



700 West Liberty Street | Louisville, KY 40203
502.540.6000 | louisvillemsd.org

Urban Reforestation Grant Program Application Instructions and FAQ

APPLICATION PROCESS

The Urban Reforestation Grant Program is open to all Louisville Metro residents, organizations, companies and agencies within MSD's Drainage Service area within Jefferson County (Cities of Shively, Jeffersontown, St. Matthews and Anchorage are excluded). Applications and required attachments must be received by MSD on or before September 15, 2021. Incomplete applications will not be considered for selection. Recipients will be notified of award by October 1, 2021.

POST AWARD SUBMITTAL REQUIREMENTS

After notification of award, a detailed map or description of the location and type of each tree for which the applicant is requesting funding must be provided. All trees receiving funding must be listed on the [Louisville Land Development Code Chapter 10, Appendix A, Preferred Plant List](#) or the [Division of Community Forestry Master Tree List](#). No more than 10% of the total number of trees planted as part of any MSD-funded project should be Size Class C trees unless previous approval is given by MSD.

Minimum tree size at planting should be a 3 gallon container or greater. Cost per tree should not exceed \$120 for a 3 gallon container and \$240 for a 5 gallon or larger container.

Maximum grant amount requested shall not exceed \$4800.00.

Recipients will be required to complete a Memorandum of Agreement (MOA) with MSD.

AWARDED FUNDS DISTRIBUTION

Funds are distributed by reimbursement. Planting must occur by April 30, 2022 with invoice request for reimbursement submitted to MSD Accounts Payable accountspayable@louisvillemsd.org by May 15, 2022. The PO number issued with the MOA must be included on all invoices. Reporting items below must be completed prior to release of funds. Invoices may be submitted for items purchased between July 1, 2021 and April 30, 2022; however, there is no guarantee of reimbursement until award is granted.

REPORTING REQUIREMENTS FOR AWARD REIMBURSEMENT

In order to receive awarded funds for planted trees, provide the number and location of the trees documented on a map, diagram or listed by address (if applicable) and submit to Jennifer Caummisar-Kern at Jennifer.Kern@LouisvilleMSD.org. Optionally, the applicant's representative may request to schedule a field inspection with MSD MS4 staff members for inspection. Unapproved tree types cannot be reimbursed.



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Urban Reforestation Program Grant Application 2021

Please review the attached Instructions and FAQ sheet prior to completing the application. Please contact Jennifer Caummisar-Kern at Jennifer.Kern@LouisvilleMSD.org or (502)540-6241 with any questions.

Project Title and Address _____

Company/Organization/Owner Name _____

Project Primary Contact _____

Project Contact Telephone No _____

Project Contact Email Address _____

Number of Trees **AND** Grant Amount* Requested _____

(* Minimum tree size at planting should be a 3 gallon container or greater. Cost per tree should not exceed \$120 for a 3 gallon container and \$240 for a 5 gallon or larger container. Maximum grant amount requested shall not exceed \$4800.00.)

Anticipated planting date(s) (Must be prior to April 30, 2022) _____

Required Attachments:

- 1. Project Description** including a brief summary (2 page maximum) of the project location, community and/or environmental benefits, personnel or volunteers who will assist with installation, and identification of who or what entity will be responsible for maintenance and watering of trees during establishment period.
- 2. General Project Area Map** including project location and boundary limits. (Aerial base maps are available from Google Maps or LOJIC Mapping at www.lojic.org)

Applications and attachments must be received by September 15, 2021.

Please email to Jennifer.Kern@LouisvilleMSD.org or deliver to the address below:

**Louisville MSD
Attn: Jennifer Kern
700 West Liberty
Louisville, KY 40203**