



LAKE COUNTY FOREST PRESERVES

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Preservation, Restoration, Education and Recreation

**DATE:** March 2, 2015

**MEMO TO:** Bonnie Thomson Carter, Chair  
Planning and Restoration Committee

S. Michael Rummel, Chair  
Finance and Administrative Committee

**FROM:** James L. Anderson, Director  
Natural Resources Department

**SUBJECT:** Intergovernmental Agreements for Fort Sheridan Restoration Grant Funding

**RECOMMENDATION:** Recommend approval of a Resolution approving intergovernmental agreements with the City of Lake Forest and Openlands for Fort Sheridan restoration grant funding.

**BACKGROUND:** In 2014, the District applied for and was awarded grant monies from the U.S. Forest Service's State and Private Forestry Program for the purpose of performing landscape scale restoration work at the Fort Sheridan Forest Preserve. The District will take on the lead role in administering the grant and is partnering with the City of Lake Forest and Openlands to expand the scope of restoration efforts to properties owned by the City of Lake Forest and Openlands that are located adjacent to the Fort Sheridan Forest Preserve. The focus of the grant will be native tree and shrub planting. Intergovernmental agreements with the City of Lake Forest and with Openlands are necessary to use the grant funds to reimburse the City of Lake Forest and Openlands for restoration work completed on their properties.

**REASON FOR RECOMMENDATION:** Committee recommendation and Board approval are required in accordance with District policy.

**REVIEW BY OTHERS:** Chief Operations Officer, Director of Finance, Legal Counsel

**FINANCIAL DATA:** The State and Private Forestry program grant awarded to the District will provide the District and partners with 46% of total project costs, which are estimated at \$276,280.00. Both City of Lake Forest and Openlands will be reimbursed \$6,000.00 each in grant funding through the District for completing their portion of grant activities. Actual costs will be charged to the Preserve Tree Planting Fund (29614100-803200-60010).

**PRESENTER:** James L. Anderson

STATE OF ILLINOIS )  
 ) SS  
COUNTY OF LAKE )

**BOARD OF COMMISSIONERS  
LAKE COUNTY FOREST PRESERVE DISTRICT  
REGULAR MARCH MEETING  
MARCH 10, 2015**

**MADAM PRESIDENT AND MEMBERS OF THE BOARD OF COMMISSIONERS:**

Your **PLANNING AND RESTORATION COMMITTEE** and **FINANCE AND ADMINISTRATIVE COMMITTEE** present herewith "A Resolution Approving Intergovernmental Agreements with the City of Lake Forest and Openlands for Fort Sheridan Restoration Grant Funding," and request its adoption.

<b>PLANNING AND RESTORATION COMMITTEE:</b>	<b>YEA</b>	<b>NAY</b>	<b>FINANCE AND ADMINISTRATIVE COMMITTEE:</b>	<b>YEA</b>	<b>NAY</b>
<hr/> Bonnie Thomson Carter, Chair	<input type="checkbox"/>	<input type="checkbox"/>	<hr/> S. Michael Rummel, Chair	<input type="checkbox"/>	<input type="checkbox"/>
<hr/> Nick Sauer, Vice Chair	<input type="checkbox"/>	<input type="checkbox"/>	<hr/> Linda Pedersen, Vice Chair	<input type="checkbox"/>	<input type="checkbox"/>
<hr/> Carol Calabresa	<input type="checkbox"/>	<input type="checkbox"/>	<hr/> Steve Carlson	<input type="checkbox"/>	<input type="checkbox"/>
<hr/> Bill Durkin	<input type="checkbox"/>	<input type="checkbox"/>	<hr/> Bill Durkin	<input type="checkbox"/>	<input type="checkbox"/>
<hr/> Sandra Hart	<input type="checkbox"/>	<input type="checkbox"/>	<hr/> Sandra Hart	<input type="checkbox"/>	<input type="checkbox"/>
<hr/> Diane Hewitt	<input type="checkbox"/>	<input type="checkbox"/>	<hr/> Aaron Lawlor	<input type="checkbox"/>	<input type="checkbox"/>
<hr/> Sid Mathias	<input type="checkbox"/>	<input type="checkbox"/>	<hr/> Audrey Nixon	<input type="checkbox"/>	<input type="checkbox"/>
<hr/> Craig Taylor	<input type="checkbox"/>	<input type="checkbox"/>			
<hr/> Tom Weber	<input type="checkbox"/>	<input type="checkbox"/>			

**LAKE COUNTY FOREST PRESERVE DISTRICT  
LAKE COUNTY, ILLINOIS**

**A RESOLUTION APPROVING INTERGOVERNMENTAL AGREEMENTS WITH THE  
CITY OF LAKE FOREST AND OPENLANDS FOR FORT SHERIDAN RESTORATION GRANT FUNDING**

**WHEREAS**, the Lake County Forest Preserve District (the “District”) owns property known as Fort Sheridan Forest Preserve; and

**WHEREAS**, the City of Lake Forest and Openlands (the “Partners”) own property adjacent to the Fort Sheridan Forest Preserve; and

**WHEREAS**, the District and the Partners desire to perform landscape scale restoration work (the “Work”), with a focus on native tree and shrub planting, on their respective properties; and

**WHEREAS**, in 2014 the U.S. Forest Service State and Private Forestry Program awarded grant funds (the “Grant”) to the District for the performance of the Work; and

**WHEREAS**, pursuant to Section 10 of Article VII of the Illinois Constitution of 1970, units of local government, such as the District and the Partners, may contract or otherwise associate among themselves in any manner not prohibited by law or ordinance; and

**WHEREAS**, pursuant to the Intergovernmental Cooperation Act, 5 ILCS 220/1 et seq., any power, privilege, function, or authority exercised by a public agency, including the District and the Partners, may be exercised, combined, transferred, and enjoyed jointly with any other public agency to the extent not prohibited by law; and

**WHEREAS**, it is in the best interest of the District to enter into intergovernmental agreements (the “Agreements”) with the Partners for the use of Grant funds to reimburse the Partners for portions of the Work;

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Commissioners of the Lake County Forest Preserve District, Lake County, Illinois THAT:

Section 1. Recitals. The recitals set forth above are incorporated as a part of this Resolution by this reference.

Section 2. Approval of the Agreements. The Agreements, in substantially the form attached hereto, are hereby approved. The Executive Director and Secretary of the District are hereby authorized to execute and attest to, respectively, the Agreements, in substantially the form attached hereto, on behalf of the District.

Section 3. Effective Date. This Resolution shall be in full force and effect from and after its passage and approval in the manner provided by law.

PASSED this \_\_\_\_\_ day of \_\_\_\_\_, 2015

AYES:

NAYS:

APPROVED this \_\_\_\_\_ day of \_\_\_\_\_, 2015

ATTEST:

\_\_\_\_\_  
Ann B. Maine, President  
Lake County Forest Preserve District

\_\_\_\_\_  
Julie A. Gragnani, Secretary  
Lake County Forest Preserve District

Exhibit \_\_\_\_\_

**AGREEMENT**  
**between the**  
**LAKE COUNTY FOREST PRESERVE DISTRICT**  
**and the**  
**CITY OF LAKE FOREST**  
**related to the**  
**US FOREST SERVICE, STATE AND PRIVATE FORESTRY GRANT**

THIS AGREEMENT is by and between the LAKE COUNTY FOREST PRESERVE DISTRICT, 1899 West Winchester Road, Libertyville, Illinois 60048 (the "DISTRICT") and the CITY OF LAKE FOREST, 800 NORTH FIELD DRIVE, LAKE FOREST, ILLINOIS 60045 ("PARTNER") and is entered into as of the date upon it has been executed by both DISTRICT and PARTNER, as indicated by their signatures below (the "EXECUTION DATE").

**PURPOSE**

This Agreement between the DISTRICT and PARTNER describes the parties' cooperation in the US Forest Service, Northeast Area State and Private Forestry (NASPF) grant project, which is described in the project narrative for the full grant proposal titled "Reconnecting Urban Forests: Oak Woodland Restoration Near Lake Michigan" attached to this Agreement as Attachment A (the "PROJECT"). The PROJECT will include planting of native trees and shrubs within the project area, including on PARTNER lands. Under the terms of the NASPF grant agreement with the DISTRICT ("GRANT AGREEMENT"), the value of a portion of (i) the PROJECT coordination, oversight, and other in-kind services on or related to PARTNER lands performed by the PARTNER and (ii) certain other contributions made by the PARTNER related to the PROJECT (collectively, "IN-KIND CONTRIBUTIONS") can be used as a match towards the local contribution that is required by the GRANT AGREEMENT. The PROJECT is mutually beneficial for both the DISTRICT and PARTNER.

**TERMS AND CONDITIONS**

1. The duration of the PROJECT is 10/1/2014 to 12/31/2016.
2. The DISTRICT will administer the GRANT AGREEMENT.
3. PARTNER shall provide IN-KIND CONTRIBUTIONS, to be used as part of the local contribution that is required by the GRANT AGREEMENT ("PARTNER'S CONTRIBUTION"), with a total value of not less than \$6,000.00.
4. To fulfill its obligation to provide the PARTNER'S CONTRIBUTION, PARTNER shall, during the PROJECT DURATION, (i) perform any necessary site work to prepare planting areas for tree/shrub installation (includes clearing if necessary), (ii) install 75 trees as specified in the plan (see Attachment A), and (iii) maintain trees as necessary to ensure survival, includes but not limited to: mulching, watering, and wildlife protection.
5. PARTNER will deliver to the DISTRICT a written Request for Reimbursement of costs upon completion of approved PARTNER work. Requests for Reimbursement can be submitted to the DISTRICT as frequently as quarterly, but no less than once per year, unless otherwise approved by the DISTRICT. Copies of all source documents which provide evidence of expenditures paid for, including such items as canceled checks,



purchase orders, invoices, or other evidence of paid bills shall be submitted with this request. The DISTRICT shall not pay any amount for expenses or labor not specified for the PARTNER work. PARTNER's indirect costs shall not be reimbursable under this agreement. Reimbursement to PARTNER shall be processed within 60 days of receipt of the reimbursement request. Reimbursement shall be made to the PARTNER via check. PARTNER shall be reimbursed a total of \$5,000.00 in financial assistance upon successful completion of PARTNER work.

6. Notwithstanding any other provision of this Contract and without prejudice to any of DISTRICT's other rights or remedies, DISTRICT shall have the right at any time or times, whether before or after approval of any Pay Request, to deduct and withhold from any Progress or Final Payment that may be or become due under this Agreement such amount as may reasonably appear necessary, up to twenty percent of the Federal Assistance, until PARTNER shall have satisfactorily completed the work of this project and supplied all necessary reports (Performance and Financial Reports – see paragraphs 7 – 9 below) to DISTRICT.
7. PARTNER shall submit an Interim Performance Report to the DISTRICT by December 15th of each year (2015, 2016) in the form provided in Attachment C. In the first Interim Performance Report, PARTNER shall summarize the PARTNER WORK accomplished from the EXECUTION DATE to the first Interim Performance reporting date. In the second Interim Performance Reports, PARTNER shall summarize the PARTNER WORK accomplished since the first Interim Performance Report was submitted. In the Interim Performance Report, PARTNER shall (i) include a narrative and photos describing the accomplishments and anticipated future PARTNER WORK, (ii) use English units of measure, and (iii) use terms understandable to the lay population.
8. PARTNER shall submit an Annual Financial Report (in the form provided in Attachment C) to the DISTRICT by October 1st of each year (2015 and 2016) which shall cover expenditures from the previous federal fiscal year (October 1 – September 30). In the Annual Financial Report, PARTNER shall include information on all IN-KIND CONTRIBUTIONS that the PARTNER has made prior to the reporting date.
9. PARTNER shall submit a Final Performance and Financial Report (in the form provided in Attachment C) to the DISTRICT no later than December 31, 2016. In the Final Report, PARTNER shall (i) describe all PARTNER WORK, including all accomplishments, outcomes, and expenditures for the PARTNER WORK and including a narrative, and before and after photos, (ii) fully document PARTNER's completion of the PARTNER WORK and proof of PARTNER'S expenditures, (iii) use English units of measure, and (iv) use terms understandable to the lay population.
10. This AGREEMENT may be amended only with the written approval of both parties.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed, as evidenced by the signatures of their duly authorized representative as affixed below.

**LAKE COUNTY FOREST PRESERVE  
DISTRICT:**

**CITY OF LAKE FOREST**

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Alex Ty Kovach, Executive Director

Robert r. Kiely, Jr., City Manager

Date: \_\_\_\_\_

Date: \_\_\_\_\_

## Attachment A

### Full Proposal Project Narrative

**State and Private Forestry  
FY 2014 Northeastern Area Competitive  
Resource Allocation  
Project Proposal**

<b>Administration Information:</b>			
<b>Proposal Number:</b>			
State:	IL	RFP Category:	1
Funds Requested:		\$ 126,140.00	
Match:		\$ 150,140.00	

Applicant Information				
<b>1</b>	<b>Project Applicant:</b>	Lake County Forest Preserves		
	<b>Contact Person:</b>	Matt Ueltzen		
	<b>Address:</b>	1899 West Winchester Road		
	<b>City:</b>	Libertyville	<b>State:</b>	IL
			<b>Zipcode:</b>	60048-5367
	<b>Phone:</b>	(847) 968-3290	<b>Email:</b>	mueltzen@lcpd.org
	<b>Spatial Data Coordinator:</b>	(SMART data entry)		

Project Information				
<b>2</b>	<b>Descriptive Title of Project:</b>	Reconnecting Urban Forests: Oak Woodland Restoration Near Lake Michigan		
	<b>Project Technical Contact:</b>	Matt Ueltzen		
	<b>Project Duration:</b>	<input type="radio"/> One Year	<input type="radio"/> Two Years	<input checked="" type="radio"/> Three Years
	<b>RFP Category (select one):</b>	<input checked="" type="radio"/> 'Redesign'		<input type="radio"/> Hazard Mitigation
	<b>Land Ownership Type:</b>	<input type="checkbox"/> Private	<input type="checkbox"/> Federal	<input type="checkbox"/> State
		<input checked="" type="checkbox"/> Other:	County	
	<b>Letters of Support*:</b>	<b>State Forester(s):</b>		<b>Other:</b>
	<b>List Partner Organizations:</b>	<b>State</b>	<b>Partner</b>	
	<b>Partner 2:</b>	IL	The City of Lake Forest	
	<b>Partner 3:</b>	IL	Lake Forest Open Lands Association	
<b>Partner 4:</b>	IL	Openlands		
<b>Partner 5:</b>				
<b>Partner 6:</b>				
<b>Partner 7:</b>				
<b>Partner 8:</b>				
<b>Partner 9:</b>				

\* Note, Concurrence of the state forester is required for any state within which funds are to be received or work is to be performed.

**Project Overview (Redesign and Forest Fire Hazard Mitigation Proposals)**

2000 Characters Including Spaces – Provide a comprehensive but succinct overview of the proposed project that includes basic details of who is doing what, where, and why (in context of elsewhere documented need). Address the project's suitability as the most appropriate scale of response (local, statewide, multi-state or national) to the issue being addressed.

3 Lake County Forest Preserve District (District) and partners will address the Illinois Forest Action Plan issues of forest fragmentation and decline of oak dominance by planting a diverse assemblage of 2880+ native trees (primarily oaks; 88% of larger trees) and shrubs as part of an 140-acre oak woodland restoration project. The project area lies within a priority urban forest landscape located within and adjacent to Fort Sheridan Forest Preserve. This project will help connect over 410 acres of protected, forested Lake Michigan ravine and bluffs communities, noted for their floristic diversity and state-protected plant species, and increase available nesting habitat for forest birds and stop-over habitat for all migratory birds. Planting young cohorts of oaks now will help mediate a lack of oak regeneration and increase oak-dominance, as well as future tree recruitment. The project areas are part of a highly visited, historic preserve with existing public access, providing significant opportunities to engage the public about the importance of trees and urban forest conservation.

Working with the proposed partners will reduce edge effects and allow for larger, landscape scale, management of this woodland across political/management boundaries. While local in scope, this project has great regional importance for oak ecosystem recovery and conservation of rare plants and wildlife.

**Budget Table Explanation**

500 Characters Including Spaces – Provide any additional remarks needed to clarify your budget request. For example, provide an explanation if you have a partner contributing funds to cover construction or other federally unallowable portions of your project.

4 This project has multiple partners working in additional project areas adjacent to the applicant's site. Partner matching funds have been entered in the "Other Contributor's" column. Additional budget information is included in the supplemental materials. Personnel costs have been kept to a minimum and reflect only time needed to perform public bidding, purchasing, and project oversight. \$15K has been added to Applicant "contractual" column (match) for ongoing site invasive species management.

**FY 2014 NORTHEASTERN AREA STATE AND PRIVATE FORESTRY RFP**  
**LAKE COUNTY FOREST PRESERVES PROPOSAL**  
**PROJECT TITLE: "RECONNECTING URBAN FORESTS: OAK WOODLAND RESTORATION NEAR LAKE MICHIGAN"**  
**PROJECT BUDGET**

	Project Lead:	Project Partner:	Project Partner:	TOTAL:
	Lake County	City of Lake Forest/ Lake Forest Openlands	Openlands	ALL PARTNERS
Mulch	\$16,800.00			\$16,800.00
Tree Protection	\$2,200.00		\$500.00	\$2,700.00
Installation	\$102,720.00	\$4,000.00	\$2,500.00	\$109,220.00
Trees and Shrubs	\$76,760.00	\$4,000.00	\$5,000.00	\$85,760.00
Mow Fields Prior to Planting and After Year 1	\$2,800.00			\$2,800.00
Watering Contract (Year 2)	\$31,000.00	\$2,000.00	\$2,000.00	\$35,000.00
Partner Total	\$232,280.00	\$10,000.00	\$10,000.00	\$252,280.00

Additional Actions (Counted as Match)

Project Oversight (Field and Office e.g. bidding, purchasing, planning, monitoring and reporting)	\$7,000.00	\$1,000.00	\$1,000.00	\$9,000.00
Invasive Species Control (Contractual)	\$15,000.00			\$15,000.00
<b>PROJECT TOTALS</b>	<b>\$254,280.00</b>	<b>\$11,000.00</b>	<b>\$11,000.00</b>	<b>\$276,280.00</b>

Total Supplies (Trees, Shrubs, Mulch, Tree Protection):	\$95,760.00	\$4,000.00	\$5,500.00	\$105,260.00
Total Contractual (Installation, Mowing, and Watering): *	\$136,520.00	\$6,000.00	\$4,500.00	\$147,020.00

	Proposed Grant Funding	MATCH		TOTAL
		LCFPD	CLF/LFOLA	
Personnel/Labor	\$0.00	\$7,000.00	Openlands	\$9,000.00
Supplies	\$52,630.00	\$47,880.00	\$1,000.00	\$105,260.00
Contractual	\$73,510.00	\$83,260.00 **	\$2,750.00	\$162,020.00
Total	\$126,140.00	\$138,140.00	\$6,000.00	\$276,280.00

\* Invasive Species Control not included in this figure as it is considered for Match

\*\* Match amount includes Invasive Species Control Contractual

Overall Project Budget						
	Grant Federal Funds Requested	Leverage <sup>1</sup>			Source 3 <sup>rd</sup> Party Contributor/s (name)	TOTAL Total Project Cost
		Applicant	Non-Federal Match Other Contributor/s	Non-Match Applicant, Non-Federal, and/or Federal		
Personnel / Labor:		\$ 7,000.00	\$ 2,000.00			\$ 9,000.00
Fringe Benefits:						\$ 0.00
Travel:						\$ 0.00
Equipment:						\$ 0.00
Supplies:	\$ 52,630.00	\$ 47,880.00	\$ 4,750.00			\$ 105,260.00
Contractual:	\$ 73,510.00	\$ 83,260.00	\$ 5,250.00			\$ 162,020.00
Construction:						\$ 0.00
Other:						\$ 0.00
Indirect Costs <sup>2</sup> :						\$ 0.00
<b>TOTAL:</b>	<b>\$ 126,140.00</b>	<b>\$ 138,140.00</b>	<b>\$ 12,000.00</b>	<b>\$ 0.00</b>		<b>\$ 276,280.00</b>

If any part of your match requirement is being covered through a consolidated payment grant (CPG) please enter dollar value here: \$

<sup>1</sup> Funds qualifying as "match" must meet the same program requirements as grant funds (e.g., program authorities, non-federal sources). Other "non-match" leveraged funds do not need to meet the same standards (e.g., may include funds for construction, funds from other federal partners). Partnership with other USFS programs outside of State & Private Forestry, as well as other federal and state programs is encouraged. See FAQ online for more information: <http://na.fs.fed.us/rfp/>

<sup>2</sup> Indirect costs must be tied to an established rate. Waived indirect costs are an acceptable source of match.



**State and Private Forestry  
FY 2014 Northeastern Area Competitive Resource Allocation  
Project Proposal Supplement 2 – List of Additional Partners**

<b>Project Title:</b>		Reconnecting Urban Forests: Oak Woodland Restoration Near Lake Michigan Applicant: Lake County Forest Preserves		
<b>Partner Number:</b>	<b>State</b>	<b>Partner Organization</b>	<b>\$</b>	
Partner <input type="text" value="1"/>	IL	City of Lake Forest	<input checked="" type="checkbox"/>	
Partner <input type="text" value="2"/>	IL	Lake Forest Open Lands Association (Assists with site management to City of Lake Forest)	<input type="checkbox"/>	
Partner <input type="text" value="3"/>	IL	Openlands	<input checked="" type="checkbox"/>	
Partner <input type="text" value="4"/>	IL	Chicago Wilderness (Project Support)	<input type="checkbox"/>	
Partner <input type="text" value="5"/>	IL	The Morton Arboretum (Project Support)	<input type="checkbox"/>	
Partner <input type="text"/>			<input type="checkbox"/>	
Partner <input type="text"/>			<input type="checkbox"/>	
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**State and Private Forestry  
 FY 2014 Northeastern Area Competitive Resource Allocation  
 Project Proposal Supplement 1 – Partner Budget Table**

Project Title:	Reconnecting Urban Forests: Oak Woodland Restoration Near Lake Michigan		Applicant: Lake County Forest Preserves		State: IL
	Partner:	City of Lake Forest (Lake Forest Open Lands Association will assist in future management and is listed as a partner, but will not contribute financially)			
		Leverage <sup>1</sup>			
Grant	Non-Federal Match		Non-Match Applicant, Non-Federal, and/or Federal	Source 3 <sup>rd</sup> Party Contributor/s	TOTAL Total Partner Cost
	Funds Requested	Applicant			
Personnel / Labor:		\$ 7,000.00	\$ 2,000.00		\$ 1,000.00
Fringe Benefits:					\$ 0.00
Travel:					\$ 0.00
Equipment:					\$ 0.00
Supplies:		\$ 47,880.00	\$ 4,750.00		\$ 2,000.00
Contractual:		\$ 83,260.00	\$ 5,250.00		\$ 3,000.00
Construction:					\$ 0.00
Other:					\$ 0.00
Indirect Costs <sup>2</sup> :					\$ 0.00
<b>TOTAL:</b>		<b>\$ 138,140.00</b>	<b>\$ 12,000.00</b>	<b>\$ 0.00</b>	<b>\$ 6,000.00</b>

<sup>1</sup> Funds qualifying as "match" must meet the same program requirements as grant funds (e.g., program authorities, non-federal sources). Other "non-match" leveraged funds do not need to meet the same standards (e.g., may include funds for construction, funds from other federal partners). Partnership with other USFS programs outside of State & Private Forestry, as well as other federal and state programs is encouraged. See FAQ online for more information: <http://na.fs.fed.us/rfp/>

<sup>2</sup> Indirect costs must be tied to an established rate. Waived indirect costs are an acceptable source of match.



**State and Private Forestry  
 FY 2014 Northeastern Area Competitive Resource Allocation  
 Project Proposal Supplement 1 – Partner Budget Table**

Project Title:	Reconnecting Urban Forests: Oak Woodland Restoration Near Lake Michigan		Applicant: Lake County Forest Preserves		State:	IL
	Partner:	City of Lake Forest (Lake Forest Open Lands Association will assist in future management and is listed as a partner, but will not contribute financially)				
		Leverage <sup>1</sup>				
Grant	Non-Federal Match		Non-Match Applicant, Non-Federal, and/or Federal	Source 3 <sup>rd</sup> Party Contributor/s	TOTAL	
	Funds Requested	Applicant			Other Contributors	Total Partner Cost
Personnel / Labor:		\$ 7,000.00	\$ 2,000.00			\$ 1,000.00
Fringe Benefits:						\$ 0.00
Travel:						\$ 0.00
Equipment:						\$ 0.00
Supplies:		\$ 47,880.00	\$ 4,750.00			\$ 2,000.00
Contractual:		\$ 83,260.00	\$ 5,250.00			\$ 3,000.00
Construction:						\$ 0.00
Other:						\$ 0.00
Indirect Costs <sup>2</sup> :						\$ 0.00
<b>TOTAL:</b>		<b>\$ 138,140.00</b>	<b>\$ 12,000.00</b>	<b>\$ 0.00</b>		<b>\$ 6,000.00</b>

<sup>1</sup> Funds qualifying as "match" must meet the same program requirements as grant funds (e.g., program authorities, non-federal sources). Other "non-match" leveraged funds do not need to meet the same standards (e.g., may include funds for construction, funds from other federal partners). Partnership with other USFS programs outside of State & Private Forestry, as well as other federal and state programs is encouraged. See FAQ online for more information: <http://na.fs.fed.us/rfp/>

<sup>2</sup> Indirect costs must be tied to an established rate. Waived indirect costs are an acceptable source of match.

## Sections 5 – 8 to be completed for ‘Redesign’ Proposals Only

<b>(Redesign Proposals Only) Desired Future Condition (25 points)</b>	
<b>5</b>	<p style="color: red;">2,500 Characters Including Spaces – Identify how the project addresses a priority in the Forest Action Plan and leads to a desired future condition as described in the Request for Proposals.</p> <p>The goals of this project directly address priority issues of the Illinois Forest Action Plan.</p> <p>1) THREAT: Changing Forest Landscape            GOAL: Reduce fragmentation of coastal ravines to provide increased habitat for wildlife, corridors for wildlife migration and dispersal, and increased suitable habitat for rare species.            Proposed Actions: Strategic planting and maintenance of saplings and young trees will provide for future canopy structure on the plateau between two high quality ravines, helping reconnect over 350 acres of forested land and restoring regionally rare oak woodland. Planting of native shrubs will increase structural diversity and provide critical habitat for wildlife.</p> <p>2) THREAT: Decline of Oak Dominance            GOAL: Increase the abundance and distribution of oaks where regeneration is lacking.            Proposed Actions: Planting a diverse assemblage of trees dominated by oaks. Our planting plan specifies oaks make up 87% of all canopy trees planted. High quality multi-aged oak stock from local nurseries will be planted with proven methods, maintained with watering and deer protection. Increasing the number of healthy oaks in locations where they are currently not growing will increase the population size of future acorn-producing trees, leading to greater local dispersal and recruitment.</p> <p>3) THREAT: Forest Health Decline            GOAL: Reduce the abundance of invasive plants and mitigate the habitat loss anticipated from Emerald Ash Borer (EAB)            Proposed Actions: Invasive plant management has been ongoing since 2005 when aggressive action was taken to remove invasive shrubs from the ravines. However, invasive shrubs still grow on the plateau between the ravines. This project will allow for the cutting and herbiciding of invasive shrubs in the 80 acre project area, completing the initial removal efforts within the preserve.            Ash are present within limited portions of the project area and are impacted by EAB. Tree planting will help mitigate the impact resulting from the loss of canopy ash.</p> <p>An addendum to the Illinois Forest Action Plan was recently published addressing Urban and Community Forestry. As proposed, this project would address several priorities and action items found within the addendum: Improve and Expand Forest Composition and Health; Achieve Widespread Illinois Urban Forestry Sustainability and Management; Education and Training for Professionals and Non-professionals; Urban Forest Plants, Insect and Disease Invasive Species Awareness and Management.</p>





**(Redesign Proposals Only)**  
**Collaboration and Integrated Delivery that Influence Positive Change (20 Points)**

2,500 Characters Including Spaces –Describe how reaching the goals and achievements of the project will affect positive changes on the ground as described in the Request for Proposals

The project area was chosen based on its regional significance and public accessibility. For example, Chicago Wilderness, a regional alliance of more than 260 organizations recommended this preserve as a Resource Protection Area. Ecological outcomes of this project include: restoration of 140 acres of woodland, reconnection of 410 acres of forested communities, increased habitat for six state-protected plant species found near the project area, increased opportunities for migratory bird stop-over, and increased habitat for the 66 bird species known from the site. Reducing the abundance of invasive plants across 140 acres will improve the floristic quality and health of the forested communities throughout the preserve. Further, increased connectivity of different habitat types (forested ravine, lake bluff, beach, and woodland plateau) will create a mosaic of habitat and corridors for plant and animal movement. This project also addresses Actions 1, 2, 6, & 7 of the Forests Campaign and Actions 1, 2, 5, & 6 of the Green Cities Campaign of the Illinois Wildlife Action Plan.

7 Because this project area is located within an urbanized area of high population density (Lake County is the 3rd most populous county in IL with more than 706,000 residents), there are great opportunities to educate residents and visitors about the importance of trees and forest community restoration. The local community will benefit from access to the active woodland restoration area, having increased opportunities for wildlife viewing. The existing trail system, which winds through the project area, will bring the woodland to the public. As a way to further reach out to the public, two Arbor Day events in 2015 and 2016 will be conducted, providing educational materials on trees, demonstrating proper planting techniques, offering tree selection advice and information on forest health issues, such as invasive species and EAB to an estimated 60 Lake County residents each year.

The Lake County Forest Preserve has more than 25 years of experience restoring native lands. That knowledge and experience, combined with the efforts of The City of Lake Forest, Lake Forest Openlands Association, and Openlands offers great opportunity to preserve and restore these rare wooded habitats along Lake Michigan to increase the functional size of this habitat across property boundaries.

**(Redesign Proposals Only) Leverage (20 Points)**

2,500 Characters Including Spaces – Describe how project will maximize funding by using it to leverage contributions as described in the Request for Proposals.

The Lake County Forest Preserve District has successfully implemented tree and shrub planting projects for over 25 years. Although funds are budgeted annually for these efforts, our current budget is insufficient to address all priority areas, especially large sites, such as this. Funding from this grant will allow the District to address planting in a high priority landscape that is currently not fully funded. Grant funds will be leveraged by a greater than 1:1 match allowing over \$2.00 to be spent for every Federal dollar allocated to this project. No additional funds for administrative or technical expertise are requested. The District will keep project costs to a minimum by providing all grant administration, contract bidding/oversight, as well as community outreach, and can provide all the technical expertise required to successfully plan and implement the project. Inhouse labor may be utilized or qualified, skilled, contractual labor will be solicited through a competitive bid process to complete the planting, watering, mulching and invasive plant control actions. Competitive bids will ensure the lowest qualified bidders for all labor and materials resulting in an estimated cost of less than \$88 per tree/shrub (when all of the proposed actions are considered). This amount accounts for the purchase of the tree/shrub, labor to plant the material, mulch and labor to apply the mulch, tree protection materials (and installation) for the larger trees to guard against deer damage, one year of watering treatments post-planting, and mowing of the project site for two consecutive years to reduce competition. To ensure a vigorous fibrous root system that will decrease planting shock and maintenance, thereby increasing survivorship and growth, all material to be planted shall be grown in RootMaker® System containers. This method may increase the cost of plant material slightly, but has shown a greater success rate with greater root development, water absorption, and vigor. More than 96% of the funds outlined in the proposed grant project budget will be utilized for on-the-ground actions.





8





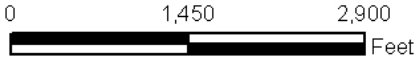
**Legend**

**Proposed Project Locations**

-  Project Lead: Lake County Forest Preserve
-  Project Partner: City of Lake Forest/Lake Forest Openlands
-  Project Partner: Openlands
-  Lake County Forest Preserve Boundary



**FY2014 Northeast Area State And Private Forestry Competitive Allocation RFP**  
**Project Title: Reconnecting Urban Forests: Oak Woodland Restoration**  
**Near Lake Michigan**  
**Applicant: Lake County Forest Preserves**



FY 2014 NORTHEASTERN AREA STATE AND PRIVATE FORESTRY RIF  
 LAKE COUNTY FOREST PRESERVES PROPOSAL  
 PROJECT TITLE: RECONNECTING URBAN FORESTS: OAK WOODLAND RESTORATION NEAR LAKE MICHIGAN  
 PROPOSED SPECIES ORDER LIST BY MATERIAL SIZE

Species	Trees	5-Gallon	1-inch	1.25-inch	1.75-inch	
	#	Cost	Ext.	#	Cost	Ext.
Betula papyrifera (Paper Birch)	9	\$17.00	\$153.00			
Carya cordiformis (Yellowbud Hickory)	12	\$15.00	\$180.00			
Carya ovata (Shagbark Hickory)	84	\$15.00	\$1,260.00			
Celtis occidentalis (Hackberry)	6	\$15.00	\$90.00	4	\$60.00	\$240.00
Juglans cinerea (Butternut)	10	\$17.00	\$170.00	8	\$75.00	\$600.00
Pinus strobus (White Pine)	5	\$18.00	\$90.00	5	\$60.00	\$300.00
Populus grandidentata (Large-toothed Aspen)	6	\$14.00	\$84.00			
Populus tremuloides (Quaking Aspen)	2	\$14.00	\$28.00			
Prunus serotina (Black Cherry)	6	\$12.00	\$72.00			
Quercus alba (White Oak)	64	\$12.00	\$768.00	368	\$50.00	\$16,900.00
Quercus bicolor (Swamp White Oak)	8	\$12.00	\$96.00			
Quercus coccinea/ellipsoidalis (Scarlet/Hill's Oak)	56	\$15.00	\$840.00	40	\$50.00	\$2,000.00
Quercus imbricaria (Single Oak)	20	\$15.00	\$300.00	5	\$50.00	\$250.00
Quercus macrocarpa (Bur. Oak)	116	\$12.00	\$1,392.00	56	\$50.00	\$2,800.00
Quercus rubra (Red Oak)	162	\$15.00	\$2,430.00	96	\$55.00	\$5,280.00
Quercus velutina (Black Oak)	91	\$11.00	\$999.00	58	\$50.00	\$2,900.00
<b>Tree Total</b>	<b>1721</b>		<b>\$34,877.00</b>	<b>609</b>		<b>\$31,215.00</b>

Tree Total 1721 \$34,877.00 609 \$31,215.00 221 \$16,695.00 139 \$14,160.00

Species	Shrubs	5-Gallon	1-inch	1.25-inch	1.75-inch	
	#	Cost	Ext.	#	Cost	Ext.
Amenlocher laevis (Allegheny Shadbowl)	21	\$12.00	\$252.00			
Aronia melanocarpa (Chokeberry)	14	\$15.00	\$210.00			
Carpinus caroliniana (Muscleweed)	32	\$11.00	\$352.00			
Celastrus scandens (Bittersweet)	90	\$10.00	\$900.00	7	\$55.00	\$385.00
Cercis canadensis (Redbud)	7	\$11.00	\$77.00			
Cornus obliqua (Silky Dogwood)	12	\$11.00	\$132.00			
Cornus stolonifera (Red Osier Dogwood)	15	\$10.00	\$150.00			
Corylus americana (Hazelnut)	221	\$10.00	\$2,210.00			
Crataegus coccinea (Scarlet Hawthorn)	14	\$13.00	\$182.00			
Crataegus crus-galli (Cock-spur Hawthorn)	32	\$12.00	\$384.00			
Crataegus mollis (Downy Hawthorn)	81	\$13.00	\$1,053.00			
Crataegus punctata (Dotted Hawthorn)	12	\$13.00	\$156.00			
Diervillea lonicera (Dwarf Honeysuckle)	25	\$13.00	\$325.00			
Gaylussacia baccata (Huckleberry)	9	\$16.00	\$144.00			
Hamamelis virginiana (Witch Hazel)	62	\$11.00	\$682.00			
Lonicera periclymenum (Witch Hazel)	5	\$11.00	\$55.00			
Lonicera prolifera (Yellow Honeysuckle)	110	\$11.00	\$1,210.00			
Mallus laevis (Lava Crab)	32	\$14.00	\$448.00			
Cotula virginiana (Ironwood)	46	\$14.00	\$644.00			
Physocarpus opulifolius (Ninespark)	3	\$11.00	\$33.00			
Prunus americana (Wild Plum)	52	\$12.00	\$624.00			
Prunus virginiana (Chokecherry)	191	\$12.00	\$2,292.00			
Ptelea trifoliata (Waver Ash)	5	\$11.00	\$55.00			
Rhus glabra (Smooth Sumac)	3	\$10.00	\$30.00			
Rhus typhina (Staghorn Sumac)	10	\$15.00	\$150.00			
Ribes missouriense (Wild Gooseberry)	189	\$11.00	\$2,079.00			
Rosa blanda (Smooth Rose)	17	\$11.00	\$187.00			
Rosa carolina (Pasture Rose)	32	\$12.00	\$384.00			
Rosa setigera (Illinois Rose)	23	\$12.00	\$276.00			
Sambucus canadensis (Elderberry)	33	\$10.00	\$330.00			
Sassafras albidum (Sassafras)	24	\$11.00	\$264.00	12	\$55.00	\$660.00
Staphylea trifolia (Bladderflour)	11	\$17.00	\$187.00			
Viburnum acerifolium (Maple-leaved Viburnum)	42	\$10.00	\$420.00			
Viburnum lentago (Nannyberry)	84	\$10.00	\$840.00			
Viburnum prunifolium (Black Haw)	71	\$12.00	\$852.00			
Viburnum rafinesquianum (Downy Arrow-wood)	26	\$15.00	\$390.00			
Xanthoxylum americanum (Prickly Ash)	9	\$15.00	\$135.00			
<b>Shrub Total</b>	<b>1665</b>		<b>\$13,197.00</b>	<b>19</b>		<b>\$1,045.00</b>

Project Total Pieces 2886  
 TOTAL COST (plant material only): \$65,759.00  
 Total 5-Gallon Trees and Shrubs 1898  
 Total Larger Trees (all sizes) 988







## **Attachment B**

A. Worker's Compensation and Employer's Liability with limits not less than:

- (1) Worker's Compensation: Statutory
- (2) Employer's Liability:
  - a. \$1,000,000 - injury per occurrence
  - b. \$ 500,000 - disease per employee
  - c. \$ 500,000 - disease policy limit

Such insurance shall evidence that coverage applies in the State of Illinois.

B. Comprehensive Motor Vehicle Liability with limits for vehicles owned, non-owned or rented, not less than:

- (1) Bodily Injury:
  - a. \$ 500,000 - per person
  - b. \$1,000,000 - per occurrence
- (2) Property Damage:
  - a. \$ 500,000 - per occurrence
  - b. \$ 1,000,000 - aggregate

All employees shall be included as insured's.

C. Comprehensive General Liability: If such CGL insurance contains a general aggregate limit, it shall apply separately to this project. With coverage written on an "occurrence" basis with limits no less than:

- (1) General Aggregate: \$2,000,000
- (2) Bodily Injury:
  - a. \$ 2,000,000 - per person
  - b. \$ 2,000,000 - per occurrence
- (3) Property Damage:
  - a. \$ 2,000,000 - per occurrence
  - b. \$ 2,000,000 - aggregate
- (4) Other Coverages:
  - Premises/Operations
  - Products/Completed Operations (to be maintained for two years following Final Payment)
  - Independent Contractors
  - Personal Injury (with Employment Exclusion deleted)
  - Broad Form Property Damage Endorsement
  - Blanket Contractual Liability (must expressly cover the indemnity provisions of the Contract)
  - Bodily Injury and Property Damage "X", "C", and "U" exclusions shall be deleted

Railroad exclusions shall be deleted if Work Site is within 50 feet of any railroad tracks.

All employees shall be included as insured's.

D. Owner's and Contractor's Protective Liability Insurance. Contractor, at its sole cost and expense, shall purchase this insurance in the name of Owner with a combined single limit for bodily injury and property damage of not less than \$1,000,000.

## **Attachment C**

### Report Forms

Includes:

- i. Interim Reporting Form
- ii. Annual Financial Reporting Form
- iii. Final Reporting Forms

## Interim Reporting Form

### SAMPLE FORMAT FOR PROGRESS REPORT

**Date:**

**Report Period:**

**Grant Project Period:**

**Grant Recipient:**

**Grant Number:**

**Recipient Contact Person:**

**Principal Investigator/Project Director:**

**Progress Achieve in Accomplishing Project Goals & Objectives** (*Goals and objectives should correspond to the goals and objectives in the approved grant application.*)

**Goal/Objective 1**

Planned:

Actual:

Unit Costs:

**Goal/Objective 2**

Planned:

Actual:

Unit Costs:

**Difficulties Encountered** (*As applicable, should include information on specific reasons why goals and objectives were not met, and analysis and explanations of cost overruns and high unit costs*)

**Goal/Objective #:**

Problem(s):

Resolution/Corrective Action Plan and Schedule:

**Activity Anticipated Next Reporting Period** (*Should correspond to the "Planned" entries under Progress Achieved in the next report*)

**Goal/Objective #:**

**Goal/Objective #:**



Final Reporting Form  
US Forest Service Northeastern Area, State and Private Forestry Grant  
Reconnecting Urban Forests: Oak Woodland Restoration Near Lake Michigan

**I. Grantee Information**

Grantee Agency Name: \_\_\_\_\_

Grantee Address: \_\_\_\_\_

Grantee Phone/Fax/E-mail: \_\_\_\_\_

**II. Reporting Period**

from \_\_\_\_\_ to \_\_\_\_\_

**III. Project Final Report:**

Reports are to be a comprehensive, quantified description of the work accomplished during the project period, including how problems and challenges encountered were solved. The GRANTEE shall format the report to specifically address actions undertaken to accomplish the outputs and outcomes identified in the SCOPE OF WORK and whether the outputs and outcomes were accomplished. Provide before, during and after photos of project areas, work in progress, and any other actions that demonstrate actions undertaken as a part of this grant. Provide a summary of expenditures, including staff time, which reflects reimbursed expenses and in-kind match.

Narrative:

**AGREEMENT**  
**between the**  
**LAKE COUNTY FOREST PRESERVE DISTRICT**  
**and**  
**OPENLANDS**  
**related to the**  
**US FOREST SERVICE, STATE AND PRIVATE FORESTRY GRANT**

THIS AGREEMENT is by and between the LAKE COUNTY FOREST PRESERVE DISTRICT, 1899 West Winchester Road, Libertyville, Illinois 60048 (the "DISTRICT") and OPENLANDS, 25 EAST WASHINGTON STREET, SUITE 1650 CHICAGO, ILLINOIS 60602 ("PARTNER") and is entered into as of the date upon it has been executed by both DISTRICT and PARTNER, as indicated by their signatures below (the "EXECUTION DATE").

**PURPOSE**

This Agreement between the DISTRICT and PARTNER describes the parties' cooperation in the US Forest Service, Northeast Area State and Private Forestry (NASPF) grant project, which is described in the project narrative for the full grant proposal titled "Reconnecting Urban Forests: Oak Woodland Restoration Near Lake Michigan" attached to this Agreement as Attachment A (the "PROJECT"). The PROJECT will include planting of native trees and shrubs within the project area, including on PARTNER lands. Under the terms of the NASPF grant agreement with the DISTRICT ("GRANT AGREEMENT"), the value of a portion of (i) the PROJECT coordination, oversight, and other in-kind services on or related to PARTNER lands performed by the PARTNER and (ii) certain other contributions made by the PARTNER related to the PROJECT (collectively, "IN-KIND CONTRIBUTIONS") can be used as a match towards the local contribution that is required by the GRANT AGREEMENT. The PROJECT is mutually beneficial for both the DISTRICT and PARTNER.

**TERMS AND CONDITIONS**

1. The duration of the PROJECT is 10/1/2014 to 12/31/2016.
2. The DISTRICT will administer the GRANT AGREEMENT.
3. PARTNER shall provide IN-KIND CONTRIBUTIONS, to be used as part of the local contribution that is required by the GRANT AGREEMENT ("PARTNER'S CONTRIBUTION"), with a total value of not less than \$6,000.00.
4. To fulfill its obligation to provide the PARTNER'S CONTRIBUTION, PARTNER shall, during the PROJECT DURATION, (i) perform any necessary site work to prepare planting areas for tree/shrub installation (includes clearing if necessary), (ii) install 93 trees and 90 shrubs as specified in the plan (see Attachment A), and (iii) maintain trees/shrubs as necessary to ensure survival, may include but is not limited to: mulching, watering, and wildlife protection.
5. PARTNER will deliver to the DISTRICT a written Request for Reimbursement of costs upon completion of approved PARTNER work. Requests for Reimbursement can be submitted to the DISTRICT as frequently as quarterly, but no less than once per year, unless otherwise approved by the DISTRICT. Copies of all source documents which provide evidence of expenditures paid for, including such items as canceled checks,

purchase orders, invoices, or other evidence of paid bills shall be submitted with this request. The DISTRICT shall not pay any amount for expenses or labor not specified for the PARTNER work. PARTNER's indirect costs shall not be reimbursable under this agreement. Reimbursement to PARTNER shall be processed within 60 days of receipt of the reimbursement request. Reimbursement shall be made to the PARTNER via check. PARTNER shall be reimbursed a total of \$5,000.00 in financial assistance upon successful completion of PARTNER work.

6. Notwithstanding any other provision of this Contract and without prejudice to any of DISTRICT's other rights or remedies, DISTRICT shall have the right at any time or times, whether before or after approval of any Pay Request, to deduct and withhold from any Progress or Final Payment that may be or become due under this Agreement such amount as may reasonably appear necessary, up to twenty percent of the Federal Assistance, until PARTNER shall have satisfactorily completed the work of this project and supplied all necessary reports (Performance and Financial Reports – see paragraphs 7 – 9 below) to DISTRICT.
7. PARTNER shall submit an Interim Performance Report to the DISTRICT by December 15th of each year (2015, 2016) in the form provided in Attachment C. In the first Interim Performance Report, PARTNER shall summarize the PARTNER WORK accomplished from the EXECUTION DATE to the first Interim Performance reporting date. In the second Interim Performance Reports, PARTNER shall summarize the PARTNER WORK accomplished since the first Interim Performance Report was submitted. In the Interim Performance Report, PARTNER shall (i) include a narrative and photos describing the accomplishments and anticipated future PARTNER WORK, (ii) use English units of measure, and (iii) use terms understandable to the lay population.
8. PARTNER shall submit an Annual Financial Report (in the form provided in Attachment C) to the DISTRICT by October 1st of each year (2015 and 2016) which shall cover expenditures from the previous federal fiscal year (October 1 – September 30). In the Annual Financial Report, PARTNER shall include information on all IN-KIND CONTRIBUTIONS that the PARTNER has made prior to the reporting date.
9. PARTNER shall submit a Final Performance and Financial Report (in the form provided in Attachment C) to the DISTRICT no later than December 31, 2016. In the Final Report, PARTNER shall (i) describe all PARTNER WORK, including all accomplishments, outcomes, and expenditures for the PARTNER WORK and including a narrative, and before and after photos, (ii) fully document PARTNER's completion of the PARTNER WORK and proof of PARTNER'S expenditures, (iii) use English units of measure, and (iv) use terms understandable to the lay population.
10. This AGREEMENT may be amended only with the written approval of both parties.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed, as evidenced by the signatures of their duly authorized representative as affixed below.

**LAKE COUNTY FOREST PRESERVE  
DISTRICT:**

**OPENLANDS**

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Alex Ty Kovach, Executive Director

Gerald Adelman, President & CEO

Date: \_\_\_\_\_

Date: \_\_\_\_\_



## Attachment A

### Full Proposal Project Narrative

**State and Private Forestry  
FY 2014 Northeastern Area Competitive  
Resource Allocation  
Project Proposal**

<b>Administration Information:</b>			
<b>Proposal Number:</b>			
State:	IL	RFP Category:	1
Funds Requested:		\$ 126,140.00	
Match:		\$ 150,140.00	

Applicant Information				
<b>1</b>	<b>Project Applicant:</b>	Lake County Forest Preserves		
	<b>Contact Person:</b>	Matt Ueltzen		
	<b>Address:</b>	1899 West Winchester Road		
	<b>City:</b>	Libertyville	<b>State:</b>	IL
			<b>Zipcode:</b>	60048-5367
	<b>Phone:</b>	(847) 968-3290	<b>Email:</b>	mueltzen@lcpd.org
	<b>Spatial Data Coordinator:</b>	(SMART data entry)		

Project Information				
<b>2</b>	<b>Descriptive Title of Project:</b>	Reconnecting Urban Forests: Oak Woodland Restoration Near Lake Michigan		
	<b>Project Technical Contact:</b>	Matt Ueltzen		
	<b>Project Duration:</b>	<input type="radio"/> One Year	<input type="radio"/> Two Years	<input checked="" type="radio"/> Three Years
	<b>RFP Category (select one):</b>	<input checked="" type="radio"/> 'Redesign'		<input type="radio"/> Hazard Mitigation
	<b>Land Ownership Type:</b>	<input type="checkbox"/> Private	<input type="checkbox"/> Federal	<input type="checkbox"/> State
		<input checked="" type="checkbox"/> Other:	County	
	<b>Letters of Support*:</b>	<b>State Forester(s):</b>		<b>Other:</b>
	<b>List Partner Organizations:</b>	<b>State</b>	<b>Partner</b>	
	<b>Partner 2:</b>	IL	The City of Lake Forest	
	<b>Partner 3:</b>	IL	Lake Forest Open Lands Association	
<b>Partner 4:</b>	IL	Openlands		
<b>Partner 5:</b>				
<b>Partner 6:</b>				
<b>Partner 7:</b>				
<b>Partner 8:</b>				
<b>Partner 9:</b>				

\* Note, Concurrence of the state forester is required for any state within which funds are to be received or work is to be performed.

### Project Overview (Redesign and Forest Fire Hazard Mitigation Proposals)

2000 Characters Including Spaces – Provide a comprehensive but succinct overview of the proposed project that includes basic details of who is doing what, where, and why (in context of elsewhere documented need). Address the project's suitability as the most appropriate scale of response (local, statewide, multi-state or national) to the issue being addressed.

3 Lake County Forest Preserve District (District) and partners will address the Illinois Forest Action Plan issues of forest fragmentation and decline of oak dominance by planting a diverse assemblage of 2880+ native trees (primarily oaks; 88% of larger trees) and shrubs as part of an 140-acre oak woodland restoration project. The project area lies within a priority urban forest landscape located within and adjacent to Fort Sheridan Forest Preserve. This project will help connect over 410 acres of protected, forested Lake Michigan ravine and bluffs communities, noted for their floristic diversity and state-protected plant species, and increase available nesting habitat for forest birds and stop-over habitat for all migratory birds. Planting young cohorts of oaks now will help mediate a lack of oak regeneration and increase oak-dominance, as well as future tree recruitment. The project areas are part of a highly visited, historic preserve with existing public access, providing significant opportunities to engage the public about the importance of trees and urban forest conservation.

Working with the proposed partners will reduce edge effects and allow for larger, landscape scale, management of this woodland across political/management boundaries. While local in scope, this project has great regional importance for oak ecosystem recovery and conservation of rare plants and wildlife.

### Budget Table Explanation

500 Characters Including Spaces – Provide any additional remarks needed to clarify your budget request. For example, provide an explanation if you have a partner contributing funds to cover construction or other federally unallowable portions of your project.

4 This project has multiple partners working in additional project areas adjacent to the applicant's site. Partner matching funds have been entered in the "Other Contributor's" column. Additional budget information is included in the supplemental materials. Personnel costs have been kept to a minimum and reflect only time needed to perform public bidding, purchasing, and project oversight. \$15K has been added to Applicant "contractual" column (match) for ongoing site invasive species management.

**FY 2014 NORTHEASTERN AREA STATE AND PRIVATE FORESTRY RFP**  
**LAKE COUNTY FOREST PRESERVES PROPOSAL**  
**PROJECT TITLE: "RECONNECTING URBAN FORESTS: OAK WOODLAND RESTORATION NEAR LAKE MICHIGAN"**  
**PROJECT BUDGET**

	Project Lead:	Project Partner:	Project Partner:	TOTAL:
	Lake County	City of Lake Forest/ Lake Forest Openlands	Openlands	ALL PARTNERS
Mulch	\$16,800.00			\$16,800.00
Tree Protection	\$2,200.00		\$500.00	\$2,700.00
Installation	\$102,720.00	\$4,000.00	\$2,500.00	\$109,220.00
Trees and Shrubs	\$76,760.00	\$4,000.00	\$5,000.00	\$85,760.00
Mow Fields Prior to Planting and After Year 1	\$2,800.00			\$2,800.00
Watering Contract (Year 2)	\$31,000.00	\$2,000.00	\$2,000.00	\$35,000.00
Partner Total	\$232,280.00	\$10,000.00	\$10,000.00	\$252,280.00

Additional Actions (Counted as Match)

Project Oversight (Field and Office e.g. bidding, purchasing, planning, monitoring and reporting)	\$7,000.00	\$1,000.00	\$1,000.00	\$9,000.00
Invasive Species Control (Contractual)	\$15,000.00			\$15,000.00
<b>PROJECT TOTALS</b>	<b>\$254,280.00</b>	<b>\$11,000.00</b>	<b>\$11,000.00</b>	<b>\$276,280.00</b>

Total Supplies (Trees, Shrubs, Mulch, Tree Protection):	\$95,760.00	\$4,000.00	\$5,500.00	\$105,260.00
Total Contractual (Installation, Mowing, and Watering): *	\$136,520.00	\$6,000.00	\$4,500.00	\$147,020.00

	Proposed Grant Funding	MATCH		TOTAL
		LCFPD	CLF/LFOLA	
Personnel/Labor	\$0.00	\$7,000.00	Openlands	\$9,000.00
Supplies	\$52,630.00	\$47,880.00	\$1,000.00	\$105,260.00
Contractual	\$73,510.00	\$83,260.00 **	\$2,750.00	\$162,020.00
Total	\$126,140.00	\$138,140.00	\$6,000.00	\$276,280.00

\* Invasive Species Control not included in this figure as it is considered for Match

\*\* Match amount includes Invasive Species Control Contractual

Overall Project Budget						
	Grant Federal Funds Requested	Leverage <sup>1</sup>			Source 3 <sup>rd</sup> Party Contributor/s (name)	TOTAL Total Project Cost
		Applicant	Other Contributor/s	Non-Federal, and/or Federal		
<b>Personnel / Labor:</b>		\$ 7,000.00	\$ 2,000.00			\$ 9,000.00
<b>Fringe Benefits:</b>						\$ 0.00
<b>Travel:</b>						\$ 0.00
<b>Equipment:</b>						\$ 0.00
<b>Supplies:</b>	\$ 52,630.00	\$ 47,880.00	\$ 4,750.00			\$ 105,260.00
<b>Contractual:</b>	\$ 73,510.00	\$ 83,260.00	\$ 5,250.00			\$ 162,020.00
<b>Construction:</b>						\$ 0.00
<b>Other:</b>						\$ 0.00
<b>Indirect Costs<sup>2</sup>:</b>						\$ 0.00
<b>TOTAL:</b>	\$ 126,140.00	\$ 138,140.00	\$ 12,000.00	\$ 0.00		\$ 276,280.00

If any part of your match requirement is being covered through a consolidated payment grant (CPG) please enter dollar value here: \$

<sup>1</sup> Funds qualifying as "match" must meet the same program requirements as grant funds (e.g., program authorities, non-federal sources). Other "non-match" leveraged funds do not need to meet the same standards (e.g., may include funds for construction, funds from other federal partners). Partnership with other USFS programs outside of State & Private Forestry, as well as other federal and state programs is encouraged. See FAQ online for more information: <http://na.fs.fed.us/rfp/>

<sup>2</sup> Indirect costs must be tied to an established rate. Waived indirect costs are an acceptable source of match.





**State and Private Forestry  
 FY 2014 Northeastern Area Competitive Resource Allocation  
 Project Proposal Supplement 1 – Partner Budget Table**

Project Title:	Reconnecting Urban Forests: Oak Woodland Restoration Near Lake Michigan		Applicant: Lake County Forest Preserves		State: IL
	Partner:	City of Lake Forest (Lake Forest Open Lands Association will assist in future management and is listed as a partner, but will not contribute financially)			
		Leverage <sup>1</sup>			
Grant	Non-Federal Match		Non-Match Applicant, Non-Federal, and/or Federal	Source 3 <sup>rd</sup> Party Contributor/s	TOTAL Total Partner Cost
	Funds Requested	Applicant			
Personnel / Labor:		\$ 7,000.00	\$ 2,000.00		\$ 1,000.00
Fringe Benefits:					\$ 0.00
Travel:					\$ 0.00
Equipment:					\$ 0.00
Supplies:		\$ 47,880.00	\$ 4,750.00		\$ 2,000.00
Contractual:		\$ 83,260.00	\$ 5,250.00		\$ 3,000.00
Construction:					\$ 0.00
Other:					\$ 0.00
Indirect Costs <sup>2</sup> :					\$ 0.00
<b>TOTAL:</b>		<b>\$ 138,140.00</b>	<b>\$ 12,000.00</b>	<b>\$ 0.00</b>	<b>\$ 6,000.00</b>

<sup>1</sup> Funds qualifying as "match" must meet the same program requirements as grant funds (e.g., program authorities, non-federal sources). Other "non-match" leveraged funds do not need to meet the same standards (e.g., may include funds for construction, funds from other federal partners). Partnership with other USFS programs outside of State & Private Forestry, as well as other federal and state programs is encouraged. See FAQ online for more information: <http://na.fs.fed.us/rfp/>

<sup>2</sup> Indirect costs must be tied to an established rate. Waived indirect costs are an acceptable source of match.

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## Sections 5 – 8 to be completed for ‘Redesign’ Proposals Only

<b>(Redesign Proposals Only) Desired Future Condition (25 points)</b>	
<b>5</b>	<p style="color: red; font-size: small;">2,500 Characters Including Spaces – Identify how the project addresses a priority in the Forest Action Plan and leads to a desired future condition as described in the Request for Proposals.</p> <p>The goals of this project directly address priority issues of the Illinois Forest Action Plan.</p> <p>1) THREAT: Changing Forest Landscape            GOAL: Reduce fragmentation of coastal ravines to provide increased habitat for wildlife, corridors for wildlife migration and dispersal, and increased suitable habitat for rare species.            Proposed Actions: Strategic planting and maintenance of saplings and young trees will provide for future canopy structure on the plateau between two high quality ravines, helping reconnect over 350 acres of forested land and restoring regionally rare oak woodland. Planting of native shrubs will increase structural diversity and provide critical habitat for wildlife.</p> <p>2) THREAT: Decline of Oak Dominance            GOAL: Increase the abundance and distribution of oaks where regeneration is lacking.            Proposed Actions: Planting a diverse assemblage of trees dominated by oaks. Our planting plan specifies oaks make up 87% of all canopy trees planted. High quality multi-aged oak stock from local nurseries will be planted with proven methods, maintained with watering and deer protection. Increasing the number of healthy oaks in locations where they are currently not growing will increase the population size of future acorn-producing trees, leading to greater local dispersal and recruitment.</p> <p>3) THREAT: Forest Health Decline            GOAL: Reduce the abundance of invasive plants and mitigate the habitat loss anticipated from Emerald Ash Borer (EAB)            Proposed Actions: Invasive plant management has been ongoing since 2005 when aggressive action was taken to remove invasive shrubs from the ravines. However, invasive shrubs still grow on the plateau between the ravines. This project will allow for the cutting and herbiciding of invasive shrubs in the 80 acre project area, completing the initial removal efforts within the preserve.            Ash are present within limited portions of the project area and are impacted by EAB. Tree planting will help mitigate the impact resulting from the loss of canopy ash.</p> <p>An addendum to the Illinois Forest Action Plan was recently published addressing Urban and Community Forestry. As proposed, this project would address several priorities and action items found within the addendum: Improve and Expand Forest Composition and Health; Achieve Widespread Illinois Urban Forestry Sustainability and Management; Education and Training for Professionals and Non-professionals; Urban Forest Plants, Insect and Disease Invasive Species Awareness and Management.</p>





**(Redesign Proposals Only)**  
**Collaboration and Integrated Delivery that Influence Positive Change (20 Points)**

2,500 Characters Including Spaces –Describe how reaching the goals and achievements of the project will affect positive changes on the ground as described in the Request for Proposals

The project area was chosen based on its regional significance and public accessibility. For example, Chicago Wilderness, a regional alliance of more than 260 organizations recommended this preserve as a Resource Protection Area. Ecological outcomes of this project include: restoration of 140 acres of woodland, reconnection of 410 acres of forested communities, increased habitat for six state-protected plant species found near the project area, increased opportunities for migratory bird stop-over, and increased habitat for the 66 bird species known from the site. Reducing the abundance of invasive plants across 140 acres will improve the floristic quality and health of the forested communities throughout the preserve. Further, increased connectivity of different habitat types (forested ravine, lake bluff, beach, and woodland plateau) will create a mosaic of habitat and corridors for plant and animal movement. This project also addresses Actions 1, 2, 6, & 7 of the Forests Campaign and Actions 1, 2, 5, & 6 of the Green Cities Campaign of the Illinois Wildlife Action Plan.

7 Because this project area is located within an urbanized area of high population density (Lake County is the 3rd most populous county in IL with more than 706,000 residents), there are great opportunities to educate residents and visitors about the importance of trees and forest community restoration. The local community will benefit from access to the active woodland restoration area, having increased opportunities for wildlife viewing. The existing trail system, which winds through the project area, will bring the woodland to the public. As a way to further reach out to the public, two Arbor Day events in 2015 and 2016 will be conducted, providing educational materials on trees, demonstrating proper planting techniques, offering tree selection advice and information on forest health issues, such as invasive species and EAB to an estimated 60 Lake County residents each year.

The Lake County Forest Preserve has more than 25 years of experience restoring native lands. That knowledge and experience, combined with the efforts of The City of Lake Forest, Lake Forest Openlands Association, and Openlands offers great opportunity to preserve and restore these rare wooded habitats along Lake Michigan to increase the functional size of this habitat across property boundaries.

**(Redesign Proposals Only) Leverage (20 Points)**

2,500 Characters Including Spaces – Describe how project will maximize funding by using it to leverage contributions as described in the Request for Proposals.

The Lake County Forest Preserve District has successfully implemented tree and shrub planting projects for over 25 years. Although funds are budgeted annually for these efforts, our current budget is insufficient to address all priority areas, especially large sites, such as this. Funding from this grant will allow the District to address planting in a high priority landscape that is currently not fully funded. Grant funds will be leveraged by a greater than 1:1 match allowing over \$2.00 to be spent for every Federal dollar allocated to this project. No additional funds for administrative or technical expertise are requested. The District will keep project costs to a minimum by providing all grant administration, contract bidding/oversight, as well as community outreach, and can provide all the technical expertise required to successfully plan and implement the project. Inhouse labor may be utilized or qualified, skilled, contractual labor will be solicited through a competitive bid process to complete the planting, watering, mulching and invasive plant control actions. Competitive bids will ensure the lowest qualified bidders for all labor and materials resulting in an estimated cost of less than \$88 per tree/shrub (when all of the proposed actions are considered). This amount accounts for the purchase of the tree/shrub, labor to plant the material, mulch and labor to apply the mulch, tree protection materials (and installation) for the larger trees to guard against deer damage, one year of watering treatments post-planting, and mowing of the project site for two consecutive years to reduce competition. To ensure a vigorous fibrous root system that will decrease planting shock and maintenance, thereby increasing survivorship and growth, all material to be planted shall be grown in RootMaker® System containers. This method may increase the cost of plant material slightly, but has shown a greater success rate with greater root development, water absorption, and vigor. More than 96% of the funds outlined in the proposed grant project budget will be utilized for on-the-ground actions.





8





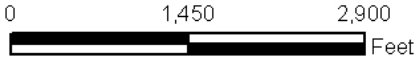
**Legend**

**Proposed Project Locations**

-  Project Lead: Lake County Forest Preserve
-  Project Partner: City of Lake Forest/Lake Forest Openlands
-  Project Partner: Openlands
-  Lake County Forest Preserve Boundary



**FY2014 Northeast Area State And Private Forestry Competitive Allocation RFP**  
**Project Title: Reconnecting Urban Forests: Oak Woodland Restoration**  
**Near Lake Michigan**  
**Applicant: Lake County Forest Preserves**



FY 2014 NORTHEASTERN AREA STATE AND PRIVATE FORESTRY RIF  
 LAKE COUNTY FOREST PRESERVES PROPOSAL  
 PROJECT TITLE: RECONNECTING URBAN FORESTS: OAK WOODLAND RESTORATION NEAR LAKE MICHIGAN  
 PROPOSED SPECIES ORDER LIST BY MATERIAL SIZE

Species	Trees	5-Gallon	1-inch	1.25-inch	1.75-inch				
	#	Cost	Ext.	#	Cost	Ext.	#	Cost	Ext.
Betula papyrifera (Paper Birch)	9	\$17.00	\$153.00						
Carya cordiformis (Yellowbud Hickory)	12	\$15.00	\$180.00						
Carya ovata (Shagbark Hickory)	84	\$15.00	\$1,260.00						
Celtis occidentalis (Hackberry)	6	\$15.00	\$90.00	4	\$60.00	\$240.00			
Juglans cinerea (Butternut)	10	\$17.00	\$170.00	8	\$75.00	\$600.00			
Pinus strobus (White Pine)	5	\$18.00	\$90.00	5	\$60.00	\$300.00			
Populus grandidentata (Large-toothed Aspen)	6	\$14.00	\$84.00						
Populus tremuloides (Quaking Aspen)	2	\$14.00	\$28.00						
Prunus serotina (Black Cherry)	6	\$12.00	\$72.00						
Quercus alba (White Oak)	64	\$12.00	\$768.00	398	\$50.00	\$16,900.00	131	\$75.00	\$9,825.00
Quercus bicolor (Swamp White Oak)	8	\$12.00	\$96.00						
Quercus coccinea/ellipsoidalis (Scarlet/Hill's Oak)	56	\$15.00	\$840.00	40	\$50.00	\$2,000.00	11	\$80.00	\$880.00
Quercus imbricaria (Single Oak)	20	\$15.00	\$300.00	5	\$50.00	\$250.00	5	\$80.00	\$400.00
Quercus macrocarpa (Bur. Oak)	116	\$12.00	\$1,392.00	56	\$50.00	\$2,800.00	30	\$75.00	\$2,250.00
Quercus rubra (Red Oak)	162	\$15.00	\$2,430.00	96	\$85.00	\$8,160.00	30	\$75.00	\$2,250.00
Quercus velutina (Black Oak)	91	\$11.00	\$999.00	58	\$50.00	\$2,900.00	14	\$75.00	\$1,050.00
<b>Tree Total</b>	<b>1721</b>		<b>\$3,487.00</b>	<b>609</b>		<b>\$31,215.00</b>	<b>221</b>		<b>\$16,695.00</b>

Species	Shrubs	5-Gallon	1-inch	1.25-inch	1.75-inch				
	#	Cost	Ext.	#	Cost	Ext.	#	Cost	Ext.
Amenlocher laevis (Allegheny Shadbowl)	21	\$12.00	\$252.00						
Aronia melanocarpa (Chokeberry)	14	\$15.00	\$210.00						
Carpinus caroliniana (Muscleweed)	32	\$11.00	\$352.00						
Celastrus scandens (Bittersweet)	90	\$10.00	\$900.00	7	\$55.00	\$385.00			
Cercis canadensis (Redbud)	7	\$11.00	\$77.00						
Cornus obliqua (Silky Dogwood)	12	\$11.00	\$132.00						
Cornus stolonifera (Red Osier Dogwood)	15	\$10.00	\$150.00						
Corylus americana (Hazelnut)	221	\$10.00	\$2,210.00						
Crataegus coccinea (Scarlet Hawthorn)	14	\$13.00	\$182.00						
Crataegus crus-galli (Cock-spur Hawthorn)	32	\$12.00	\$384.00						
Crataegus mollis (Downy Hawthorn)	81	\$13.00	\$1,053.00						
Crataegus punctata (Dotted Hawthorn)	12	\$13.00	\$156.00						
Diervillea lonicera (Dwarf Honeysuckle)	25	\$13.00	\$325.00						
Gaylussacia baccata (Huckleberry)	9	\$16.00	\$144.00						
Hamamelis virginiana (Witch Hazel)	62	\$11.00	\$682.00						
Lonicera periclymenum (Spicebush)	5	\$11.00	\$55.00						
Lonicera prolifera (Yellow Honeysuckle)	110	\$11.00	\$1,210.00						
Mallus laevis (Lava Crab)	32	\$14.00	\$448.00						
Cotula virginiana (Ironwood)	46	\$14.00	\$644.00						
Physocarpus opulifolius (Ninespark)	3	\$11.00	\$33.00						
Prunus americana (Wild Plum)	52	\$12.00	\$624.00						
Prunus virginiana (Chokecherry)	191	\$12.00	\$2,292.00						
Ptelea trifoliata (Wافر Ash)	5	\$11.00	\$55.00						
Rhus glabra (Smooth Sumac)	3	\$10.00	\$30.00						
Rhus typhina (Staghorn Sumac)	10	\$15.00	\$150.00						
Ribes missouriense (Wild Gooseberry)	189	\$11.00	\$2,079.00						
Rosa blanda (Smooth Rose)	17	\$11.00	\$187.00						
Rosa carolina (Pasture Rose)	32	\$12.00	\$384.00						
Rosa setigera (Illinois Rose)	23	\$12.00	\$276.00						
Sambucus canadensis (Elderberry)	33	\$10.00	\$330.00						
Sassafras albidum (Sassafras)	24	\$11.00	\$264.00	12	\$55.00	\$660.00			
Staphylea trifolia (Bladdernut)	11	\$17.00	\$187.00						
Viburnum acerifolium (Maple-leaved Viburnum)	42	\$17.00	\$714.00						
Viburnum lentago (Nannyberry)	84	\$10.00	\$840.00						
Viburnum prunifolium (Black Haw)	71	\$12.00	\$852.00						
Viburnum rafinesquianum (Downy Arrow-wood)	26	\$15.00	\$390.00						
Xanthoxylum americanum (Prickly Ash)	9	\$15.00	\$135.00						
<b>Shrub Total</b>	<b>1665</b>		<b>\$13,197.00</b>	<b>19</b>		<b>\$1,045.00</b>			

**Project Total Pieces** 2886  
**TOTAL COST (plant material only):** \$85,759.00  
**Total 5-Gallon Trees and Shrubs** 1898  
**Total Larger Trees (all sizes)** 988





## **Attachment B**

A. Worker's Compensation and Employer's Liability with limits not less than:

- (1) Worker's Compensation: Statutory
- (2) Employer's Liability:
  - a. \$1,000,000 - injury per occurrence
  - b. \$ 500,000 - disease per employee
  - c. \$ 500,000 - disease policy limit

Such insurance shall evidence that coverage applies in the State of Illinois.

B. Comprehensive Motor Vehicle Liability with limits for vehicles owned, non-owned or rented, not less than:

- (1) Bodily Injury:
  - a. \$ 500,000 - per person
  - b. \$1,000,000 - per occurrence
- (2) Property Damage:
  - a. \$ 500,000 - per occurrence
  - b. \$ 1,000,000 - aggregate

All employees shall be included as insured's.

C. Comprehensive General Liability: If such CGL insurance contains a general aggregate limit, it shall apply separately to this project. With coverage written on an "occurrence" basis with limits no less than:

- (1) General Aggregate: \$2,000,000
- (2) Bodily Injury:
  - a. \$ 2,000,000 - per person
  - b. \$ 2,000,000 - per occurrence
- (3) Property Damage:
  - a. \$ 2,000,000 - per occurrence
  - b. \$ 2,000,000 - aggregate
- (4) Other Coverages:
  - Premises/Operations
  - Products/Completed Operations (to be maintained for two years following Final Payment)
  - Independent Contractors
  - Personal Injury (with Employment Exclusion deleted)
  - Broad Form Property Damage Endorsement
  - Blanket Contractual Liability (must expressly cover the indemnity provisions of the Contract)
  - Bodily Injury and Property Damage "X", "C", and "U" exclusions shall be deleted

Railroad exclusions shall be deleted if Work Site is within 50 feet of any railroad tracks.

All employees shall be included as insured's.

D. Owner's and Contractor's Protective Liability Insurance. Contractor, at its sole cost and expense, shall purchase this insurance in the name of Owner with a combined single limit for bodily injury and property damage of not less than \$1,000,000.

## **Attachment C**

### Report Forms

Includes:

- i. Interim Reporting Form
- ii. Annual Financial Reporting Form
- iii. Final Reporting Forms



## Interim Reporting Form

### SAMPLE FORMAT FOR PROGRESS REPORT

**Date:**

**Report Period:**

**Grant Project Period:**

**Grant Recipient:**

**Grant Number:**

**Recipient Contact Person:**

**Principal Investigator/Project Director:**

**Progress Achieve in Accomplishing Project Goals & Objectives** (*Goals and objectives should correspond to the goals and objectives in the approved grant application.*)

**Goal/Objective 1**

Planned:

Actual:

Unit Costs:

**Goal/Objective 2**

Planned:

Actual:

Unit Costs:

**Difficulties Encountered** (*As applicable, should include information on specific reasons why goals and objectives were not met, and analysis and explanations of cost overruns and high unit costs*)

**Goal/Objective #:**

Problem(s):

Resolution/Corrective Action Plan and Schedule:

**Activity Anticipated Next Reporting Period** (*Should correspond to the "Planned" entries under Progress Achieved in the next report*)

**Goal/Objective #:**

**Goal/Objective #:**



Final Reporting Form  
US Forest Service Northeastern Area, State and Private Forestry Grant  
Reconnecting Urban Forests: Oak Woodland Restoration Near Lake Michigan

**I. Grantee Information**

Grantee Agency Name: \_\_\_\_\_

Grantee Address: \_\_\_\_\_

Grantee Phone/Fax/E-mail: \_\_\_\_\_

**II. Reporting Period**

from \_\_\_\_\_ to \_\_\_\_\_

**III. Project Final Report:**

Reports are to be a comprehensive, quantified description of the work accomplished during the project period, including how problems and challenges encountered were solved. The GRANTEE shall format the report to specifically address actions undertaken to accomplish the outputs and outcomes identified in the SCOPE OF WORK and whether the outputs and outcomes were accomplished. Provide before, during and after photos of project areas, work in progress, and any other actions that demonstrate actions undertaken as a part of this grant. Provide a summary of expenditures, including staff time, which reflects reimbursed expenses and in-kind match.

Narrative: