

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] North Carolina
- b) Tax Identification #: [REDACTED]
- c) Organizational Fiscal Year End: June 30
- d) EBS Award Number (All NonGov entities)
- e) Background Information:

The Town [REDACTED] located in Duplin County (a Tier 1 County), is a 1.5 square mile area with a one square mile surrounding ETJ. The Town maintains trees and entrances within the community in coordination with the NC Department of Transportation along state roads. The Town does not currently have a tree ordinance or tree board but wishes to establish a robust urban and community forestry program.

2) PROJECT INFORMATION:

Project Name: Urban Forestry Foundations and [REDACTED] Athletic Park Tree Planting Project

Project Location: Town of [REDACTED], North Carolina

3) FUNDING INFORMATION:

- a) Source of funds: [REDACTED]
- b) Amount: **\$31,585.00**

4) Scope of Work:

- a) Services to be provided:

Need Statement

The Town and the [REDACTED] Athletic Park, a 9-acre community space, urgently needs improvements in urban and community forestry, particularly in increasing tree cover, as 65% of survey respondents rated the current tree/shade condition as "fair" or "poor". The park needs were identified through the 2022 Recreational Needs Survey, which had a 20% response rate from the Town and its ETJ (total population 1,750) and during public meetings during the development of the Parks and Recreation Comprehensive Plan (2023). Key recreational infrastructure enhancements were identified which led to the successful acquisition of funding for these improvements through a 2022-2023 NC Parks and Recreation Trust Fund grant, however the grant did not fund tree planting, a critical need offering essential relief from the heat, create a more inviting environment, maximize usability, and align with community preferences for more trees and shade. Additionally, the town does not have and needs a formal urban and community forestry program to effectively guide projects like these in an informed, effective and sustainable manner.

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Project Narrative

The project to enhance [REDACTED] Athletic Park aims to plant 40 native North Carolina trees, develop urban forestry standards, and establish a Tree Ordinance. This initiative will be executed in phases from Q1 2025 to Q4 2025, with the project team handling most tasks, except tree maintenance by city public works staff and tree planting by a consultant.

Objective 1: Tree Planting (Q1-Q2 2025) The first objective focuses on tree planting. [REDACTED] [REDACTED] will prepare a detailed site map for the park, identifying the planned locations and species for each tree. Mr. [REDACTED] will then develop a comprehensive Tree Planting & Post Care Plan, adhering to the latest ANSI and ISA standards. Lori Williams will manage the professional services RFP process, including drafting, advertising, awarding, and overseeing the contract for tree planting with support from Mr. [REDACTED] who will prepare the contract document. **Objective 2: Ordinance Development (Q2 2025)** Ms. [REDACTED] and the Town Council will establish a Tree Ordinance Development Committee. Ms. [REDACTED] will facilitate the work of this committee which will include the drafting, review, and finalization of the Tree Ordinance, which will be adopted by the end of Q2 2025. [REDACTED] will provide support to Ms. [REDACTED] with technical review of the Tree Ordinance. The Tree Board Chair will lead the inaugural Tree Board meeting to initiate discussions on urban forestry practices. **Objective 3: Arbor Day Celebration (Q1 - Q2 2025)** Ms. [REDACTED] will develop and market the Arbor Day Celebration program, collaborating with local organizations and schools to engage the community during Q1. By Q2 2025, Ms. [REDACTED]s, with support from the project team, will organize the Town's first Arbor Day Celebration at [REDACTED] Athletic Park. This event will involve the community and local schools to celebrate the new tree plantings and promote urban forestry awareness. **Objective 4: Tree Board Meetings (Q2 – Q4 2025) and Tree Maintenance (Q1-Q4 2025)** The Public Works Department will ensure that the new trees receive regular watering at least twice a week to maintain their health and growth. Throughout 2025, The Tree Board will hold quarterly meetings, led by the Tree Board Chair with administrative support from Ms. [REDACTED] to discuss ordinance implementation, Arbor Day outcomes, and ongoing urban forestry needs. These meetings will ensure continuous improvement and adaptation of urban forestry practices. Ongoing Tree Maintenance (Q1-Q4 2025) by Town staff, with support and under the guidance of the Public Works Maintenance Supervisor, will continue to provide regular watering and care for the new trees.

Project Goal

The goal of the [REDACTED] Athletic Park Tree Planting Project is to enhance urban and community forestry efforts in the town by planting approximately 40 native trees in the park along the new walking trail, playground area, and other key park locations to provide canopy and shade, to establish the Town's first tree ordinance and tree board, and to hold an Arbor Day Celebration with community partners.

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Objectives

- (1) Develop a tree planting site plan and a tree planting and post care plan; contract for services and plant approximately 40 native North Carolina large trees per the planting plan by the end of the second quarter.
- (2) Establish a Tree Ordinance Development Committee, hold two Development Committee meetings, draft the Ordinance, adopt the Ordinance, and establish a tree board by the end of the second quarter.
- (3) Develop, promote and hold an Arbor Day Celebration to celebrate the tree planting and community outreach by the end of the second quarter.
- (4) Bi-weekly post planting tree maintenance of newly planted trees and quarterly Tree Board meetings to plan the community's future urban and community forestry efforts will be completed by the end of the fourth quarter.

Expected Results:

The tree canopy and U&CF efforts in the town will be enhanced by the development of Tree Board and tree ordinance, an Arbor Day celebration and the planting of 40 trees at [REDACTED] Athletic Park that will increase shade and tree canopy.

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

5) Payment:

a) Payment terms:

i) **Quarterly Request for Reimbursement (RFR) schedule.**

(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 Schedule:**

(a) **Interim due by dates**

- (i) April 20, 2025
- (ii) July 20, 2025
- (iii) October 20, 2025

(b) **Final due by date**

- (i) January 30, 2026

6) Budget/Expenditures:

- i) Budget Time period: January 1, 2025 through December 31, 2025.
- ii) Budget Detail: See attached Budget Worksheet.

7) Reporting:

a) Performance:

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- 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 [REDACTED]
- ii) Interim Reports – questionnaire distributed by NCFS U&CF.
 - (1) **Interim Report Schedule:** Due at the 2nd, 6th and 10th month marks in the term.
- iii) Approved Request for Reimbursement
- iv) Digital copies of deliverables
 - (1) Deliverables**
 - (a) Objective 1
 - (i) Tree Planting Site Map and Survey Report
 - (ii) Tree Planting and Post-Care Plan
 - (iii) Tree Services Contract
 - (iv) Tree Planting & Maintenance Inspection Report (after tree installation)
 - (b) Objective 2
 - (i) Ordinance Development Meeting agendas or minutes
 - (ii) Board-adopted Ordinance
 - (iii) Beulaville Board Meeting agenda or minutes (tree board appointments)
 - (c) Objective 3
 - (i) Arbor Day Celebration Program Plan
 - (ii) Outreach Media Campaign Materials
 - (iii) Representative images taken day of the event.
 - (d) Objective 4
 - (i) Tree Board meeting agendas or minutes (3)
 - (ii) Tree Planting & Maintenance Inspection Report (post-planting care; 1 per quarter)
- v) Final Report - Digital copy of a two-to-four-page info-graphic style report with short narratives and graphics summarizing and celebrating the project and accomplishments. Sections to cover should include the following.
 - (1) Need/Challenge
 - (2) Goal
 - (3) Objectives
 - (4) Accomplishments
 - (5) Contribution of the project to enhance 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 [REDACTED]

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8) Subgrants:

- a) Does the Recipient anticipate that it will subgrant or pass down any funds to another organization: No.

Applicant:		Town of [REDACTED]	RFA#
Project Name:		[REDACTED] Athletic Park Tree Planting Project	24-2
Objective #	Practice/Activity	Tasks to be completed and how	Who will do it
1st Quarter			
1	Plan Development	A Tree Planting Site Map will be prepared by an experienced landscape architect to show precise locations for tree planting, considering soil quality, sunlight, and environmental factors. A site survey will be used to map these spots, incorporating planned locations for the walking trail, playground, pedestrian lighting, and other utilities and existing vegetation. The Tree Planting Site Map will be reviewed by a certified planner and the Town Manager.	[REDACTED] LLA, with review by Town Project Team members. ([REDACTED] Town Manager and [REDACTED] FAICP, CED)
1	Urban Forestry Standards & Specifications Development	A Tree Planting and Post-Care Plan will be created by an experienced landscape architect to guide initial planting and ongoing tree care, including watering, mulching, pest control, and pruning. It will outline a seasonal care schedule for the first few years, a critical period for growth. It will include standards for maintenance and adaptation of the plan to account for weather or other environmental impacts. The Tree Planting and Post-Care Plan will be reviewed by a certified planner and the Town Manager.	[REDACTED] LLA, with review by Town Project Team members. ([REDACTED] Town Manager and [REDACTED] FAICP, CED)
1	Urban Forestry Standards & Specifications Development	A Professional Services Request for Proposals (RFP) will be developed by the Town Manager, an experienced landscape architect, and a certified planner and the RFP will define project scope, requirements, and evaluation criteria to attract qualified tree planting and maintenance service providers. The RFP will specify needs and expectations and after review and approval by the Town it will be released to invite competitive bids aligned with the project's goals.	[REDACTED] Town Manager, [REDACTED] LLA, [REDACTED] FAICP, CED
1	Urban Forestry Standards & Specifications Development	The Town Manager will advertise the Request for Proposals (RFP) through widely recognized procurement platforms, local publications, and industry-specific channels. This ensures a competitive bidding process with a diverse, experienced applicant pool.	[REDACTED] Town Manager

1	Urban Forestry Standards & Specifications Development	The review of the bids will be preformed by the Town Manager, an experienced landscape architect and a certified planner and a bid summary prepared. The bids will be evaluated based on criteria such as scope, cost, experience, and methodology. The Town of [REDACTED] Board will award the contract to the vendor that offers the highest value and alignment with the project's goals.	Town [REDACTED] Board
1	Urban Forestry Standards & Specifications Development	The Town Manager, an experienced landscape architect, and a certified planner in collaboration with the selected vendor will develop the contract. This will involve drafting a comprehensive agreement detailing project scope, timelines, responsibilities, and performance expectations, creating a solid framework for project success.	[REDACTED] Town Manager, [REDACTED] LLA, [REDACTED], FAICP, CED
3	Outreach Program	The Town Manager will develop the Arbor Day Celebration Program Plan to outline event goals, activities, and responsibilities, focusing on educational and interactive tree-planting experiences for participants.	[REDACTED] Town Manager
3	Outreach Products	The Town Manager will purchase tree seedlings to give away and obtain outreach products such as Arbor Day materials and educational resources from trusted suppliers.	[REDACTED] Town Manager
3	Outreach Event	The Town Manager will secure speakers in partnership with state, regional, and local stakeholders, featuring experts on sustainable forestry and tree conservation to enrich the event. Tree seedlings purchased by the Town will be distributed to event attendees.	[REDACTED] Town Manager
4	Tree Maintenance	The Public Works staff (Maintenance Supervisor and Maintenance Employee) will support initial growth of the trees and maintain regular watering twice a week, with adjustments based on seasonal changes and species-specific needs, ensuring the establishment and long-term health of each tree. Gator watering bags will be used according to the Post Care Plan to provide slow drip for each tree. The Town of [REDACTED] will ensure at least a one-year warranty on the plantings and monitor the trees and replace trees as required.	[REDACTED] Maintenance Supervisor and [REDACTED] Maintenance Employee, Public Works
NA	Indirect Administration	Grant management, reimbursement requests and reporting. This will be completed by the Town Manager.	[REDACTED] Town Manager

2nd Quarter			
1	Tree Planting	Professional tree installation will be conducted by a NC licensed Landscape Contractor adhering to ANSI and ISA best practices for species selection, site preparation, and installation of all plant material, soil preparation, and hardwood mulch.	Contractor to be Determined
1	Tree Planting	Public Works staff (Maintenance Supervisor and Maintenance Employee) will monitor the tree planting work to ensure all project activities adhere to outlined plans and quality standards. This will include regular check-ins and progress tracking with the contractor.	██████████ Maintenance Supervisor and ██████████ Maintenance Employee, Public Works with support from the Project Team
1	Tree Planting	Upon installation completion, a quality assurance inspection will be performed by the Public Works staff (Maintenance Supervisor and Maintenance Employee) to verify each tree's health and compliance with quality standards. Any issues identified will be promptly addressed to maintain project integrity.	██████████ Maintenance Supervisor and ██████████ Maintenance Employee, Public Works with support from the Project Team
2	Ordinance Development	The Town Manager will secure the Development Committee by recruiting members with relevant expertise from local government, community organizations, and environmental groups.	██████████ Town Manager
2	Ordinance Development	The Town Manager will conduct the first Development Meeting to establish project goals, outline the ordinance framework, and assign responsibilities.	██████████ Town Manager
2	Ordinance Development	Based on initial discussions, the Town Manager and a certified planner will develop the first draft of the ordinance, incorporating best practices and community input.	██████████ Town Manager, ██████████ FAICP, CED
2	Ordinance Development	A thorough review of Draft 1 will be completed by the Town Manager to refine and improve the ordinance language and structure.	██████████ Town Manager
2	Ordinance Development	The Town Manager will conduct Development Meeting 2 to discuss feedback on Draft 1 and finalize changes for the next version of the ordinance.	██████████ Town Manager
2	Ordinance Development	The Town Manager and a certified planner will conduct a final draft review to confirm that all adjustments have been made and that the ordinance is ready for adoption.	██████████ Town Manager, ██████████ FAICP, CED

2	Ordinance Development	The finalized ordinance will be adopted by the Town of [REDACTED] Board and will establishing clear guidelines and standards for the Town's urban forestry program.	Town of [REDACTED] Board
2	Ordinance Development	The Town Manager will recruit experienced volunteers for the new Tree Board with backgrounds needed to oversee tree management and related activities in the community. The Town of [REDACTED] Board will appoint the new members and establish the Tree Board.	[REDACTED] Town Manager and Town of [REDACTED] Board
3	Outreach Media Campaign	Market Event through Town Water Bills, Social Media, [REDACTED] Area Chamber of Commerce, [REDACTED] Elementary School, Parent Teacher Organization, and The Woodman Group	Town Manager
3	Outreach Event	The Town will host its first Arbor Day Celebration at [REDACTED] Athletic Park, featuring tree-planting activities, educational materials, and expert speakers to engage the community.	[REDACTED] Town Manager, [REDACTED] FAICP, CED
4	Outreach Event	The Town Manager will conduct the first quarterly Tree Board Meeting. The Tree Board will discuss goals, responsibilities, and initiate the new urban forestry program.	[REDACTED] Town Manager
4	Tree Maintenance	The Public Works staff (Maintenance Supervisor and Maintenance Employee) will maintain regular watering twice a week, with adjustments based on seasonal changes and species-specific needs, ensuring the establishment and long-term health of each tree. Gator watering bags will be used according to the Post Care Plan and provide slow drip for each tree. The Town of [REDACTED] will ensure at least a one-year warranty on the plantings and monitor the trees and replace trees as required.	[REDACTED] Maintenance Supervisor and [REDACTED] Maintenance Employee, Public Works
NA	Indirect Administration	Grant management, reimbursement requests and reporting. This will be completed by the Town Manager.	[REDACTED] Town Manager
3rd Quarter			
2	Outreach Event	The Town Manager will provide staff support for the quarterly Tree Board meeting. The Tree Board will review progress on tree management initiatives, discuss community concerns, plan future projects, and ensure alignment with local urban forestry goals. These regular meetings will provide a structured platform for continuous improvement and community engagement.	[REDACTED] Town Manager

4	Tree Maintenance	The Public Works staff (Maintenance Supervisor and Maintenance Employee) will maintain regular watering twice a week, with adjustments based on seasonal changes and species-specific needs, ensuring the establishment and long-term health of each tree. Gator watering bags will be used according to the Post Care Plan and provide slow drip for each tree. The Town of [REDACTED] will ensure at least a one-year warranty on the plantings and monitor the trees and replace trees as required.	[REDACTED] Maintenance Supervisor and [REDACTED] Maintenance Employee, Public Works
NA	Indirect Administration	Grant management, reimbursement requests and reporting. This will be completed by the Town Manager.	[REDACTED] Town Manager
4th Quarter			
2	Outreach Event	The Town Manager will provide staff support for the quarterly Tree Board meeting. The Tree Board will review progress on tree management initiatives, discuss community concerns, plan future projects, and ensure alignment with local urban forestry goals.	[REDACTED] Town Manager
4	Tree Maintenance	Public Works staff (Maintenance Supervisor and Maintenance Employee) will maintain regular watering twice a week, with adjustments based on seasonal changes and species-specific needs, ensuring the establishment and long-term health of each tree. Gator watering bags will be used according to the Post Care Plan and provide slow drip for each tree. The Town of [REDACTED] will ensure at least a one-year warranty on the plantings and monitor the trees and replace trees as required.	[REDACTED] Maintenance Supervisor and [REDACTED] Maintenance Employee, Public Works
NA	Final Report	A communications professional will prepare a 2-4 page infographic style final report for submission to NCFS.	Communications Professional
NA	Indirect Administration	Grant management, reimbursement requests and reporting. This will be completed by the Town Manager.	[REDACTED] Town Manager

Applicant Name:		Town of ██████████				RFA#	
Project Title:		██████████ Athletic Park Tree Planting Project				24-2	
Detailed Explanation of Expenditures and Match Values					Cost		
Objective #	Grant Funded Budget Item Category	Description	# Units	Unit Cost	Grant Request \$		
1	Urban Forestry Consulting Services	Tree Planting Site Map by Colliers Engineering & Design (CED) / \$170 Hourly consulting rate	2	\$170.00	\$340.00		
1	Urban Forestry Consulting Services	Develop professional services request for proposal / CED	2	\$170.00	\$340.00		
1	Urban Forestry Consulting Services	Tree Planting & Post Care Plan / CED	4	\$170.00	\$680.00		
1	Urban Forestry Consulting Services	Contract Development / CED	6	\$170.00	\$1,020.00		
1	Tree Planting Services	Tree Installation (Koster Landscape Management Inc.provided unit cost estimate \$705 x 40 trees) by NC Licensed Landscape Contractor	40	\$705.00	\$28,200.00		
2	Urban Forestry Consulting Services	Ordinance Review / CED	2	\$170.00	\$255.00		
NA	Media Product Design	Final Report by communications / marketing professional	0.5	\$1,500.00	\$750.00		

	Cash Match Budget Item Category	Description	# Units	Unit Cost		Cash Match \$	
3	Trees	Tree Seedling (Native Forest Nursery provided unit cost estimate) ~18 - 24 inches in length, NC native trees and \$1 estimate per tree, varies depending on species plus \$50 estimated for shipping costs.	300	\$1.17		\$351.00	
NA	Media Product Design	Final Report by communications / marketing professional	0.5	\$1,500.00		\$750.00	
	In-Kind Budget Item Category	Description	# Units	Unit Cost			InKind Match \$
1	Staff time	Advertise RFP / Town Manager (salary + fringe=\$43.94)	2	\$43.94			\$87.88
1	Staff time	Review and Award RFP / Town Manager	4	\$43.94			\$175.76
1	Staff time	Quality Assurance Inspection / ██████, Maintenance Supervisor (salary + fringe=\$37.71)	4	\$37.71			\$150.84
1	Staff time	Quality Assurance Inspection / ██████, Maintenance Employee (salary + fringe=\$23.97)	4	\$23.97			\$95.88
1	Staff time	Monitor Work / ██████, Maintenance Supervisor (salary + fringe=\$37.71)	2	\$37.71			\$56.57
1	Staff time	Monitor Work / ██████, Maintenance Employee (salary + fringe=\$23.97)	2	\$23.97			\$35.96
2	Staff time	Secure Development Committee / Town Manager	3	\$43.94			\$109.85
2	Staff time	Development Meeting 1 / Town Manager	2	\$43.94			\$87.88

2	Staff time	Ordinance Draft 1 / Town Manager	3	\$43.94			\$131.82
2	Staff time	Draft 1 Review Complete / Town Manager	1	\$43.94			\$43.94
2	Staff time	Development Meeting 2 / Town Manager	2	\$43.94			\$87.88
2	Staff time	Ordinance Final Draft Review / Town Manager	1	\$43.94			\$43.94
2	Staff time	Final Draft Complete and Adopted / Town Manager	1	\$43.94			\$43.94
2	Staff time	Establish Tree Board / Town Manager	3	\$43.94			\$131.82
3	Staff time	Develop Arbor Day Celebration Program Plan / Town Manager	4	\$43.94			\$175.76
3	Staff time	Secure Speakers and Tree Seedling Donations / Town Manager	5	\$43.94			\$219.70
3	Staff time	Market Event through Town Water Bills, Social Media, ██████████ Area Chamber of Commerce, ██████████ Elementary School, Parent Teacher Organization, and The Woodman Group / Town Manager	8	\$43.94			\$351.52
3	Staff time	Hold Arbor Day Celebration / Town Manager	5	\$43.94			\$197.73
3	Staff time	Assist with Arbor Day Celebration Set Up / Maintenance Supervisor	3	\$37.71			\$113.13
3	Staff time	Assist with Arbor Day Celebration Set Up / Maintenance Employee	3	\$23.97			\$71.91
4	Staff time	Organize, plan and conduct three Tree Board Meetings / Town Manager	9	\$43.94			\$395.46
4	Volunteer Time	Tree Board (5 members x 3 one hour meetings = 15 hours) at \$32 per hour volunteer rate	15	\$32.00			\$480.00
4	Tree Maintenance Services	Use of town owned truck to pull town-owned trailer for watering (2 trips a week for 34 weeks) at the Town rate	68.00	\$100.00			\$6,800.00

4	Staff time	Water trees twice a week (3.5 hours per watering, 2 times a week = 7 hours total for 34 week period / ██████████ Maintenance Supervisor, S+F=\$37.71)	238	\$37.71			\$8,974.98																
4	Staff time	Water trees twice a week (3.5 hours per watering, 2 times a week = 7 hours total for 34 week period for ██████████ Maintenance Employee, S+F=\$23.97)	238	\$23.97			\$5,704.86																
NA	Indirect Administration	Grant management and quarterly reimbursement requests / Town Manager with support as needed. Billed at 10% de minimis of total project expenses (\$57,455)	0.10	\$57,455.00			\$5,745.50																
					\$31,585.00	\$1,101.00	\$30,514.50																
					<table border="1"> <thead> <tr> <th></th> <th>Grant \$</th> <th>Match \$</th> <th>InKind \$</th> </tr> </thead> <tbody> <tr> <td>Project Sub Totals</td> <td>\$31,585.00</td> <td>\$1,101.00</td> <td>\$30,514.50</td> </tr> <tr> <td></td> <td colspan="2">Total Match</td> <td>\$31,615.50</td> </tr> <tr> <td></td> <td colspan="2">Total Project Cost</td> <td>\$63,200.50</td> </tr> </tbody> </table>				Grant \$	Match \$	InKind \$	Project Sub Totals	\$31,585.00	\$1,101.00	\$30,514.50		Total Match		\$31,615.50		Total Project Cost		\$63,200.50
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