minutes, etc.
- Tree risk assessment report or similar documents, including date of completion
- List of high-risk trees identified for removal
- Work orders for trees removed within the last two (2) calendar years
- Tree maintenance and pruning schedules, including watering, mulching, young tree training within the last two (2) calendar years
- Third party contracts for tree maintenance and watering
- Link to or attach tree planting plans, including those identified in comprehensive community tree plans
- Recommended tree species lists from existing tree plans
- Link for Tree canopy preservation and protection ordinances

Wherever possible provide the most up to date information. Applications with insufficient supporting documentation will receive fewer points.

C.11. Specific Tree Ordinances
Indicate if your municipality has tree ordinances specific to preservation and protection of tree canopy? If Yes, provide the links to your ordinances.

C.11A. Please provide a link(s) to your ordinances if available.

C.12. In addition to the information from the Urban Forestry Initiatives table, provide a brief explanation of the municipality's or organization's commitment to urban forestry initiatives and protecting urban tree canopy. Municipalities should include a brief explanation regarding tree ordinances specific to preservation and protection of tree canopy. How often are the tree ordinances reviewed and updated? How are the ordinances enforced? (Character limit 750)

C.13. Note whether your municipality/organization currently uses any software or other tools to track its tree inventory. If "Yes" is selected, indicate which software or other tools you are currently using.

D. PROJECT LOCATION(S)

Provide the following location information as specifically as possible at the time of application.

D.1. Briefly describe project location(s) and how they were selected (Limit 1000 characters)

D.2. Identify the census tract(s) where your project is located, using the Cuyahoga County Greenprint Explorer. Zoom in to the proposed project area(s) with standard pan/zoom tools or enter an address to find the census tract data and the associated Percent Tree Canopy using the following steps.

> 1. Census Tracts - Select the BOUNDARIES group and the Census Tracts layer. Indicate in the associated census tract number(s) where the project is located.
>
> 2. Percent Tree Canopy – Keep the Census Tract Layer activated and select the LAND COVER AND TREE CANOPY Group and Tree Canopy Layer.
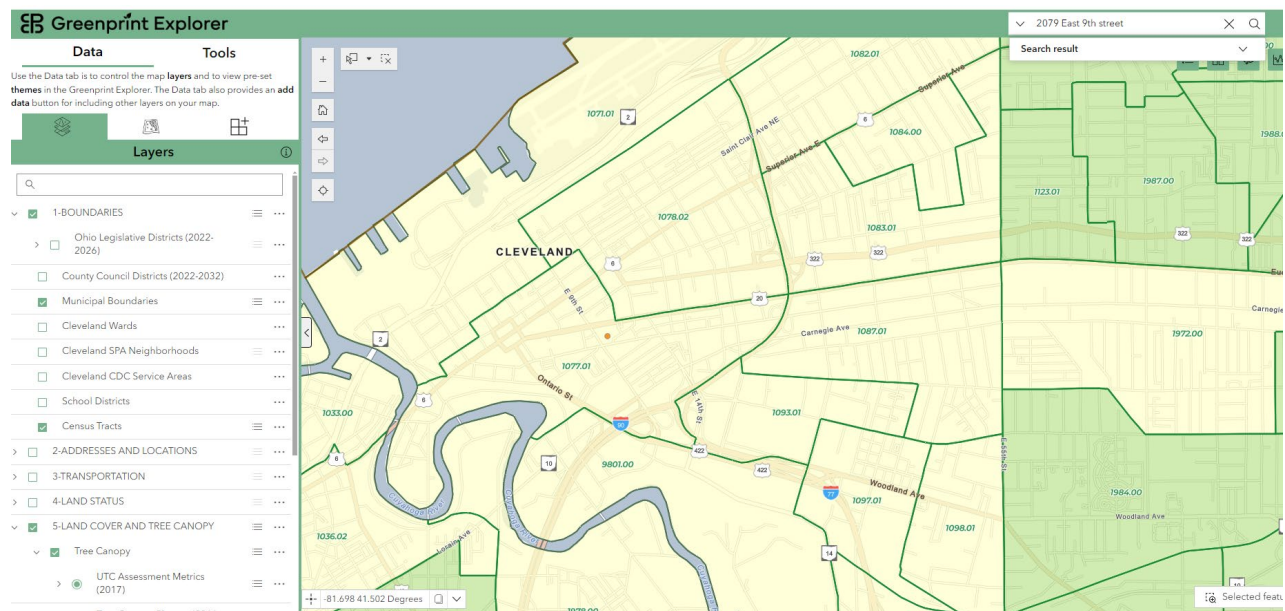

> Click on the Census Tract, and toggle to page two (2) on the pop-up box to find the specific tree canopy data.
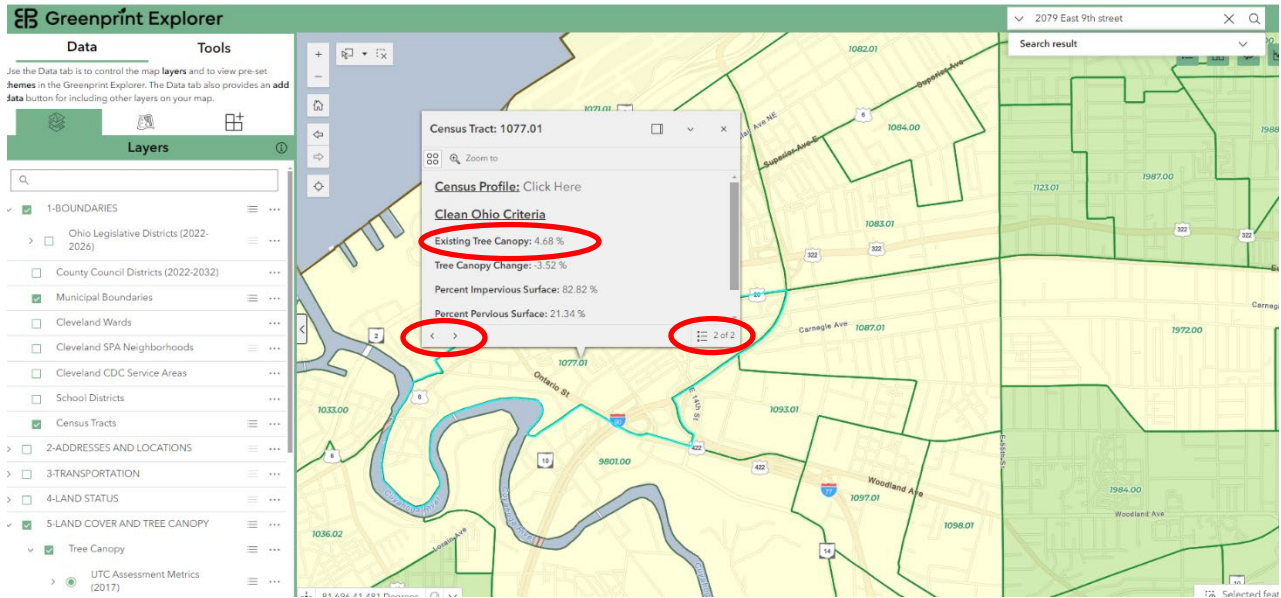
For each census tract, add a new row in Neighborly. For projects that have more than one census tract, the score will be calculated as an average of the census tracts identified.

D.3. Indicate if your project is located in an Equity Zone. Use the Cuyahoga County Greenprint Explorer. Zoom into the proposed project area with standard pan/zoom tools or enter an address to determine if the location is in an Equity Zone using the following Steps:

1. Census Tracts - Select the BOUNDARIES group and the Census Tracts layer.

2. Equity Zones – Keep the BOUNDARIES and Census Tract Layer activated and select the EQUITY group and the Cuyahoga County Equity Zones layer. If your project location is in a shaded area, select yes.
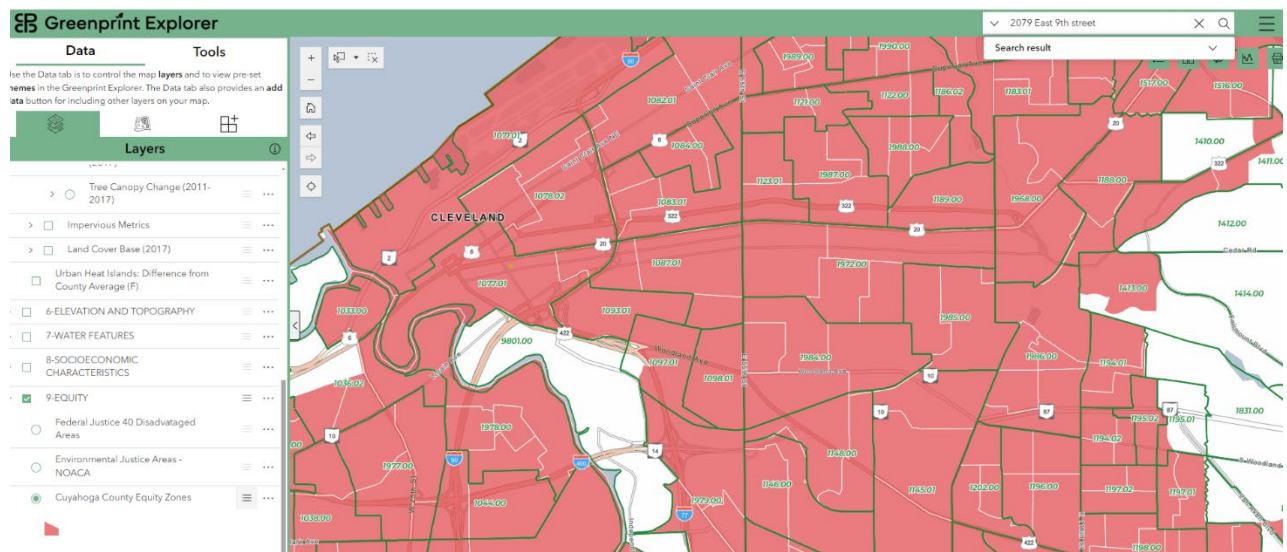
D.3A. If you selected yes, zoom in to find the Block Group number in red text associated with the Equity Zone. Provide the Block Group number(s) where the project is located.
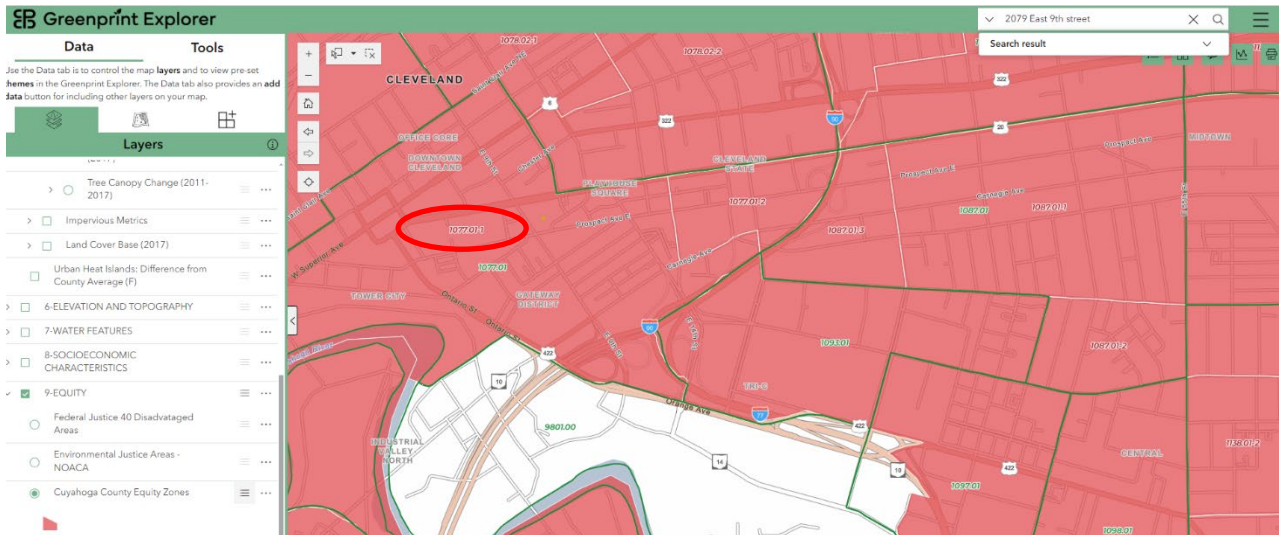
D.3B. Using the Cuyahoga County Greenprint Explorer, create and upload the following required Maps:

- Project Location(s)
- Equity Zone Location in reference to the project location
- Existing Percent Tree Canopy Coverage

D.4. Briefly describe why this project is needed in your community, specifically at this time. How will HUTC funds help leverage your community's overall forestry program? How will this project maintain and/or advance the community's tree canopy? (Character limit 1,000)

E. IMPLEMENTATION AND SURVIVABILITY

HUTC PY2025 Awardees are required to maintain any trees planted or maintained for a minimum of three (3) years. Briefly describe the methods, strategies, and frequency for the identified maintenance activities over a three (3) year timeframe. For each activity checked in E.1. provide a brief description, character limit 750, that indicates the activities included in a maintenance plan that will ensure any trees planted or maintained will survive and thrive.

E.1. Implementation and Survivability

Watering
What methods will be used to water new trees? How often? What criteria will be used to determine how much water will be applied? Will watering application change over the next three years?

Mulch
What kind of mulch will be used? How often will it be renewed? Will you agree to follow proper mulching guidelines as provided by the Arbor Day Foundation?

Pruning
What types of pruning are required for your project? Does an established pruning cycle already exist in your municipality?

Staking
Will staking be needed? What staking materials will be used? If trees are staked, when will the stakes be removed?

Other
Please provide any other details for maintenance activities that may be necessary for the best establishment at the project location, e.g. weeding, protection from animal browse and/or weather damage (wind, snow, etc.)?

F. SUPPORTING DOCUMENTS

The Upload File feature allows you to select a file from your computer to be attached. Providing accurate and timely supporting documentation is essential for the grant evaluation and scoring process. See below a list of potential supplemental documents for your application.

Supporting Documents - This list serves as guidance but is not meant to be exhaustive as the very nature of the program makes it difficult to conceive all possible scenarios.

- Cuyahoga County Greenprint Maps and Photos
- Resolutions and Letters of Support
- Letter or agreement from the property owner or the owner's agent that authorizes the planting and maintenance of trees on open or vacant parcels.
- Comprehensive Tree, Planting, and/or Maintenance Plans
  - Link to or attach tree planting plans, including those identified in comprehensive community tree plans.
- Documentation that your project follows municipal requirements, e.g. *the City of Cleveland has a seven (7) year establishment and maintenance plan requirement for planting on City of Cleveland property or the rights of way*.
- Annual Financial Statements and/or relevant excerpts from municipality/organization operating budget
- Tree commission information and resources- link to website, list of commission members, schedule of meetings, meeting minutes, etc.
- Tree risk assessment reports or similar documents, including date of completion.
- List of high-risk trees identified for removal.
- Work orders for trees removed within the last two (2) calendar years.
- Tree maintenance and pruning schedules, including watering, mulching, young tree training within the last two (2) calendar years
- Third party contracts for tree maintenance and watering services
- Recommended tree species lists from existing tree plans
- Tree canopy preservation and protection ordinances (Links preferred)
- Other (Please explain significance)

Upload all additional documents that help support your application in this section.

APPLICATION SUBMISSION

Once all application information has been completed and supporting documentation has been uploaded, applicants will electronically sign the project application.

Note: Once an application is submitted, it can only be reopened by a Neighborly Administrator. Please ensure all application information and required documentation is complete prior to submission.

APPLICATION QUESTIONS

Questions about the PY 2025 HUTC Application or the Neighborly Application Portal should be sent via email to Harper Smith at hsmith@cuyahogaswcd.org.