**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 Type  Estimated Total Planting Cost  v  2 Pre-Implementation Photos  Planting 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) |