

Cuyahoga County Healthy Urban Tree Canopy Grant Program

- Awards Reimbursement
Policy Workshop
- April 11, 2022



Cuyahoga
County Planning
Commission

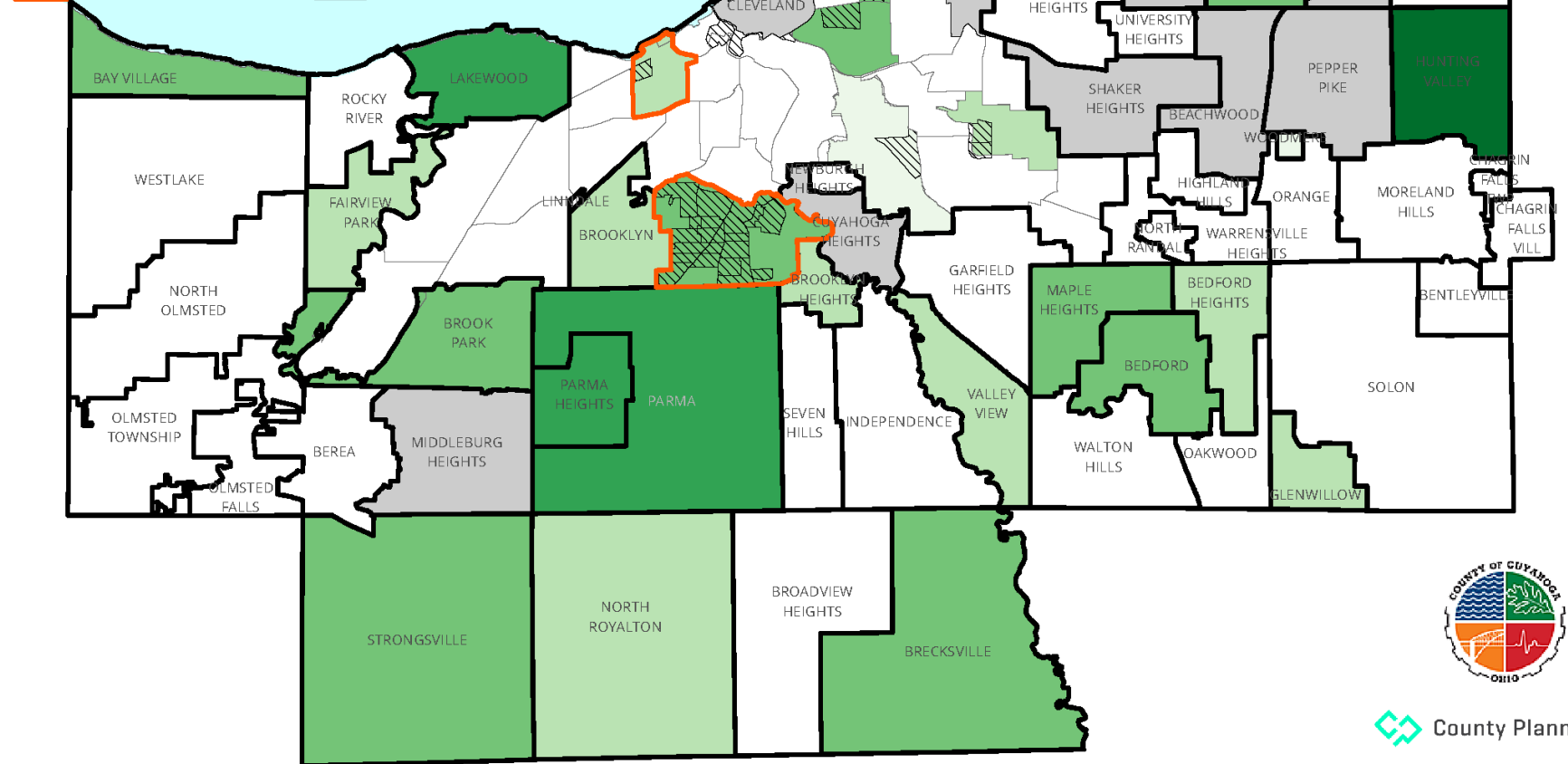




Agenda

- Welcome and Introductions
- Overview of PY 2022 Awards
- Cuyahoga County Healthy Urban Tree Canopy Program PY 2022
 - Project Agreement
 - Workplan
 - Project Monitoring
 - Reimbursement Requests and Quarterly Reports
 - Scope Change Request
 - Project Close Out
- Q and A

A low-angle, vertical photograph looking up at a large tree. The tree's thick, dark trunk and branches dominate the foreground and middle ground, reaching towards a dense canopy of green and yellow leaves. The sky is visible through the foliage, appearing as a bright blue background. The lighting suggests a sunny day, with some leaves appearing bright yellow and others a deep green. The overall composition is vertical, emphasizing the height and scale of the tree.

Number of Trees



Summary of Program Year 2022

- Funding 27 Projects in conjunction with Cleveland Tree Coalition
 - 4 Tree Planning and Planting Projects
 - 23 Tree Planting Projects
- Planting over 3,000 trees



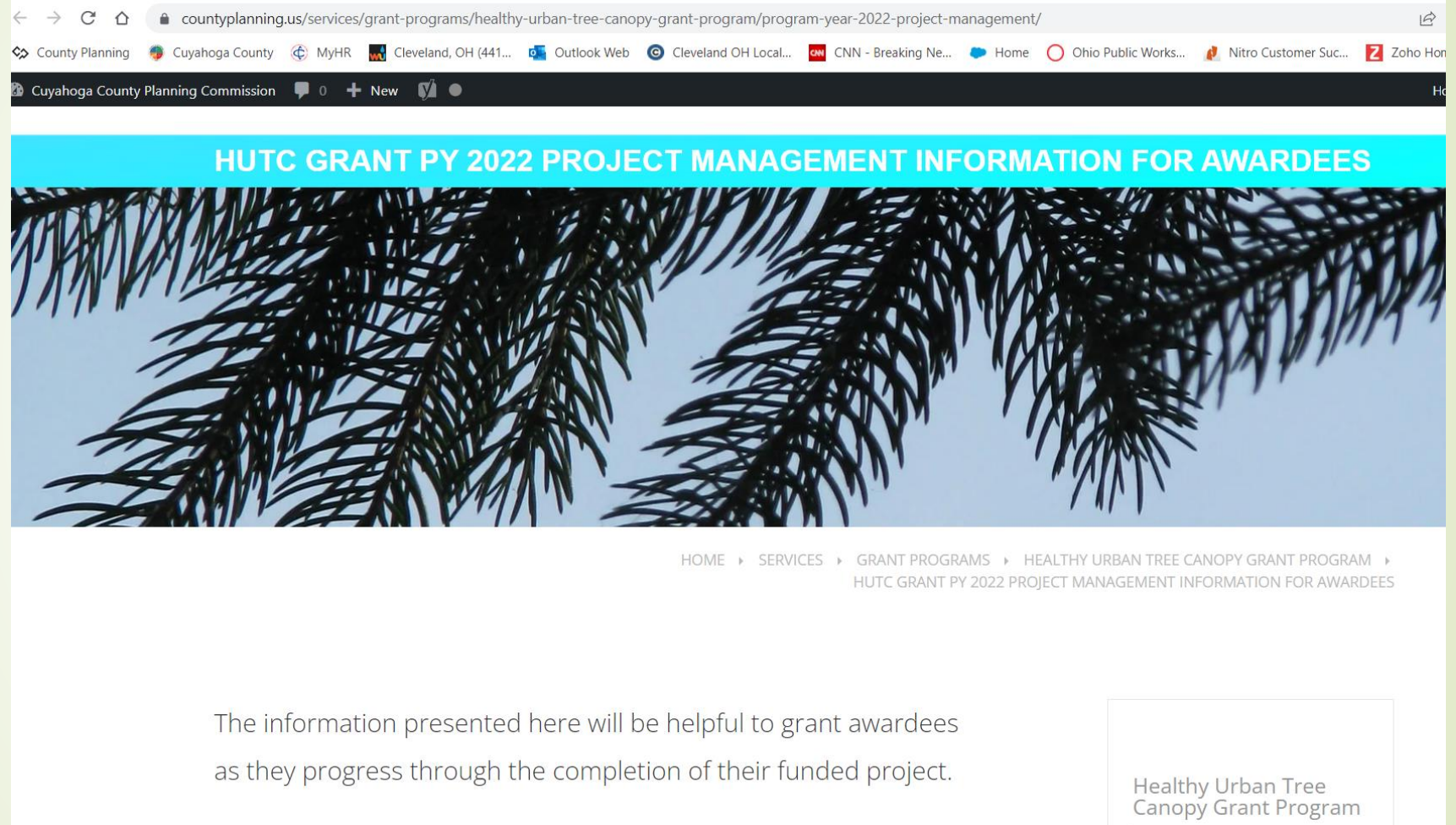
Cuyahoga County Healthy Urban Tree Canopy Grant

GRANT AWARDS

My project is awarded funds, what are the next steps?

- **Project Management Information Webpage**
- **Project Agreements**
- **Monitoring of Projects**
- **Acknowledgements**
- **Reimbursements**
- **Reporting**
- **Scope Change Forms**
- **Close Out Form**

Healthy Urban Tree Canopy Project Management Information Webpage



The screenshot shows a web browser window with the URL <https://www.countyplanning.us/services/grant-programs/healthy-urban-tree-canopy-grant-program/program-year-2022-project-management/>. The browser's address bar and tabs are visible at the top. The webpage has a light blue header with the text "HUTC GRANT PY 2022 PROJECT MANAGEMENT INFORMATION FOR AWARDEES". Below the header is a large image of a tree canopy. The main content area is white and contains the text: "The information presented here will be helpful to grant awardees as they progress through the completion of their funded project." In the bottom right corner, there is a box with the text "Healthy Urban Tree Canopy Grant Program".

countyplanning.us/services/grant-programs/healthy-urban-tree-canopy-grant-program/program-year-2022-project-management/

County Planning Cuyahoga County MyHR Cleveland, OH (441... Outlook Web Cleveland OH Local... CNN - Breaking Ne... Home Ohio Public Works... Nitro Customer Suc... Zoho Hon

Cuyahoga County Planning Commission 0 + New

HUTC GRANT PY 2022 PROJECT MANAGEMENT INFORMATION FOR AWARDEES

HOME > SERVICES > GRANT PROGRAMS > HEALTHY URBAN TREE CANOPY GRANT PROGRAM > HUTC GRANT PY 2022 PROJECT MANAGEMENT INFORMATION FOR AWARDEES

The information presented here will be helpful to grant awardees as they progress through the completion of their funded project.

Healthy Urban Tree Canopy Grant Program

<https://www.countyplanning.us/services/grant-programs/healthy-urban-tree-canopy-grant-program/program-year-2022-project-management/>



Cuyahoga County Healthy Urban Tree Canopy Project Agreement

- **Project ID: XXX-22-01**
- **Project Agreements must be signed by the grantee and submitted within 60 days of the award announcement.**
- **Awards will be rescinded for any projects in which the Project Agreements are not submitted by June 10, 2022.**
- **Detailed Work Plan**
- **Approved Project Budget, Appendix A (from the application) in Excel Format**
- **Planting Plan and Specifications**

Cuyahoga County Healthy Urban Tree Canopy Project Agreement

HEALTHY URBAN TREE CANOPY GRANT PROGRAM YEAR 2022
PROJECT AGREEMENT
between
The Cuyahoga County Planning Commission
and
[Insert Organization]

INTRODUCTION

This Project Agreement is entered into on this 12th day of April 2022, (the "Effective Date"), by and between the Cuyahoga County Planning Commission (hereinafter referred to as "County Planning"), located at 2079 East 9th Street, Suite 5-300 Cleveland, Ohio 44115 and the [Insert Organization] (hereinafter referred to as "Organization"), located at [Insert address],

in support of the Healthy Urban Tree Canopy Grant Program (hereinafter referred to as "Program") in Cuyahoga County.

This date acknowledges the Organization's attendance at the mandatory Cuyahoga County Healthy Urban Tree Canopy Grant Awards Workshop, and both parties expressly intend for the agreement to be effective 4/12/22, notwithstanding that a party may sign the agreement after 4/12/22.

Both County Planning and Organization agree to the terms and conditions described in this Project Agreement and Appendices and are collectively referred to as the "Parties". Attachments included as part of the Appendices are incorporated herein and made a part hereof as if fully rewritten herein.

This Project Agreement is hereby agreed, acknowledged, and executed by the duly authorized representatives below.

For
[ORGANIZATION]

For
CUYAHOGA COUNTY
PLANNING COMMISSION

[Name of Authorized Signatory]
[Title]

Mary Cierebiej, AICP
Executive Director

Date

Date

https://www.countyplanning.us/wp-content/uploads/2022/04/HUTC_2022ProjectAgreement_FINAL_FORMATTACHMENTS.pdf

A low-angle, vertical photograph looking up at a large tree. The tree's thick, dark trunk dominates the lower half of the frame, with several major branches spreading outwards and upwards. The canopy is dense with leaves, showing a mix of vibrant green and bright yellow, suggesting an autumn setting. Patches of clear blue sky are visible through the foliage. The lighting is bright, creating strong contrasts between the dark branches and the sunlit leaves.

PY 2022 CUYAHOGA COUNTY HEALTHY URBAN TREE CANOPY GRANT PROGRAM WORK PLAN

PROJECT ID:

APPLICANT:

PROJECT NAME:

NAME OF TREE PLANTING

CONTACT INFORMATION:

TREE PLANTING

SUPERVISOR/CONTRACTOR

PROJECT SUMMARY*: (Provide a brief project description and summary of project deliverables below.)

***Please attach Planting Plan or Planting Specifications if applicable.**

Planned Work Tasks and Schedule

[illegible]

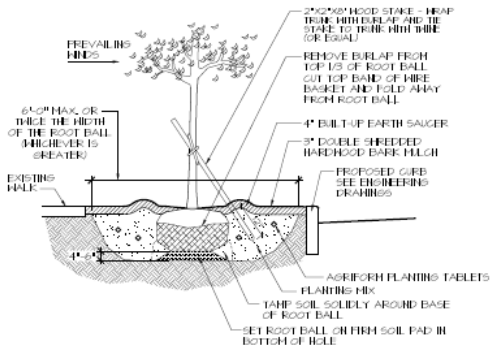
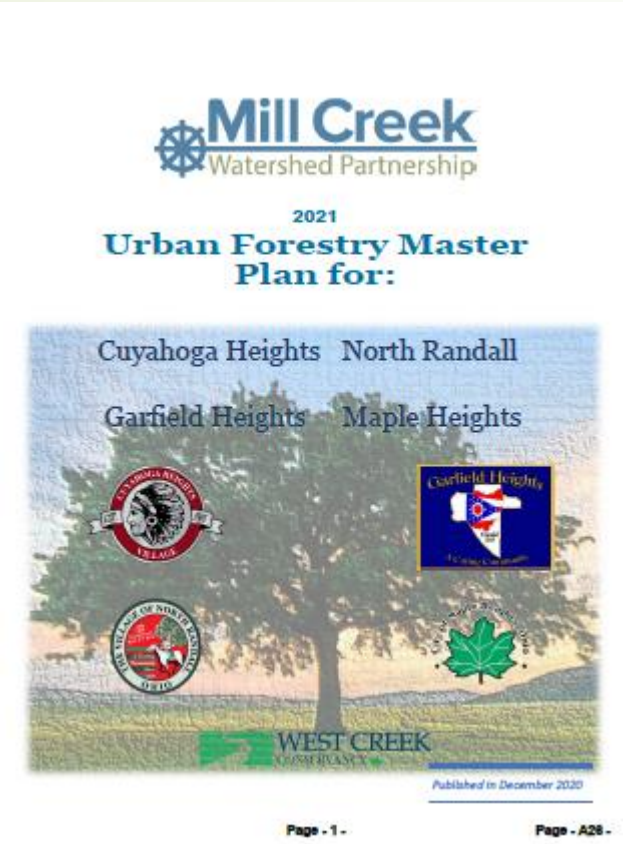
<https://www.countyplanning.us/wp-content/uploads/2022/04/HUTC-Grant-Work-Plan-Form-Template.pdf>

Cuyahoga County Healthy Urban Tree Canopy Project Expense Worksheet

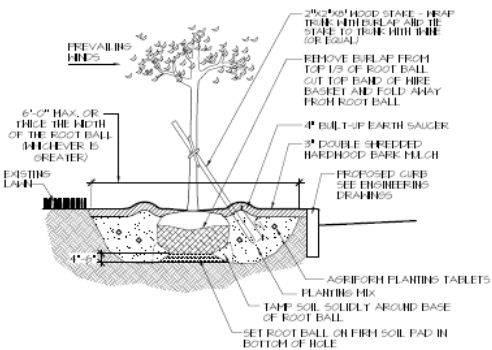
	A	B	C	D	E	F	G
1	APPLICANT	PROJECT NAME				PROJECT TYPE	
2		URBAN CANOPY ENHANCEMENT PROGRAM				TREE PLANTING	
3	PROJECT EXPENSE	SOURCE/CONTRACTOR OR STAFF TITLE	QUANTITY	COST PER UNIT	GRANT REQUEST	LOCAL MATCH FUNDS	TOTAL COST
4	1.75" B&B Trees	Contractor	151	\$200	\$30,200.00		\$30,200.00
5	1.75" B&B Trees	Contractor	31	\$250.00	\$7,750.00		\$7,750.00
6	Organic Hardwood Mulch	Contractor	182	\$5.00	\$910.00		\$910.00
7	Tree Stakes	Contractor	182	\$5	\$910.00		\$910.00
8	Tree Trunk Guard	Contractor	182	\$5.00	\$910.00		\$910.00
9	Dig Holes for Tree Planting	Contractor	182	\$5	\$8,552.00	\$902.00	\$9,454.00
10	Gator Bags Material (City has 150 Gator Bags on hand)	Contractor	32	\$768.00	\$768.00		
11							
12	ISA Board Certified Master Arborist	City of	1	\$2,150.00		\$2,150.00	\$2,150.00
13	Metal Stakes	City of	15	\$23.30		\$23.30	\$23.30
14	Hardware Cloth	City of	1 roll	\$82.96		\$82.96	\$82.96
15	Tree Planting	City of	182	\$85.99		\$15,651.00	\$15,651.00
16							
17							
18							
19							
20							
21							
22							
23							
24							
25							
26							
27	TOTAL ESTIMATED COST				\$60,809.26	Percentage	
28	TOTAL GRANT REQUEST				\$50,000.00	Percentage	82%
29	TOTAL LOCAL MATCH				\$18,809.26	Percentage	31%

<https://www.countyplanning.us/wp-content/uploads/2022/01/Appendix-A-HUTC-Project-Expenses-Worksheet.xlsx>

Cuyahoga County Healthy Urban Tree Canopy Work Plan



① TREE PLANTING DETAIL
NO SCALE



② TREE PLANTING DETAIL
NO SCALE (NO SIDEWALK)

PLANT MATERIAL LIST

QTY.	KEY	BOTANICAL NAME	COMMON NAME	SIZE	NOTES
11	AC-G	ACER X FREEMANNI 'CELEBRATION'	CELEBRATION MAPLE	2-1/2" CAL.	B4B
17	KO-P	KOELREUTERIA PANICULATA	GOLDEN RAIN TREE	2-1/2" CAL.	B4B
4	ME-S	NETASEQUOIA GLYPTOSTROBILIOIDES	DAWN REDWOOD	2-1/2" CAL.	B4B; LIMBED-UP
13	UL-P	ULMUS X 'FRONTIER'	FRONTIER ELM	2-1/2" CAL.	B4B
13	UL-P	ULMUS AMERICANA 'PRINCETON'	PRINCETON ELM	2-1/2" CAL.	B4B

Cuyahoga County Healthy Urban Tree Canopy Project Monitoring



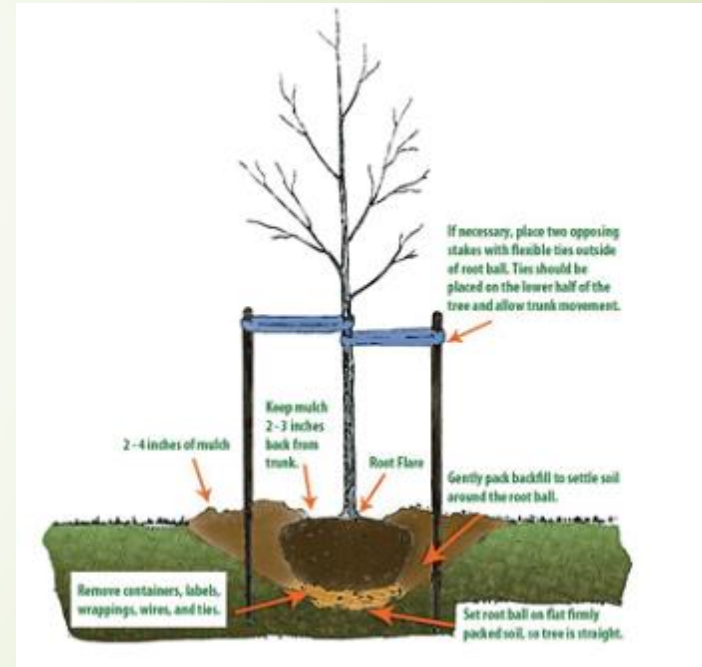
- Grantees will submit the firm or people contracted for the plantings
- Grantees will identify who will be supervising on site during the plantings
- The Cuyahoga Soil & Water Conservation District. must be contacted **72 hours in advance** regarding the planting day; the grantee will provide the list of addresses where the trees will be planted
- jbartley@cuyahogaswcd.org

Cuyahoga County Healthy Urban Tree Canopy Project Monitoring



- Trees must be planted in adherence to approved specifications. Planting Specifications to be submitted for review/approval with Project Agreement.
- Grantees **will not** receive reimbursement if the trees are not planted/mulched in accordance with specifications approved by the Cuyahoga Soil & Water Conservation District.
- Replanting costs are the responsibility of the grantee or the contractor.
- Additional resource information can be found at <https://cuyahogaswcd.org/programs/cuyahoga-releaf>.

Cuyahoga County Healthy Urban Tree Canopy Project Monitoring



- <https://cuyahogaswcd.org/programs/cuyahoga-releaf>
- <https://www.isa-arbor.com/education/onlineresources/cadplanningspecifications>

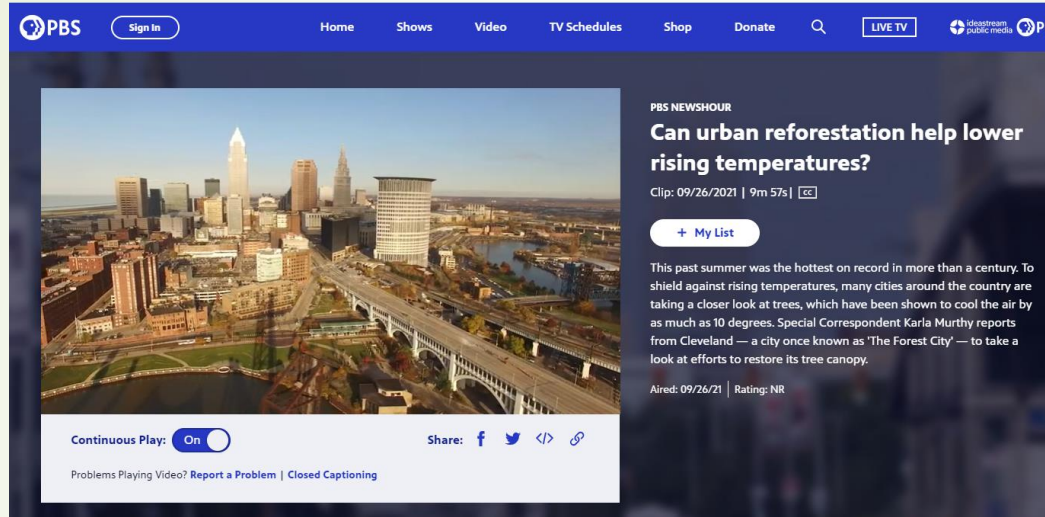
Cuyahoga County Healthy Urban Tree Canopy Project Monitoring



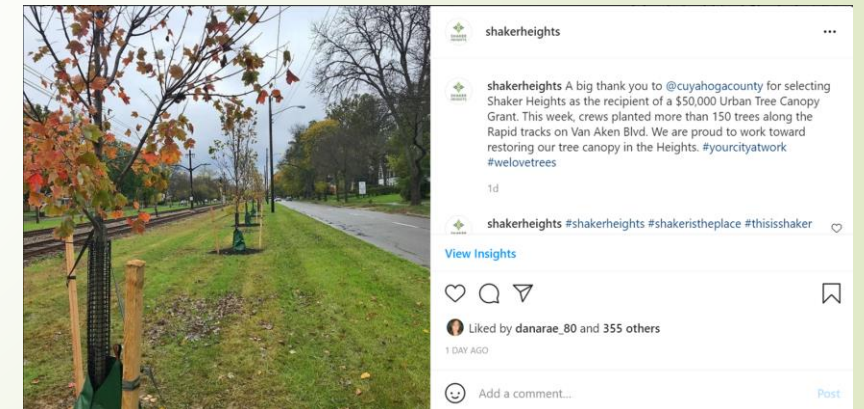
PROPER MULCHING



Cuyahoga County Healthy Urban Tree Canopy Project Acknowledgement



<https://www.countyplanning.us/wp-content/uploads/2022/04/CC-NEW-LOGO.png>



The Organization is required to acknowledge the Healthy Urban Tree Canopy (HUTC) grant program funding and the financial support of Cuyahoga County.



Cuyahoga County Healthy Urban Tree Canopy Project Acknowledgement

This acknowledgement must include at a minimum, the Cuyahoga County logo and a credit line that “The Organization name/program name is supported (in part) by the residents of Cuyahoga County through a public grant from Cuyahoga Healthy Urban Tree Canopy.”


- Website**
- Social Media**
- Event Programs**
- Educational Materials**
- Promotional Materials**
- Research Papers**
- Media Interviews**
- Signage**
- Annual reports**
- Benefit Events/Fundraising**



Cuyahoga County Healthy Urban Tree Canopy Reimbursement and Reporting

- Reimbursement Requests
- Send all reimbursement requests and via email to Alison Ball at aball@cuyahogacounty.us; and carbon copy email to Susan Infeld at Sinfeld@cuyahogacounty.us.
- Identify Project ID # specific to your grant and reimbursement in the subject line. Example:
MAP-21-01 May Reimbursement
- Requests for Reimbursement will be processed by the County on a monthly basis. Expect payment in 45-60 days.

A low-angle, vertical photograph looking up at a large tree. The trunk is thick and dark, branching out into many smaller branches. The leaves are a mix of green and yellow, indicating autumn. The sky is visible through the canopy of leaves.



County Planning
2079 EAST 9TH ST, 5-300
CLEVELAND, OH 44115
216.443.3700

**2022 HEALTHY URBAN TREE
CANOPY GRANT PROGRAM**

REIMBURSEMENT REQUEST AND QUARTERLY REPORT PROCEDURES

INTRODUCTION:

The Grantee of the Cuyahoga County Urban Tree Canopy Grant program is responsible for complying with the terms and conditions of the Project Agreement and the procedures outlined here. These procedures may be amended as necessary. The Grantee is expected to comply with their organization's procurement process for the acquisition of goods and services. Additionally, the grantee is expected to register as a contractor with Cuyahoga County at <https://inspectorgeneral.cuyahogacounty.us/en-US/Contractor-Registration-Forms.aspx>.

QUARTERLY REPORTING:

The Grantee must submit a Quarterly Progress Report even if no work has occurred for the grant project. This report is necessary for purposes of grant tracking. Please send quarterly reports to Alison Ball at aball@cuyahogacounty.us and carbon copy to Susan Infeld at Sinfeld@cuyahogacounty.us. Please identify the Project ID # specific to your grant in the appropriate subject line.

REIMBURSEMENT SUBMISSIONS:

Requests for reimbursement of grant project expenses can be submitted monthly. They can be emailed to Alison Ball at aball@cuyahogacounty.us and Susan Infeld at Sinfeld@cuyahogacounty.us. Please identify Project ID # specific to your grant in the appropriate subject line.

PAYMENTS:

Reimbursement requests for grant project expenses will be processed monthly. Reimbursement will be made only for those grant project expenses that match the items and costs indicated on the Grantee's PY 2022 Cuyahoga County Healthy Urban Tree Canopy Project Expenses Worksheet Appendix A, of the submitted application.

Reimbursement for planting activities **will not** occur until the Cuyahoga Soil & Water Conservation District has verified satisfactory performance. The Grantee must contact Jared Bartley at the Cuyahoga Soil & Water Conservation District (SWCD) at jbartley@cuyahogaswcd.org to arrange a site visit at least 3 days prior to the scheduled planting.

<https://www.countyplanning.us/wp-content/uploads/2022/04/PY-2022-TemplateforReimbursement-HUTCGRANT-2022-FORM.pdf>



Cuyahoga County Healthy Urban Tree Canopy Reimbursement

- **Project invoices from contractor(s): Receipts and invoices initialed and dated by the applicant grantee's finance department.**
- **Proof of payment to contractor(s): Cancelled check; statement of goods/receipt showing \$0.00 balance**
- **If applicable, timesheets for any hours claimed, which show actual hours worked and hourly rates;**
- **Account for matching funds pledged, itemize the matching funds in the Reimbursement Request and include supporting documentation**
- **Provide payroll record showing hours worked. Alternatively, a signed and dated (certified) letter signed by the fiscal officer is acceptable**

Cuyahoga County Healthy Urban Tree Canopy Reimbursement and Reporting

SUPPORTING DOCUMENTATION

Check # 60882 Amount: \$400.00

CITY OF PEPPER PIKE
2809 Stabler Blvd.
Pepper Pike, OH 44124-5901
(216) 831-8099

PAYABLE WITHIN 90 DAYS AT
Wells Fargo Bank, N.A.
Pepper Pike, OH 44124-5901
Check # 60882

060882

AMOUNT
\$400.00

PAY FOUR HUNDRED FIFTY DOLLARS AND 00 CENTS*****

TO THE VAN CUREN SERVICES INC.
ORDER "PO BOX 91"
OF 10555 KIRKMAN RD
NEWBURGH, OH 44065
#34111

20200518 000100373605 07000326002

PAID TO:		CHECK DATE: 11/08/19		CHECK NO. 0000082335	
LOWESH50		Lowe's Companies, Inc		TOTAL: \$4,817.15	
INVOICE.....	DATE.....	PO NUMBER..	DESCRIPTION.....	ACCOUNT.....	AMOUNT.....
01020	10/4/2019	2019000877	SUPPLIES FOR VARIOUS PROJECTS	100-533-5599	\$21.70
01145	9/25/2019	2019000728	Rink Supplies	100-335-5599	\$28.50
01304	9/26/2019	2019000078	MISC. SUPPLIES	100-121-5599	\$48.36
01322	9/26/2019	2019000078	MISC. SUPPLIES	100-121-5599	\$26.96
01337	9/27/2019	2019001024	SUPPLIES FOR VARIOUS REPAIRS	100-533-5599	\$53.16
01513	10/10/2019	2019000728	Rink Supplies	100-335-5599	\$13.26
01570	10/11/2019	2019000969	Rink & Pool Supplies	100-335-5501	\$39.94
01613	10/1/2019	2019000720	Rink Supplies	100-335-5599	\$61.24
01699	10/1/2019	2019000877	CREDIT MEMO	100-533-5599	(\$73.56)
01700	10/1/2019	2019000877	SUPPLIES FOR VARIOUS PROJECTS	100-533-5599	\$72.02
01734	10/16/2019	2019000877	SUPPLIES FOR VARIOUS PROJECTS	100-533-5599	\$72.02
01754	10/2/2019	2019000728	Rink Supplies	100-335-5599	\$43.59
01923	10/3/2019	2019000818	2019 MISC SUPPLIES	100-338-5533	\$4.53
01923	10/3/2019	2019000551	2019 MISC SUPPLIES	100-338-5533	\$18.65
01942	10/3/2019	2019000728	Rink Supplies	100-335-5599	\$20.25

Tree Care

LOWE'S

LOWE'S HOME CENTERS, LLC
7527 NORTH CLIFF AVENUE
BROOKLYN, OH 44144 (216) 351-4729

- SALE -

SALES#: 50770RS2 1045431 TRANS#: 62449958 04-09-20

24137 4-INX100-FT SOLID CORRUGA	36.79
58.72 DISCOUNT EACH	-1.94
24137 4-INX100-FT SOLID CORRUGA	36.79
38.72 DISCOUNT EACH	-1.93
DEER GUARDS	
SUBTOTAL:	73.57

Kryn Nurseries
PO BOX 343
PERRY, OH 44081

Phone: (800) 860-8104
Fax: (440) 259-3338

ORDER NO	176133
CUSTOMER NO	BED100

INVOICE
INV 04/16/20

Load No. 20055 - 100

BILL TO:
CITY OF BEDFORD/SERVICE GARAGE
100 SOLON RD
BEDFORD, OH 44146

SHIP TO:
CITY OF BEDFORD/SERVICE GARAGE
100 SOLON RD
SERVICE GARAGE
BEDFORD, OH 44146

Phone: (440) 232-1600
Fax: (440) 232-6613
Contact: JOE VITU(440) 263-6462

Phone: (440) 232-1600
Contact: JOE VITU 440-263-6462

SHIP DATE	SHIP VIA	F.O.B.	TERMS
04/14/20	CNN ENTERPRISES LLC		NET 30
P.O. NUMBER	ORDER DATE	SALES PERSON	REFERENCE NO.
	03/12/20	GREG KANE	162077
QUANTITY	DESCRIPTION	UNIT PRICE	EXTENDED PRICE
4	4 INCH SOLID CORRUGATED 24" DEEP	180.00	720.00

Cuyahoga County Healthy Urban Tree Canopy Reimbursement and Reporting

SUPPORTING DOCUMENTATION*

INVOICE NO.	SERVICE ADDRESS	WORK COMPLETED	AMOUNT
39624940-1	Wade Oval Park 10820 East Blvd. Cleveland, OH 44106	05/26/2021	\$9,733.68
			SERVICE CHARGE \$ 0.00
			PAYMENT/CREDIT (\$0.00)
			TOTAL \$9,733.68

For services rendered weeks of May 31 to September 27, 2021.

(Original invoice Amount \$12,471.16 with \$2,738.16 in kind and \$9,733.68 amount due)

Transplant Various Species group located at the Nursery to Wade Oval Park. No guarantee. Cost shall include mulching, guying and aftercare consisting of periodic watering, IPM and tensiometers. See attached planting plan and species list including details on maintenance, one year warranty will exist from time of planting to be determined upon award. Our team will provide weekly inspections, from leaf on to leaf off, of the site to water and perform integrated pest management (IPM) services to support tree health and establishment. Monthly inspection will continue during the first year and maintenance plan followed for the establishment period.

Match:

- \$2,738.16 in kind from [redacted]
- \$2,993.49 covered + paid by [redacted]

Total \$5,731.65

Grant funds requested:

- \$6,740.19

***All in-kind staff hours documented should be shown on a payroll record or alternatively on company letterhead, signed and dated (certified)**

May 26, 2020

Staff contribution for [redacted] Urban Tree Canopy Grant

Reimbursement #1

Manager of Urban Forestry \$30/hour X 50 hours = \$1,500
Urban Programs Coordinator \$25/hour X 25 hours = \$625
Community Outreach Coordinator \$26/hour X 12 hours = \$312.50

Cuyahoga County Planning Commission
2079 East 9th Street, 5-300
Cleveland, OH 44115

Dear Cuyahoga County Planning Commission

This letter details in-kind contributions for the grant period extending from October 1–December 31, 2021, for the project entitled, “Expanding Tree Canopy Within Cleveland Public Housing”, which is supported by the Cuyahoga County Healthy Urban Tree Canopy grant initiative.

Holden Forests & Gardens has contributed \$4,740 in in-kind materials and labor from Courtney Blashka, Amanda Wood, Sandra Albro, Jessica Miller and our 5-person Tree Corps CREW, who have partnered with CMHA to plant 20 trees this fall at the CMHA Carver Park estate. HF&G staff contributed time for planting 20 trees.

Organization	Description	Amount
[redacted]	Site prep for 20 planting sites	\$2,400
[redacted]	Mesh guards & watering bags for 20 trees	\$500
[redacted]	[redacted] community forester, 22 hrs	\$1,100
[redacted]	[redacted] urban community forester, 4 hrs	\$160
[redacted]	[redacted] community partnerships director, 4 hrs	\$200
[redacted]	[redacted] community forestry research specialist, 4 hrs	\$160
[redacted]	Tree Corps CREW (5-members), 20 hrs	\$220
Total		\$4,740

Hourly rates can be verified in the payroll sheets sent [redacted] on December 22, 2021, subject heading “Documentation of Costs HFG-21-01”. I certify that these in-kind contributions have taken place as described above.

Sincerely,

Cuyahoga County Healthy Urban Tree Canopy Quarterly Progress Report

- Required Quarterly Progress Reports
- Send all Quarterly Reports via email to Alison Ball at aball@cuyahogacounty.us; and carbon copy email to Susan Infeld at Sinfeld@cuyahogacounty.us.
- Identify Project ID # specific to your grant and quarterly report in the subject line. Example: **MAP-21-01 Quarterly Report**

PY 2022 CUYAHOGA COUNTY HEALTHY URBAN TREE CANOPY GRANT PROGRAM REPORTING FORM	
Detailed Work Plan and Quarterly Progress Report	
Project ID	
APPLICANT:	
PROJECT NAME:	
NAME OF TREE PLANTING SUPERVISOR/CONTRACTOR:	
Total Number of Trees Planted to Date	
Are there any activities to report this quarter?*	Please Check One YES <input checked="" type="radio"/> NO <input type="radio"/>
Cumulative accomplishments to date, in the reporting period from <input type="text"/> to <input type="text"/>	

A low-angle, vertical photograph looking up at a large tree. The trunk is thick and dark, branching out into many smaller branches. The leaves are a mix of green and yellow, indicating autumn. The sky is visible through the canopy of leaves.

Project Implementation Details	<p>Provide the items and descriptions referenced under photographs, plantings, and maintenance; If the project is not at a stage where these items are available, please specify "not applicable".</p>		
	<p>Photographs: Please attach project site photos (electronic format only) showing before, during, and after implementation details; label photos with project site and locational information and provide a caption identifying what is illustrated.</p>		
	<p>List photographs provided here:</p>		
	<p>Plantings: Please provide the number of trees, location of planting sites e.g., address, parcel, or project limits, details of planting plan implemented, and size of plantings.</p>		
	<p>Total # of trees planted this quarter : <input type="text"/></p>		
	<p>Maintenance*: Summarize the efforts to maintain the health of the new plantings. Describe watering routines, and any information on staking, tree protection, and mulching. Include any chemical, physical or biological water quality improvements implemented. Please provide an update on trees planted in previous quarters and the amount of trees that need to be replaced.</p> <p>Maintenance:</p>		
<p>Plans, Policies, Scope Changes and Other: Please share any noteworthy plans or policies developed. Share any other issues including volunteer and outreach efforts or unexpected delays due to unforeseen site conditions, weather, landowner, and/or sub-contractual issues, or anything else that is important to note. If a scope change was requested please provide a brief explanation.</p> <p>Other:</p>			
<p>Close Out Report <input type="checkbox"/></p>	<p>In order to close out the grant please attach a complete project close out report and attach a summary report that describes the project highlights from the beginning to this final quarterly report. Please include post grant activities to ensure the health of newly planted trees. If this is the final reimbursement please check the close out box in the column to the left.</p>		
Report Preparer (print):	Signature:	Date:	Phone Number:

<https://www.countyplanning.us/wp-content/uploads/2022/04/HUTC-Grant-Work-Plan-and-Quarterly-Reporting-Form.pdf>



Cuyahoga County Healthy Urban Tree Canopy Project Close Out

- The Grantee must submit the Final Close out Form along with their final request for reimbursement within 90 days after the project close date.
- Grantee must include the Following Attachments:
 - Final Reimbursement
 - Final Quarterly Report
 - Summary report that includes a narrative that describes the project highlights.
 - Plan of post grant activities to ensure the health of newly planted trees.

Cuyahoga County Healthy Urban Tree Canopy Project Close Out



County Planning

2079 EAST 9TH ST, S-300
CLEVELAND, OH 44115
216.443.3700

2022 HEALTHY URBAN TREE CANOPY GRANT PROGRAM

PY 2022 HEALTHY URBAN TREE CANOPY PROJECT CLOSE OUT

Grant Project Title:

GRANTEE NAME & ADDRESS: Used for issuing payment.

PROJECT ID:

PROJECT TYPE:

This Form indicates there are no more project costs, and the project can be closed out.

FINANCIALS:

Grant

a. Original Grant Award Amount	\$
b. Reimbursement Amount Received to Complete Project	\$
c. Any Outstanding Grant Funds	\$

Match

d. Original Match Pledged	\$
e. Match Amount Utilized to Complete Project	\$
f. Does percentage of Match Utilized match the percent Pledged	

SUPPORTING DOCUMENTATION

Include the Following Attachments:

- ☐ Final Quarterly Report and Reimbursement Forms
- ☐ Summary report that includes a narrative that describes the project highlights.
- ☐ Plan of post grant activities to ensure the health of newly planted trees.

AUTHORIZED SIGNATURE:

TITLE:

DATE:

<https://www.countyplanning.us/wp-content/uploads/2022/04/Final-Project-Closeout-Form.pdf>

Cuyahoga County Healthy Urban Tree Canopy Program PY 2022 Change Request

Healthy Urban Tree Canopy Grant Program PY 2022 Change Request Form

Change Request Information: Submit by email with the Project ID# and Change Request in the subject line to aball@cuyahogacounty.us.

Project	<input type="text"/> <small>[Enter Project ID#]</small>	<input type="text"/> <small>[Enter project title]</small>
Applicant	<input type="text"/> <small>[Enter Contact Name]</small>	
Date	<input type="text"/> <small>[Enter Date Request Submitted]</small>	<input type="text"/> <small>Enter the Number of Change Requests Submitted [E.g., if this is the first request 1, if you are revising again 2, etc...]</small>

What Are You Changing? (mark all that apply)

Budget	<input type="checkbox"/>
Schedule	<input type="checkbox"/>
Scope/Tasks	<input type="checkbox"/>
Other	<input type="checkbox"/>

Please attach revised workplan or materials to compare to original submission e.g., project expenses worksheet, schedule, tree inventory worksheet, etc....

Change Request Details:

Description: Enter brief description of change request.
<input type="text"/>

Page 1 of 2

Healthy Urban Tree Canopy Grant Program PY 2022 Change Request Form

Justification: Enter justification of change request.
<input type="text"/>

To Be Filled Out by Healthy Urban Tree Canopy Team

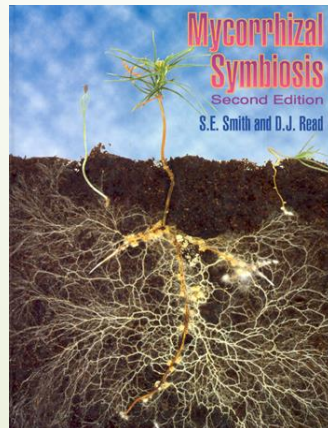
Date	<input type="text"/>	Decision	<input type="checkbox"/> Accepted	<input type="checkbox"/> Rejected
Comments: Enter additional comments	<input type="text"/>			

Page 2 of 2

https://www.countyplanning.us/wp-content/uploads/2022/04/HUTC_2021Change-Request-Form.pdf

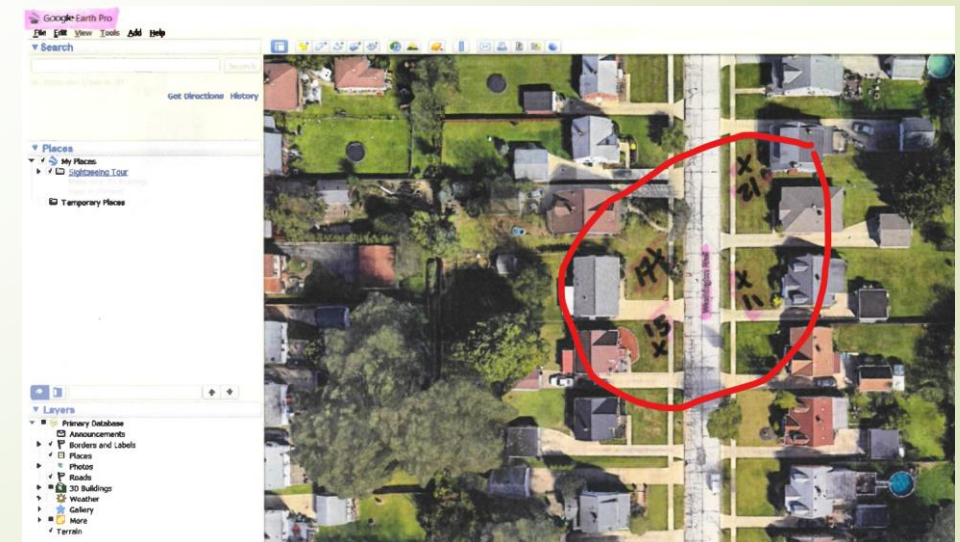
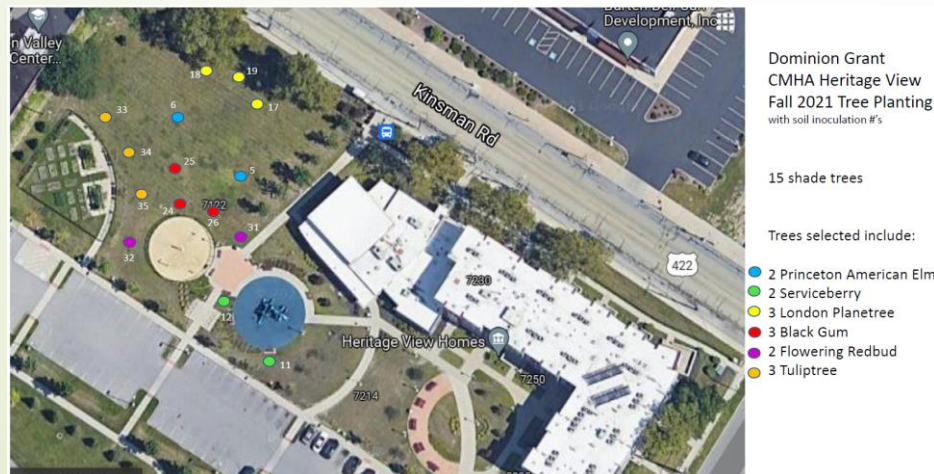
Cuyahoga County Healthy Urban Tree Canopy Project Tree Mycorrhizae Inoculation Research

- The aim is to see if the inoculation with soil containing mycorrhizae improves tree growth and survivability in urban areas
- Interested recipients of HUTC grants choose to volunteer their trees (3-gallon pots) for inoculation with soil mycorrhizae and become a part of this research project.
- Voluntary participation increases the value of this research project.



Cuyahoga County Healthy Urban Tree Canopy Project Tree Mycorrhizae Inoculation Research

- 16 Projects Agreed to Volunteer up to 2,853 New Trees
- Mycorrhizae Research Participants are required to
 - Provide advance notice of Planting Schedule to Holden Arboretum
 - Provide a map of tagged trees
 - Allow Researchers to return to planting sites to take measurements





Cuyahoga County Healthy Urban Tree Canopy Grant

PY 2022 Reimbursement and Reporting Schedule

DATE	ACTIVITY
June 10, 2022	Project Agreements Due
July 15, 2022	Quarterly Reports Due
October 14, 2022	Quarterly Reports Due
October 31, 2022	Last Day for Reimbursement Requests to be honored in 2022
January 13, 2023	Quarterly Reports Due
April 14, 2023	Quarterly Reports Due
July 14, 2023	Quarterly Reports Due
October 13, 2023	Quarterly Reports Due
October 31, 2023	Last Day for Reimbursement Requests to be honored in 2023
	Program Year Concludes



QUESTIONS AND ANSWERS

Cuyahoga County Healthy Urban Tree Canopy Grant

Contact



MS. ALISON BALL, PLANNER

CUYAHOGA COUNTY PLANNING COMMISSION

MS. SUSAN INFELD, MANAGER SPECIAL INITIATIVES

CUYAHOGA COUNTY PLANNING COMMISSION

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