

2025 COMMUNITY TREE PLANTING GRANTS PROJECT MAP AND SITE GUIDANCE

Use this document as a guide to design your project and prepare your application in a way that will meet the geographic program requirements and be competitive. This document will also help you prepare two required attachments, your Project Map and Site Spreadsheet.

There are three sections:

1. **Scoring Factors Map:** Learn how to read it and how to use it to understand the geographic priorities and scoring factors in the Community Tree Planting Grants.
2. **How to make a Project Map:** Learn how to use the Scoring Factors Map to create a Project Map that identifies project site(s).
3. **How to create a Project Site Spreadsheet:** Learn how to use the spreadsheet to communicate where project activities will take place.

Scoring Factors Map

Purpose of the Map

The Scoring Factors Map was created to help applicants to the Community Tree Planting Grants consider which sites in their community might best meet the goals of the grant program and design projects to be more competitive.

How does the map relate to the program goals?

The program goals include planting trees in areas with higher community vulnerability and areas experiencing extreme heat. Both of these factors are based on geographic data shown in the maps. (Read more about the purpose of the program on the webpage.)

Reading the Map

The map shows census block groups where projects would meet program goals around community vulnerability (measured by the Supplemental Demographic Index) or extreme heat (measured by Land Surface Temperature) or both.

-  **Both scoring factors are elevated**
-  **High Community Vulnerability percentile only (SDI)**
-  **High Extreme Heat percentile only (LST)**
-  **Neither scoring factor is elevated**

The maps show census block groups where projects would meet program goals around community vulnerability (measured by the Supplemental Demographic Index) or extreme heat (measured by Land Surface Temperature) or both.

What is the Supplemental Demographic Index?

The Supplemental Demographic Index (SDI) comes from the U.S. Environmental Protection Agency's Environmental Justice Screening Tool. The SDI combines five factors: income, persons with disabilities, education level, English speaking level, and life expectancy. The data behind the SDI comes from the U.S. Census. The SDI is intended to provide perspective on potential community vulnerability.

What is Land Surface Temperature?

Land Surface Temperature (LST) is a metric for measuring how hot land is to the touch. The LST data used in these maps is from 2022 and created through remote sensing and satellite imagery for the seven-county region. LST is a useful metric in identifying areas that experience extreme heat.

Using the Map for Project Development

The map is intended to be a starting point for communities to understand what areas will be more competitive in the grant review process.

How does the map fit into project review and scoring?

Applications will be reviewed in three tiers based on whether they meet both, one, or neither of the statutory priorities for the program:

1. Projects removing and replacing ash trees that pose significant public safety concerns.
2. Projects located in a census block group with a supplemental demographic index score in the 70th percentile or higher within the state of Minnesota.

Applications will be scored across five evaluation criteria. They include the program priorities (above) as well as other factors including project emphasis on extreme heat (see the **Criteria and Scoring Explanation** for more details).

The table below shows how geographic priority and scoring factors align with the review process. It is possible that funds will be depleted in tier 1 or early in tier 2. Applicants are therefore encouraged to focus grant requests on activities that meet both priorities above wherever possible.

	High SDI/ High LST	High SDI/ Low LST	Low SDI/ High LST	Low SDI/ Low LST
Review tier: Applications with activities in these census block groups will be reviewed, scored, ranked, and recommended for funding in these tiers, until funds are depleted. Tier placement also depends on whether addressing ash is part of the application.				
If activities include addressing ash...	Tier 1	Tier 1	Tier 2	Tier 2
If activities do not include addressing ash...	Tier 2	Tier 2	Tier 3	Tier 3
Scoring factors: Applications with activities in these census block groups will be more likely to receive points in these criteria scoring areas.				
Project serves vulnerable communities	++	++		
Project serves residents that experience extreme heat	++		++	

How to make your Project Map

Applicants are asked to upload one or more maps showing project locations. This is simple using the Scoring Factors Map.

Step 1 Zoom into your area using the dropdown box in the upper left corner (**A on the image below**) type or select your city or township. (For counties and parks implementing agencies, if your project is in multiple cities, you will need to manually zoom into your region.)

To adjust your view and location on the map, you can:

- Zoom in/out using a mouse wheel/trackpad
- Zoom in/out using map zoom tools (**B on the image below**)
- Select Pan tool on the map to grab/drag the map view (**C on the image below**)
- To reset the view, undo some or all of your actions using the buttons at the bottom of the map (**D on the image below**)

Step 2 Locate and select the census block groups where project work is planned. Selected census block groups will turn opaque. To select multiple block groups: hold down the control key on your keyboard.

Step 3 With your project block groups selected, reposition and zoom to the precise view you want to show on your submitted map. The more you zoom in, the more detail is visible. The map you submit does not need to include your entire community but should show all your intended project locations. If you have multiple project sites spread across a large area, you may submit more than one of these maps, but please combine them into one PDF.

Step 4 Download the map as a PDF once the map highlights all census block groups where project work is planned (**E on the image below**). Save as “Community Name-Project Map.pdf”, and upload to your WebGrants application on the Required Attachments page. Your upload will look similar to the example on the next page.

Note: If you have different maps as a product of your internal planning that provide more detail on your project site(s) and plans, you are welcome to submit those as well. However, you may not submit those as a substitute for the above project map(s). Additional map(s) may be uploaded as a single PDFs (up to 10 pages) to your WebGrants application as “OPTIONAL Project Detail Map(s).”

SCORING FACTORS

- Both scoring factors elevated
- Elevated Supplemental Demographic Index (SDI)
- Elevated Land Surface Temperature (LST)
- Neither scoring factor elevated

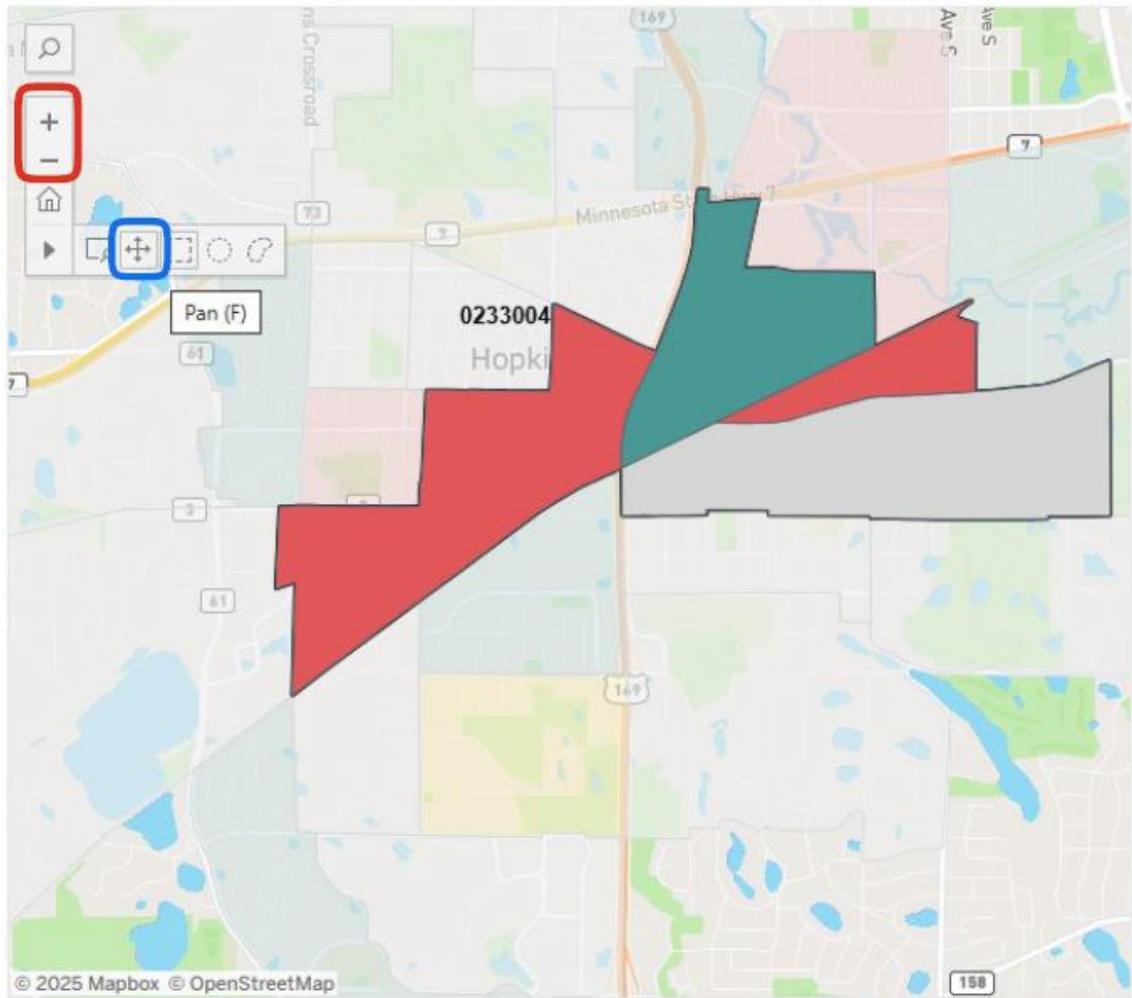
ZOOM TO CITY OR TOWNSHIP

Hopkins

A

Use the dropdown menu above to zoom to a city or township's census block groups (some adjacent block groups may be included). Reset the map by selecting "All". Additional map controls are available in the top left corner of the map (hover to view).

B



C

D



E



How to create a Project Site Spreadsheet

Purpose

The Project Site(s) Spreadsheet allows you to clearly identify which census block groups will host project activities. The data in this spreadsheet matches the data displayed on the Scoring Factors Map on the grant webpage. The map will likely be a more useful tool in selecting project sites.

Overview

The tab labeled "Site Identification" includes all census block groups in the region organized by city or township. Columns E through G identify whether that block group meets program goals around community vulnerability (as measured by the Supplemental Demographic Index) and/or extreme heat (as measured by Land Surface Temperature).

A note about project scope:

Because the sites and activities you list here will impact your competitiveness in this grant program, any changes to project sites, activities, or budget that Council staff deem are significant changes to your original project may require an (unguaranteed) amendment approval by the Council's Community Development Committee before reimbursement for those changed activities. Significant changes are those that would have made the application less competitive during the selection process. Grantees are encouraged to communicate any unexpected changes or challenges in advance to Council staff, so they can help identify options and avoid surprise claim reimbursement denials.

Instructions for Applicants

1. First, use the filter on the appropriate column for your jurisdiction, either 'City or Township' (Column B) or 'County' (Column C). Type in the jurisdiction's name in the search bar or find/select it in the search list. The spreadsheet should now show census block groups only within the selected jurisdiction.
2. Next, in the Project Site column (Column H), add an "x" to each census block group row where project activities will take place. In the Activity Description column (Column I), briefly note the intended activities for that census block group (i.e. "remove 20 ash and plant 20 trees").
3. Finally, save the spreadsheet and upload it to your WebGrants application on the Required Attachments page.

A note about slivers:

Sometimes, a census block group exists across multiple city/township/county jurisdictions. Any *partial* block group larger than 6,000 square meters will appear in a city/township/county's list. Column D lists the area (in square meters) that each block group occupies within the city/township listed.

When a block group is split across multiple jurisdictions, and less than half of it lies in the city/township listed, the area in Column D will appear grey. These are still potential project sites, but we wanted to indicate when the block groups could look like just a sliver on the map within that city/township/county.

Sample Project Site Spreadsheet

A	B	C	D	E	F	G	H	I
US Census Block Group GEOID	City or Township	County	Block group area within City (sq m)	High SDI	High LST	Both High SDI & LS	Project Site?	Activities Description
270530232011	Hopkins	Hennepin	1,690,596					
270530233004	Hopkins	Hennepin	1,304,300	X	X	X	X	Planting 40 trees through residential neighborhood with sparse canopy
270530234021	Hopkins	Hennepin	1,297,637				X	Removing and replacing 12 ash
270530234012	Hopkins	Hennepin	824,879	X				
270530232021	Hopkins	Hennepin	822,010		X		X	Planting 20 trees through residential neighborhood with sparse canopy
270530232012	Hopkins	Hennepin	757,736					
270530234011	Hopkins	Hennepin	735,007		X			
270530233002	Hopkins	Hennepin	580,114		X			
270530234013	Hopkins	Hennepin	573,319					
270530233001	Hopkins	Hennepin	419,094					
270530233003	Hopkins	Hennepin	364,409					
270530233005	Hopkins	Hennepin	351,442	X	X	X		
270530234022	Hopkins	Hennepin	291,079	X	X	X		
270530232022	Hopkins	Hennepin	256,838	X	X	X	X	Removing 25 diseased trees (including ash) and replacing, also planting 15 additional trees.
270530232023	Hopkins	Hennepin	242,863	X	X	X		
270530261032	Hopkins	Hennepin	15,967					
270530264041	Hopkins	Hennepin	8,812					
270530261011	Hopkins	Hennepin	7,598					
270530261031	Hopkins	Hennepin	6,962					
270530235012	Hopkins	Hennepin	6,918					