

Scope of Work

Before it will be possible to finalize this award and make any disbursement, you are required to provide to the Agency a description for how the organization will spend the amount of funding allocated for the specific purpose as stated in the grant contract. This will include a scope of work, information related to any potential subgrants and an annual budget for the grant funds. Please attach additional sheets as necessary.

1) ORGANIZATION:

- a) **Organization Name:** Town of [REDACTED], NC
- b) **Tax Identification #:** [REDACTED]
- c) **Organizational Fiscal Year End:** [REDACTED]
- d) **EBS Award Number (All NonGov entities):**
- e) **Background Information:**

The Town of [REDACTED] is committed to preserving its natural resources including the tree canopy. Within the Master Sustainability Plan's natural environment focus area, there are two actions that that the Town is working to complete by FY2026. Those include applying to become a 'Tree City,' as well as to 'develop an implementation plan' as a result of the [REDACTED] LCA/TCA results. In addition, in 2022, the Town revised its tree preservation ordinance to preserve more trees in a hierarchical priority including mature trees, trees in riparian buffers and trees near a greenway or residential area.

2) PROJECT INFORMATION:

- a) **Project Name:** Canopy Cover Implementation Plan
- b) **Project Location:** [REDACTED], NC

3) FUNDING INFORMATION:

- a) **Source of funds:** [REDACTED] [REDACTED]
- b) **Amount:** \$31,998.75

4) Scope of Work:

- a) **Services to be provided:**

The [REDACTED] Land Cover Analysis and Tree Canopy Assessment conducted in 2022 identified the Town [REDACTED] as the municipality with the lowest overall tree canopy percentage of total land cover [REDACTED]. The Town experienced a net loss of 623 canopy acres from 2010-2020. From 2010-2020, [REDACTED] population climbed from 18,576 to 29,630 residents - an increase of 60%, which is more than six times greater than the growth rate of North Carolina (9.5%) and roughly eight times greater than the national growth rate over the same period (7.4%). The Town has experienced exponential growth in population and therefore impervious surfaces; but simultaneously recognizes the need for a Canopy Cover Implementation Plan to mitigate the losses.

The Project Team will develop and advertise the RFP in order to finalize the selected Consultant. The Project Team will review the scope with the Advisory Teams. A Development Meeting will be facilitated with the Consultant to confirm needed data requirements including resources / maps.

Scope of Work

The Consultant will conduct a GIS-based resource assessment (to include public and private parcels) and prioritize the Potential Planting Areas (PPAs) as a continuance of the [REDACTED] Land Cover Analysis and Tree Canopy Assessment and the follow-up [REDACTED]-specific study. A Stakeholder Survey and an Outreach Publication describing the Canopy Cover Implementation Plan project will be developed to assess the community's understanding and awareness of tree maintenance / additions and removal based on property type. The Stakeholder Survey will be distributed with the results helping to inform the contents and development of the Outreach Plan. Draft 1 of the CCIP including a 5-year time horizon to establish goals, strategies, and action steps to achieve canopy growth by targeting areas where expansion will have the greatest community impact will be submitted by the Consultant. The Project Team will review submitted maintenance & operations including urban forestry management strategies with Public Works. The result of this review will provide the Consultant with approval to provide general cost schedules as part of the CCIP. Project Team and Advisory Teams to provide feedback for refinement for development of the final draft, including the Outreach Plan. The Consultant will review and provide comment on the Outreach Plan as well as provide marketing support through the development of a 'one-pager' Outreach Product intended to provide results of the CCIP and create awareness and stewardship among community members. An Outreach Event will be coordinated to help educate community members on urban forestry and tree canopy benefits.

b) Goal and Objectives:

Project Goal: Development of a 5-year Tree Canopy Cover Implementation Plan for the Town that provides strategies and action steps for tree canopy growth within the highest priority public and private land planting areas available and an outreach plan to inform and engage the community guiding our urban and community forestry efforts through 2030.

Objectives:

1. The project team is secured and a request for proposals to provide a Canopy Cover Implementation Plan (CCIP) and CCIP Outreach Plan (OP) is developed, advertised, awarded and service contracts are executed by the end of quarter 1.
2. Project kickoff meetings, CCIP and OP project schedules and required data is provided to the consultant by the end of quarter 1.
3. Stakeholder survey and Outreach Publication describing the project, is drafted/approved and distributed by the end of quarter 2.
4. Canopy cover analysis, urban forestry operations and maintenance deliverables are submitted to the Town by the end of quarter 2.
5. Draft 1 of the CCIP, the Outreach Plan, an outreach publication and a public tree education event are completed by the end of quarter 3.
6. The final draft of the CCIP is published by the end of quarter 3.

Expected Results:

Scope of Work

A 5-year Tree Canopy Cover Implementation Plan providing strategies and action steps for tree canopy growth and an outreach plan to inform and engage the community guiding the Town's urban and community forestry efforts through 2030.

c) **Timeline:** See attached Work Plan.

5) Payment:

a) Payment terms:

i) Quarterly Request for Reimbursement

(1) Interim reimbursement requests must be submitted within 20 days after the close of the quarter. The final Request for Reimbursement will be due within 30 days of the end of the contract term.

(2) Request for Reimbursement due by dates:

(a) April 20, [REDACTED]

(b) July 20, [REDACTED]

(c) October 30, [REDACTED]

6) Budget/Expenditures:

a) **Budget Time period:** January 1, [REDACTED] through September 30, [REDACTED]

b) **Budget Detail:** See attached Budget Worksheet.

7) Reporting:

a) **Performance:**

i) Performance will be monitored during the contract term through submissions of interim reports, reimbursement requests and digital copies of project deliverables. Reporting forms and instructions can be found in the Contract Reporting section of the U&CF Financial Assistance Program specifications and resources page at https://ncforestservice.gov/Urban/urban_resources_and_specifications.htm.

ii) Interim Reports – questionnaire distributed by NCFS U&CF.

(1) 2 months and 7 months

iii) Approved Request for Reimbursements

iv) Digital copies of deliverables

(1) Stakeholder survey

(2) Outreach publication describing the project

(3) Outreach publication detailing CCIP

(4) Public tree education event

(5) Outreach Plan

(6) Canopy Cover Implementation Plan

v) Final Report - Digital copy of a professional published two-to-four-page infographic style report with short narratives and graphics summarizing and celebrating the project and accomplishments. Sections to cover should include the following.

Scope of Work

- (1) Need/Challenge
 - (2) Goal
 - (3) Objectives
 - (4) Accomplishments
 - (5) Contribution of the project that enhanced urban and community forestry in the community.
- b) **Financial:**
- i) Requests for Reimbursement
 - (1) Instructions and required documentation can be found in the Contract Reporting section of the U&CF Financial Assistance Program specifications and resources page at https://www.ncforests-service.gov/Urban/urban_resources_and_specifications.htm.
- 8) **Subgrants:**
- a) Does the Recipient anticipate that it will subgrant or pass down any funds to another organization: NO
 - b) If yes answer the following for each:
 - i) Name of Subrecipient:
 - ii) Program Name
 - iii) Amount to Subrecipient:

| Applicant: | | Town of [REDACTED] | RFA# |
|--------------------|------------------------------|--|-----------------|
| Project Name: | | Canopy Cover Implementation Plan (CCIP) | [REDACTED] |
| Objective # | Practice/Activity | Tasks to be completed and how | Who will do it |
| 1st Quarter | | | |
| 1 | Hire staff consultant | CCIP & Outreach plan contract for services request for proposals, advertisement, award and contracts are executed | Project Manager |
| 2 | Plan Development | Project kick-off meeting: develop schedules for CCIP and Outreach Plan including reviews based on 9-month project timeline | Project Team |
| 2 | Tree Canopy Cover Assessment | Meeting with consultant review scope /confirm data requirements based on consultant scoping during Resource Assessment. | Project Team |
| 2 | Tree Canopy Cover Assessment | Provide data to consultant for Resource Assessment. Verify w/Town GIS mgr. Identify any additional gaps. | Project Team |
| 2 | Plan Development | Monthly meeting with project team: Initial discussions of results from RA. | Project Team |
| 2 | Tree Canopy Cover Assessment | Consultant to perform: Land Cover Assessment & Tree Canopy Assessment, Canopy Change Analysis, Priority Planting Analysis, Tree Placement & Canopy Growth Modeling | Consultant |
| 2 | Plan Development | Monthly meeting with project team: Consultant to provide initial results on LCA/TCA. Town to prepare questions and provide guidance on initial findings. | Project Team |
| NA | Indirect Administration | Grant management, reimbursement requests and reporting. | Project Manager |
| 2nd Quarter | | | |
| 3 | Plan Development | Monthly meeting with project team: Discussion of Stakeholder Survey content capture and results that will be helpful as Outreach Plan is developed. | Project Team |
| 3 | Outreach Event | Stakeholder Survey developed/approved/distributed. | Project Team |
| 3 | Outreach Products | Outreach Publication describing the CCIP and advocating for community engagement for tree planting volunteerism/education is developed and published. | Project Team |
| 4 | Plan Development | Monthly meeting with project team | Project Team |

| | | | |
|--------------------|-------------------------|--|----------------------------|
| 4 | Plan Development | Draft 1 - As a result of Resource Assessment, Consultant to prepare draft 1 to include 5-year time horizon through 2030 to include operations/maintenance considerations for Public Works input. | Consultant |
| 4 | Plan Development | Monthly meeting with project team: Draft 1 review with Team. Provide initial feedback and discuss operations/maint. Considerations for PW. | Project Team |
| NA | Indirect Administration | Grant management, reimbursement requests and reporting. | Project Manager |
| 3rd Quarter | | | |
| 5 | Plan Development | Monthly meeting with project team: Finalize input for Consultant based on ops/maint. Feedback. | Project Team |
| 5 | Plan Development | Public Works to provide approval on strategies/actions for Consultant integration in final draft. | Public Works, Project Team |
| 5 | Plan Development | Final draft - Resource Assessment Summary, Strategic Actions/Action Steps for Canopy Expansion on Public Land & Private Land, Tree Installation Timetable, Case Study Analysis. Final draft to include costs based on Public Works approval. | Consultant |
| 5 | Plan Development | Monthly meeting with project team: Discuss major findings from Final draft. | Project Team |
| 5 | Outreach Program | Outreach Plan developed by Project Team, and reviewed by Consultant. | Project Team, Consultant |
| 5 | Outreach Products | One-pager developed and distributed at the Outreach event to share major results of the CCIP and calls to action for community members. | Project Team |
| 5 | Outreach Event | Hold Outreach event to engage community on tree planting/maintenance on private property. | Project Team |
| 6 | Plan Development | Monthly meeting with project team: Close-out of project and coordination of any other needed presentations for Stakeholders. | Project Team |
| 6 | Plan Development | Final CCIP submitted and distributed. | Project Team |
| NA | Indirect Administration | Grant management, reimbursement requests and reporting. | Project Manager |

NCFS Financial Assistance Project Cost Share Budget

Date: 11/28/2024

| Applicant Name: | | Town ██████████ | RFA # | | | |
|--------------------------------|------------------------------------|---|--------------|-------------|--------------------|--------------------|
| Project Title: | | Canopy Cover Implementation Plan (CCIP) | | | | ██████ |
| NC Forest Service Share | | | | | | |
| Objective # | Budget Item Category | Description | # Units | Unit Cost | Cost | |
| 4 | Urban Forestry Consulting Services | Consulting services to complete Resource Assessment. ██████████ estimate/Flat rate | 0.5 | \$23,600.00 | \$11,800.00 | |
| 5 | Communications/ Marketing Services | Communications Plan Review and Support - ██████████ estimate/flat rate | 0.5 | \$3,350.00 | \$1,675.00 | |
| 6 | Urban Forestry Consulting Services | Consulting services to complete Canopy Cover Implementation Plan. ██████████ estimate/Flat rate | 0.5 | \$32,500.00 | \$16,250.00 | |
| NA | Communications Consulting Services | Final Report Design and publishing | 0.5 | \$1,500.00 | \$750.00 | |
| NA | Indirect Administration | Grant management, reimbursement requests and reporting. 10% di minimis. | 0.05 | \$30,475.00 | \$1,523.75 | |
| Applicant Share | | | | | | |
| Objective # | Budget Item Category | Description | # Units | Unit Cost | | Cost |
| 4 | Urban Forestry Consulting Services | Consulting services to complete Resource Assessment. ██████████ estimate/Flat rate | 0.5 | \$23,600.00 | | \$11,800.00 |
| 5 | Communications/ Marketing Services | Communications Plan Review and Support - ██████████ estimate/flat rate | 0.5 | \$3,350.00 | | \$1,675.00 |
| 6 | Urban Forestry Consulting Services | Consulting services to complete Canopy Cover Implementation Plan. ██████████ estimate/Flat rate | 0.5 | \$32,500.00 | | \$16,250.00 |
| NA | Communications Consulting Services | Final Report Design and publishing | 0.5 | \$1,500.00 | | \$750.00 |
| NA | Indirect Administration | Grant management, reimbursement requests and reporting. 10% di minimis. | 0.05 | \$30,475.00 | | \$1,523.75 |
| Cost Share Subtotals | | | | | \$31,998.75 | \$31,998.75 |
| Total Project Cost | | | | | \$63,997.50 | |