

Vermont Urban & Community Forestry Program (VT UCF)
Guidance for closing out a 2024 Urban & Community Forestry or
2025 Tree Maintenance & Removal grant.

Congratulations on completing your funded project!

Your final report is a summary of what you accomplished with the grant funds. If you have achieved all the deliverables outlined in your grant agreement before the end of the project period, you may choose to submit the final report and invoice ahead of the grant deadline.

To close out your project, your submission package should include the following:

- ☐ A final report
- ☐ A final invoice ([see sample here](#)). This should be on town or organizational letterhead and must include your grant agreement number.
- ☐ Any photographs related to the project, **as separate JPEG or PNG files**. Please do not copy and paste photographs into a Word document.

Final reports and final invoices should be submitted as **two separate documents together (along with any documents and photo files) in a single email** and sent to elise.schadler@vermont.gov. This single email may be submitted by anyone (town staff, volunteer project coordinator, etc.).

Final Report

As outlined in Attachment B (page 3) of your grant agreement, the final report should include the following components:

- ☐ Documented expenditures in table format, including match and comparing the proposed budget outlined as above to actual expenditures and documented match.
- ☐ A detailed statement demonstrating final project deliverables according to the scope as detailed in Attachment A.
- ☐ A brief written story about the project with photograph documentation, if applicable, to be used by the Vermont Urban and Community Forestry Program to share the project. Possible uses include e-newsletter, blog post, website, and printed material.
- ☐ Provide digital copies of all products developed as part of this grant, if applicable. (This might include master plans, maps, inventories, or other printed materials.).

If possible, these components should be combined into one PDF document.

In addition to the required components of your final report, our partners at the USDA Forest Service, [federal Urban & Community Forestry Program](#), have asked us to support efforts to collect more detailed information. As you likely know, your **2024 Urban & Community Forestry** grant or **2025 Tree Maintenance & Removal** grant is funded through a state allocation to Vermont made possible by the Inflation Reduction Act of 2022. Please consider filling out the optional reporting components on pages 4-8 of this document to the best of your ability.

Any data that Vermont can contribute to telling the story of this infusion of funding into our communities will support the field of urban and community forestry and may catalyze future funding

opportunities. If you are willing and able, we thank you for taking the time to provide this additional data in advance.

Note: The fillable PDF that follows is available as an optional resource to VT UCF grant awardees; its use is not required. If you use the template, download and save the PDF to your computer BEFORE beginning to edit.

Final Report Template

Required Reporting Components: pages 2-4

Date:

Project End Date:

Grant Recipient Name:

Project Title:

Grant #:

Project Metrics

If tree planting was a part of your project, how many trees were planted?

If tree maintenance was a part of your project (pruning, mulching, root invigoration, etc.), how many trees were maintained?

If tree removal was a part of your project, how many trees were removed?

If any, how many volunteers were engaged through your project?

Scope of Work

Did the project achieve the Scope of Work as detailed in Attachment A of the subaward agreement? Please explain.

Project Summary

Please provide a brief written story about the project to be used by the Vermont Urban and Community Forestry Program to share the project. Possible uses include e-newsletter, blog post, website, and printed material.

Proposed Budget compared with Actual Budget

Proposed Budget Table (refer to original application or Attachment B of subaward agreement)

Category	Award Amount	Cost-share: Cash and In-Kind (NOT REQUIRED)	Total
Personnel (salary and fringe)			
Materials/Supplies			
Services			
Travel			
Other			
Total			

Actual Budget Table

Category	Award Amount	Cost-share: Cash and In-Kind (NOT REQUIRED)	Total
Personnel (salary and fringe)			
Materials/Supplies			
Services			
Travel			
Other			
Total			

Budget explanation, if necessary:

Optional Reporting Components: pages 5 – 10. Only fill out the sections applicable to your project.

- ☐ **The metrics below encompass our entire grant-funded project, from the start date until the end date.**
- ☐ **The metrics below are a compliment to the metrics submitted in the mid-project progress report and represent activities occurring in the date range of:**

Primary Project Activity Location: please check the one identifier that best describes the focal location type of the majority of your project.

Public Property:

- ☐ Street (tree lawn/tree strip/green belt)
- ☐ Community Park or Playground
- ☐ School/University
- ☐ Community garden or orchard
- ☐ Vacant lot
- ☐ Greenway/trail/forested area
- ☐ Public housing
- ☐ Institutional (hospital, correctional)
- ☐ Other

Private Property:

- ☐ Residential
- ☐ Residential vacant lot
- ☐ Institutional (private hospital, private school)
- ☐ Place of worship
- ☐ Other

Section 1: Tree Planting

If your project includes tree planting and any tree planting activities have taken place in the reporting period covered in this progress report, please provide details to the best of your ability in the section below:

Number and type of landscape-sized trees (larger than seedlings) planted:

- Number of shade trees planted:
- Number of small statured (ornamental) trees planted:
- Number of fruit/nut trees planted:
- Number of evergreen trees planted:

Please list the locations of the tree plantings with as much detail as possible, preferably at the street address level.

Please select level of community participation in project planning (select all that apply):

- ☐ The community received education at one or more events.
- ☐ The community provided input in the selection of general tree planting locations.
- ☐ The community provided input in the selection of individual tree planting sites.
- ☐ The community provided input in the selection of tree types that were planted.
- ☐ The community provided outreach or other project support.
- ☐ The community did not participate in project planning.

Tree planting was completed by (select all that apply):

- ☐ Contract workforce from the community
- ☐ Contract workforce from outside the community
- ☐ Volunteers
- ☐ Other

Please indicate source of tree planting stock (select all that apply):

- ☐ State or municipal tree nursery
- ☐ Commercial/retail nursery
- ☐ Wholesale nursery
- ☐ Other

Please check the box if the project activity established or improved a:

- ☐ Community tree nursery
- ☐ Food forest or orchard

The estimated number of forested acres or square feet improved, if applicable (e.g. replacement of invasive tree or plant species that had been removed).

Section 2: Tree Maintenance or Removal of Existing Trees

If your project includes tree maintenance or removal any applicable activities have taken place in the reporting period covered in this progress report, please provide details to the best of your ability in the section below.

Tree Pruning:

- Number of trees pruned:

Please list the locations of the tree pruning activities with as much detail as possible, preferably at the street address level.

Please select level of community participation in project planning (select all that apply):

- ☐ The community received education at one or more events.
- ☐ The community was informed of general areas that required pruning.
- ☐ The community was informed of specific locations where tree pruning would occur.
- ☐ The community provided outreach or other project support.
- ☐ The community did not participate in project planning.

Tree pruning was completed by (select all that apply):

- ☐ Contract workforce from the community
- ☐ Contract workforce from outside the community
- ☐ Volunteers
- ☐ Other

Tree Removal:

- Number of trees removed:

Please list the locations of the tree removals with as much detail as possible, preferably at the street address level.

Please select level of community participation in project planning (select all that apply):

- ☐ The community received education at one or more events.
- ☐ The community was informed of general areas where tree removals would occur.
- ☐ The community was informed of specific locations where tree removals would occur.
- ☐ The community provided outreach or other project support.
- ☐ The community did not participate in project planning.

Was wood utilization a component of the project?

- ☐ Yes
- ☐ No

Tree removal was completed by (select all that apply):

- ☐ Contract workforce from the community
- ☐ Contract workforce from outside the community
- ☐ Volunteers
- ☐ Other

Did the project include removal of invasive plants that threaten tree or forest ecosystem health?

- ☐ Yes
- ☐ No

Section 3: Urban & Community Forest Planning

Urban Forest Inventory and Planning

If your project includes tree inventory and any applicable activities have taken place in the reporting period covered in this progress report, please provide details to the best of your ability in the section below.

- Number of tree sites inventoried during the reporting period:

Please select level of community participation in project planning (select all that apply):

- ☐ The community received education at one or more events.
- ☐ The community provided input in selecting general areas for inventory and assessment.
- ☐ The community provided input in determining how data collected would be shared and would benefit the community.
- ☐ The community provided outreach or other project support.
- ☐ The community did not participate in project planning.

Tree inventory was completed by (select all that apply):

- ☐ Contract workforce from the community
- ☐ Contract workforce from outside the community
- ☐ Volunteers
- ☐ Other

Urban Forestry Planning & Policy

A new or updated urban forestry plan was developed or adopted (select all that apply):

- ☐ Urban forest plan
- ☐ Emergency response plan
- ☐ Risk management plan
- ☐ Maintenance operations plan
- ☐ Pest/disease response plan
- ☐ Climate mitigation/adaptation plan
- ☐ Other

A new or updated urban forestry policy was developed or adopted (select all that apply):

- ☐ Dead and hazard/risk tree abatement policy
- ☐ Tree protection/preservation policy
- ☐ Interdepartmental mutual agreement
- ☐ Other

A new or updated urban forestry ordinance was adopted (select all that apply):

- ☐ Comprehensive tree ordinance
- ☐ Tree preservation/Shade Tree Preservation Plan
- ☐ Site plan review ordinance
- ☐ Dead and hazard tree abatement ordinance
- ☐ Other

Did community members provide input in urban forest project planning and/or policy development?

- ☐ Yes
- ☐ No

Were specific goals and actionable strategies identified for improving conditions in communities (e.g. resilience to extreme heat, tree canopy equity, access to nature, air pollution reduction, etc.)?

- ☐ Yes
- ☐ No

Section 4: Community Workforce Development

If your project includes workforce development and any applicable activities have taken place in the reporting period covered in this progress report, please provide details to the best of your ability in the section below.

Number of participants from “disadvantaged communities” as defined by the Urban & Community Forestry grant category that were engaged in a workforce training (adult) or career pathway education (youth) program or activity:

- Number of youth participants:
- Number of adult participants:

Were the adult participants paid during the training?

- ☐ Yes
- ☐ No

Is the project an arborist pre-apprenticeship program?

- ☐ Yes
- ☐ No

Is the project related to a state registered apprenticeship program?

- ☐ Yes
- ☐ No