**WUV 2024 Woody Buffer Block Grant Deliverable Checklist**

|  |
| --- |
| ***Application (Due October 20, 2023)*** |
| 1. **Complete Site Specific Planting Application**

Site Specific Application is only required if your group is looking for additional site specific funding on top of the allocated amount indicated in the grant guidelines. |

|  |
| --- |
| ***Grant Checklist (Submit Once Site Specific Application is accepted by WUV)*** |
| 1. **Sign WUV Grant Agreement**
2. **Submit Proof of Insurance**
3. **Submit W-9**
4. **Completed Subcontractor Approval form(s)**
 |

|  |
| --- |
| ***Pre- Planting Deliverables (Submit to WUV before planting begins)*** |
| 1. ***Planting Plan\****

Planting Plan must include the following information: Project Locator Map Stem Count and Species TypeEstimated Total Planting Cost v2 Pre-Implementation PhotosPlanting plan MUST confirm that the following grant requirements are being followed:Minimum 35-foot buffer At least 300 stems per acre Native woody species appropriate to site location \*Planting Plan can be submitted as 1 pdf or word document in whatever format that your organization uses, or you can use the ***Planting Plan Template***  |
| 1. ***Signed DEC O&M agreement(s) with minimum 10-year O&M* *plan***
 |
| 1. **Acknowledgment of internal landowner agreement between planting**

**group and landowner**  |
| 1. ***Any additional subcontractor approval organization* any**

**contractors who perform paid labor as part of your tree planting** |

|  |
| --- |
| ***Post – Planting Deliverables***  |
| 1. ***Completed Final Performance Report Document***
 |
| 1. ***2 Post-Implementation Photos***
 |
| 1. ***Planting Invoice(s)***

Breakdown of costs including trees/shrubs, contractors, staff time with hourlyrate, and indirect. Provide receipts/invoices for any expenses  |
| 1. ***Final Match Form 430-M*** (if applicable)
 |
| 1. ***Press Release***

(may be grouped by sub-grantee and not individual project) |