

**North Carolina Urban and Community Forestry Grant Program  
FINAL ACCOMPLISHMENT REPORT**

**Final Accomplishment Report must accompany the final Request for Reimbursement. The grant contract ending date is August 31, 2014. The final report and final reimbursement request must be submitted by September 30, 2014 (or within 30 days after extended contract ending date as applicable).**

**Mail or Fax to  
NC Forest Service, U&CF Grant Program  
1616 Mail Service Center, Raleigh, NC 27699-1616  
Fax: 919-857-4805**

**Grant # UCF-14-** \_\_\_\_\_ **Contract #** \_\_\_\_\_

**Organization** \_\_\_\_\_

**Person Reporting: Name** \_\_\_\_\_ **Title** \_\_\_\_\_

**Phone #** \_\_\_\_\_ **email** \_\_\_\_\_

**Part I: ACCOMPLISHMENTS** (*fill in the blanks for only the items applicable to your project*)

**Tree Planting and Maintenance**

Number of landscape size trees planted \_\_\_\_\_ Number of seedling size trees planted \_\_\_\_\_

Number of trees maintained (watering, mulching, pruning, fertilizing, pest control, hazard tree management, planned removals, etc.) \_\_\_\_\_

**Education and Outreach**

Type of education or training programs conducted \_\_\_\_\_

Number of education or training programs conducted (classroom and/or field instruction) \_\_\_\_\_

Total number of participants \_\_\_\_\_

Total hours of instruction (all presentations added together) \_\_\_\_\_

**Volunteer Participation**

Total number of volunteers involved in all aspects of the project \_\_\_\_\_

Estimated total volunteer hours \_\_\_\_\_

**Community Forestry Program Development**

Type of tree inventory or natural resource assessment conducted (street tree, hazard tree, canopy analysis etc.).  
\_\_\_\_\_

Number of trees inventoried \_\_\_\_\_ or Street miles inventoried \_\_\_\_\_ or

Number of acres inventoried or analyzed \_\_\_\_\_

Was a written management plan prepared? \_\_\_\_\_ Type of Plan: \_\_\_\_\_

Was a new *Tree Board, Shade Tree Committee*, etc. formed, or an inactive board reactivated? \_\_\_\_\_

Was a new *Tree Ordinance* developed? \_\_\_\_\_

Type of Ordinance created: Tree Care  Tree Conservation  Landscape  Other public policy

Was an existing tree ordinance, policy, regulation, etc. revised or strengthened? \_\_\_\_\_

Cities, Towns & Villages: Do you plan to apply for Tree City USA recognition this year? \_\_\_\_\_

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**Part II: ACCOMPLISHMENT NARRATIVE**

Please attach a separate sheet(s) of paper and provide a summary of this project **in your own words**. The following questions are provided as a guide to your accomplishment narrative. Please highlight any successes and/or issues encountered during the project:

1. Look back at the application you submitted and read over the original goals and objectives.
  - Did you accomplish what you agreed to do?
  - Were the project goals and objectives satisfied?
  - If not, please explain why.
  - Describe the goals and objectives that were accomplished and how you achieved success.
  
2. Pertaining to the goals of the Urban and Community Forestry Program, explain the impacts this project has had on the following, as applicable:
  - Has this project helped establish or strengthen a community forestry program in your city or town?  
*How?*
  - Has this project been successful in promoting volunteerism, cooperation and partnerships? *How?*
  - Has this project helped improve an understanding of the benefits of trees and the community forest?  
*How?*
  - Has this project helped expand or improve the canopy cover in your community? *How?* For example: through planned tree planting, maintenance of existing trees, protecting or preserving trees through direct action or ordinances, management of insects, diseases or other sources of tree decline, etc.
  - Has this project helped enhance the technical skills of individuals involved in the planning, development and maintenance of community forests? *How?*
  - Has this project had a positive impact on city government leaders, elected officials, business owners, homeowners or others? *How?*
  
3. Show us what was accomplished. This can include photos, newspaper articles, etc. Digital photos may be emailed to Nancy.Stairs@ncagr.gov.

**Part III: REQUIRED ADDITIONAL DOCUMENTATION**

If applicable to your project, the following documentation is required before final payment can be authorized.

1. **Three** (3) clean, final copies of all **materials** that were printed, published, or otherwise developed under this grant. This includes management plans, planting design plans, streetscape plans, reports, inventory summaries, brochures, publications, newsletters, videos, training manuals, etc. For extensive, bulky or costly documents and products, only one copy is required. Do not send three copies of the Final Accomplishment Report, Reimbursement Request, or Expense and Match documentation. Please call the contract administrator if you have questions regarding materials to be sent.
  
2. For site specific projects such as tree plantings, tree maintenance, trail development, outdoor classrooms, demonstration projects, etc., include a few photos documenting on-the-ground accomplishments. Please call the contract administrator if you have questions regarding this.

It is appropriate to use grant funds to offset any costs involved in satisfying the final reporting requirements.