

## GRANT AGREEMENT

THIS AGREEMENT, made and entered into on the \_\_\_\_\_ day of \_\_\_\_\_, 2024 by and between the **LEXINGTON-FAYETTE URBAN COUNTY GOVERNMENT**, an Urban County Government of the Commonwealth of Kentucky, created pursuant to KRS Chapter 67A (hereinafter "Government"), and **Friends of the Parks Fayette County** (Hereinafter "Organization"), with the mailing address of 206 East Vista Street, Lexington, Kentucky 40503.

### WITNESSETH:

WHEREAS, the Urban County Council created the Lex Grow Trees Grant Program to provide local funding to certain eligible property owners and organizations as reimbursement for eligible activities, such as tree planting, tree maintenance, tree education, and the development of tree advocates and stewards.

WHEREAS, the Government finds that such a grant program would provide a benefit to the public through improvements to air and water quality, energy savings, and habitat and conservation in the urban county; and

WHEREAS, Organization has applied for a grant from the Lex Grow Trees Grant Program, and the Tree Canopy Ad Hoc Committee has approved the application.

NOW FOR AND IN CONSIDERATION OF THE MUTUAL PROMISES AND COVENANTS HEREIN EXPRESSED, GOVERNMENT AND ORGANIZATION AGREE AS FOLLOWS:

1. **Amount of Grant.** Government hereby grants Organization the sum not to exceed \$4,172.00 as reimbursement or prepayment (as provided in Section 2) for the activities described in the Organization's application, which is attached hereto and incorporated herein by reference as Exhibit A, and which is further clarified and authorized in the Application Review, Scoring, and Determination Form, which is attached hereto and incorporated by reference as Exhibit B.
2. **Payments.** Government shall pay the Organization for expenditures the Organization actually incurred, or for expenditures made within thirty days after payment by Government, up to the total amount provided above, only after receipt of an invoice. The funds are limited to the services provided herein and may not be spent by the Organization for any other purpose without the prior written consent of Government. Any invoice must include evidence satisfactory to Government to document entitlement to payment, as well as a progress report. If Organization receives funds under this Agreement for expenditures made after receipt of the grant funds, Organization shall also provide evidence satisfactory to Government that the expenditure was made. Failure to provide any evidence required by this section shall require the Organization to repay grant funds.
3. **Compliance with Program Regulations.** As a condition for receipt of funds provided by this grant, Organization agrees that it has complied with and will continue to comply with all requirements provided in the Lex Grow Trees Grant Program guidelines, attached hereto and incorporated herein by reference as Exhibit C, in any grant approval letter provided by the Division of Environmental Services, and in the Application Review, Scoring, and Determination Form (Exhibit B). Failure to comply with these requirements may result in denial of funds or repayment.

4. **Final Report Required.** A final report must be submitted within 30 days of completion of the project. This report shall include:
  - a. A description of the project and the benefits derived from its implementation;
  - b. Locations of trees planted, including species;
  - c. Locations of trees pruned or maintained, including species;
  - d. Information about events hosted, including topic, location, numbers of attendees, and photographs taken during the events;
  - e. A maintenance plan, if appropriate, or documentation of having maintenance discussions with individual property owners;
  - f. A summary table comparing the project budget to actual expenditures, along with supporting documentation; and
  - g. Sample outreach and/or educational materials used.
5. **Conflict.** To the extent that there is any conflict between or among this Agreement and any of its Exhibits, the terms and provisions of this Agreement shall prevail, followed by terms and provisions of Exhibit "C", then "B", then "A" in that order.
6. **Amendments.** By mutual agreement, the parties to this Agreement may, from time to time, make written changes to any provision hereof. Organization acknowledges that Government may make such changes only upon approval of its legislative authority, the Lexington-Fayette Urban County Council, and the signature of its Mayor.
7. **Entire Agreement.** This Agreement shall constitute the entire agreement between the parties and no representations, inducements, promises or agreements, oral or otherwise, which are not embodied herein shall be effective for any purpose. This Agreement shall replace any previous agreement between the parties on the same subject matter.

IN WITNESS WHEREOF, the parties have executed this Agreement at Lexington, Kentucky, the day and year first above written.

LEXINGTON-FAYETTE URBAN  
COUNTY GOVERNMENT

BY: \_\_\_\_\_  
LINDA GORTON, MAYOR

ATTEST:

\_\_\_\_\_  
Clerk of the Urban County Council

Friends of the Parks in Fayette County,  
Inc

Organization Name (Printed)

BY:

Signature

President

Title



WITNESS SIGNATURE

Jonathan Delap

WITNESS PRINTED NAME

June 7<sup>th</sup> 2024

DATE

4881-3166-5349, v. 1

**EXHIBIT A**

**ORGANIZATION'S APPLICATION**

Form Name:	Lex Grow Trees Grant Application
Submission Time:	April 24, 2024 6:45 pm
Browser:	Chrome 124.0.0.0 / Windows
IP Address:	217.180.204.81
Unique ID:	1218670334
Location:	38.0611, -84.4581

## Lex Grow Trees Grant Application

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### Organization information

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Name of organization	Friends of the Parks Fayette County
Street address and zip code	206 E Vista Street 40503
Email	sandywshafer@gmail.com
Phone	(859) 230-7217

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### Contact information

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Contact person name	Katie Lindeman
Contact person title	Project Manager
Contact person phone number	(859) 509-8370
Contact person email address	klindeman@palmernet.com

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### Project information

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Upload a PDF packet with the project narrative, scope of work and community objectives.	<a href="https://drive.google.com/uc?id=1mk_iSSGESLWK2GnsbHA31eJgzedr95cY&amp;export=download&amp;display=/1218670334FriendsOftheParksFayetteCounty_156059812_FriendsoftheParksLexGrowTreesGrantNarrativeFinal.pdf">https://drive.google.com/uc?id=1mk_iSSGESLWK2GnsbHA31eJgzedr95cY&amp;export=download&amp;display=/1218670334FriendsOftheParksFayetteCounty_156059812_FriendsoftheParksLexGrowTreesGrantNarrativeFinal.pdf</a>
Project start date	Sep 01, 2024
List milestone dates	Various, by project.
Expected completion date	May 31, 2025
Upload a document with the project budget and explanation	<a href="https://drive.google.com/uc?id=1FB5RACIL-Jf31eKRZZqngMjK57tYL4Jc&amp;export=download&amp;display=/1218670334FriendsOftheParksFayetteCounty_156060575_WaverlyParkProposalBudgetDetails.pdf">https://drive.google.com/uc?id=1FB5RACIL-Jf31eKRZZqngMjK57tYL4Jc&amp;export=download&amp;display=/1218670334FriendsOftheParksFayetteCounty_156060575_WaverlyParkProposalBudgetDetails.pdf</a>
Are you willing to accept partial funding?	Yes

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**List the address/addresses and Council District where the project is located. Find the Council District at [lexingtonky.gov](http://lexingtonky.gov).**

1. Still Meadow Neighborhood Association - Council District 7
2. Jacobson Park - Council District 7
3. Wolf Run Park - Council District 11
4. Waverly Park - Council District 9
5. Clays Mill Elementary School - Council District 10
6. The Fairways of Lakeside Neighborhood Association - Council District 7

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## Supplemental material

**Combine and upload a minimum of three color photographs of the project area.**

[https://drive.google.com/uc?id=1un4PMXUGbeQZyibofi44ZXjSZlQOvMLM&export=download&display=/1218670334FriendsOfTheParksFayetteCounty\\_156060675\\_PlantingPlansFOPGrantApplication.pdf](https://drive.google.com/uc?id=1un4PMXUGbeQZyibofi44ZXjSZlQOvMLM&export=download&display=/1218670334FriendsOfTheParksFayetteCounty_156060675_PlantingPlansFOPGrantApplication.pdf)

**Upload a map of the proposed project location (this can be a screenshot of a map but the project site must be identified).**

[https://drive.google.com/uc?id=1WX0l6l3Q68zYZRnbsMczPE-0lqE7Z976&export=download&display=/1218670334FriendsOfTheParksFayetteCounty\\_156060679\\_TreeCanopyScreenshotsFOPGrantApplication.pdf](https://drive.google.com/uc?id=1WX0l6l3Q68zYZRnbsMczPE-0lqE7Z976&export=download&display=/1218670334FriendsOfTheParksFayetteCounty_156060679_TreeCanopyScreenshotsFOPGrantApplication.pdf)

**Combine and upload any other supporting documents or letters of support.**

[https://drive.google.com/uc?id=1\\_TQ5hVMuaVhoxCYCd2idkadV7XvNUb9B&export=download&display=/1218670334FriendsOfTheParksFayetteCounty\\_156060885\\_ParksLGTGrantLOS4.19.24signed.pdf](https://drive.google.com/uc?id=1_TQ5hVMuaVhoxCYCd2idkadV7XvNUb9B&export=download&display=/1218670334FriendsOfTheParksFayetteCounty_156060885_ParksLGTGrantLOS4.19.24signed.pdf)

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## **Lex Grow Trees**

### **Grant Application**

**Name of the organization: Friends of the Parks Fayette County 501(c)3**

**Address: 206 E. Vista Street, Lexington, KY, 40503**

**Contact Information: Sandy Shafer: 859-230-7217, sandywshafer@gmail.com**

**Contact Person: Katie Lindeman, PLA, LEED AP BD + C**

**Contact Information: klindeman@palmernet.com, 859-509-8370**

Formed in 1993, Friends of the Parks Fayette County 501(c)3 is an umbrella organization for ten groups of volunteers that have “adopted” specific parks and greenways in Lexington in order to improve and maintain them. Some of the first projects involved fundraising, designing, and using volunteers to build creative playgrounds at both Jacobson and Shillito Parks. Today, the “Friends” groups engage with numerous projects supported by fundraising via private donations and grants. Work relies primarily on volunteers and includes everything from native plantings, tree plantings, invasive species removal, litter pickup, and many other maintenance items needed in our city parks. The groups work closely on all of their projects with parks planning and maintenance staff, gaining proper approvals before any new work is completed.

We propose tree planting, education, and maintenance projects on the following sites:

1. Still Meadow Neighborhood Association – Council District 7
2. Jacobson Park – Council District 7
3. Wolf Run Park – Council District 11
4. Waverly Park – Council District 9
5. Clays Mill Elementary School – Council District 10
6. The Fairways of Lakeside Neighborhood Association – Council District 7

Combined requested budget amount: \$64,433.48

This proposal is supported by Trees Lexington. Trees Lexington is a non-profit that empowers community members to dig in to the fun and fulfilling work of expanding and maintaining our local tree canopy. Through community tree plantings, tree giveaways, and educational workshops on proper tree care, Trees Lexington increases canopy cover, improves the health of our citizens, and preserves the character of our city.

Trees Lexington will provide project management assistance, tree species selection, tree procurement, provide tree installation and mulching specifications to be used by contractors, as well as post installation quality control inspections. In addition, Trees Lexington will assist with event marketing, volunteer recruitment, day of planting training for community volunteers, and provide tree maintenance guidance in support for the following proposals, as specified.

#### **Still Meadow Neighborhood Proposal**

We are requesting funds to plant 21 native trees for the Still Meadow Neighborhood green space area along East Hickman Creek which directly flows into the Jacobson Reservoir. Jacobson Reservoir provides all of Lexington’s drinking water from Kentucky American Water. The East Hickman Watershed is

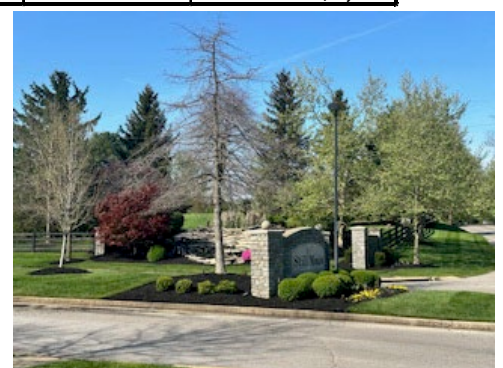
impaired and shows high amounts of excess nutrients from fertilizer runoff and animal waste from dogs and other agricultural animals found upstream. The Census Block has 31% tree canopy with 34% possible planting area (please see Tree Canopy Tool screenshot on the attached PDF).

The new trees will be planted directly below the storm system headwall that is the exit for all the stormwater that drains down the hill from the Still Meadow neighborhood. It will connect trees from that area into the existing riparian zone along the creek that exists now. The neighborhood stormwater runoff brings the excess nutrients from treated lawns and dog waste into the storm pipes, and it exits a headwall just 75 feet from East Hickman Creek. Please see the schematic planting plan attached.

The new native tree species will absorb excess nutrients and toxins from the soil and stormwater runoff before it enters into East Hickman Creek. This project is a green infrastructure project and important for water quality in our reservoir. The neighborhood would also like to add in understory flowering native trees like redbuds and dogwoods to their existing entrance landscape for beautification purposes, and to assist with tree plantings that are desperately needed to increase the tree canopy in the 40509 zip code.

We propose planting 6 2-inch caliper balled & burlapped trees, to be installed by a contractor, as well as 15 3-gallon container trees to be planted by Friends of Jacobson Park and community volunteers. We would like purchase tree diapers to help water the trees as they get established. Additional supplemental watering for the first two years will be done by our volunteer group. If awarded funding, we expect to begin tree installation in late October, early November.

<b>Still Meadow (Friends of Jacobson Park)</b>				
<u>Item-</u>	<u>Unit</u>	<u>Unit \$</u>	<u>Total Units</u>	<u>Total \$</u>
<b><u>Tree Installation</u></b>				
B&B Trees	Ea	\$200.00	6	\$1,200
3-gallon container trees	Ea	\$25.00	15	\$375
Contractor tree delivery, B&B tree installation	Ea	\$300.00	6	\$1,800
Contractor hole augering for 3-gal. trees	Ea	\$30.00	15	\$450
Tree diapers - 48 inch	Ea	\$55.00	6	\$330
Tree diapers - 24 inch	Ea	\$21.00	15	\$315
				<b>\$4,470</b>
<b><u>Project execution assistance by Trees Lexington</u></b>				
Project management assistance by Trees Lexington	Ea	\$600.00	1	\$600
Volunteer planting event by Trees Lexington	Ea	\$320.00	1	\$320
Event marketing and volunteer recruitment by Trees Lexington	Ea	\$200.00	1	\$200
Tree maintenance workshop for volunteers	Ea	\$120.00	1	\$120
				<b>\$1,240</b>
<b>Total Budget Request</b>				<b>\$5,710</b>



## Jacobson Park Entrance

Friends of Jacobson Park is requesting funding to plant 24 native and adaptive trees for the entrance into Jacobson Park. The park has never had an official planting plan for the entrance completed. This made sense before 2011 when Lexington only leased the property, but now we own it and should make this investment in trees. The architectural improvements of the stone pillars and steel arching sign at the entrance were provided in 2011 from Kentucky American Water as a part of the sale of Jacobson to the city. We should continue to beautify this area with trees to add to the character of the entrance and it is one of our only Regional Parks in Fayette County, and has visitors of all socioeconomic classes and races. The Census Block has 22% tree canopy with 52% possible planting area (please see Tree Canopy Tool screenshot on the attached PDF).

The existing entrance recently had 9 dead trees that were removed and one more that has to be removed. We are proposing to replace those non-native trees with native evergreen trees. We are also planning to add a formalized design that includes year-round interest, beautiful fall color, and spring flowering trees. All of the trees are LEED approved for green building design with native and adaptive trees that are drought tolerant and don't use irrigation. Please see the proposed planting plan attached.

The trees will also serve a function and act as green infrastructure to help clean the stormwater of toxins and excess nutrients before they flow in our reservoir at the bottom of the hill. The trees will become a water quality cleansing feature for the park as well as beautification to the entrance. The Richmond Road corridor is one of the official gateways into Lexington, but unfortunately our tree canopy is severely lacking in the 40509 area code. The City of Lexington recently completed one of our beautiful limestone entry walls marking this gateway entrance within this corridor about a mile away from our project area. Continued beautification is needed within the corridor, and this project would help.

Katie Lindeman, the project designer is a registered Landscape Architect who will manage the grant project with assistance from Trees Lexington. A contractor will be engaged to install 24 balled and burlapped, 2-inch caliper trees. Tree diapers will be installed on all the trees to help maintain moisture on the tree roots. Supplemental watering will be provided by The Friends of Jacobson Park volunteers who will help care for the trees long after they are established as well as continue to educate the public on the benefit of native plants to our water quality in Lexington. Trees Lexington will hold a workshop to provide maintenance guidelines and educational assistance to the volunteers. If awarded funding, we expect to begin tree installation in mid-November.

<b>Jacobson Park Entrance</b>				
<b>Item-</b>	<b>Unit</b>	<b>Unit \$</b>	<b>Total Units</b>	<b>Total \$</b>
<b><u>Tree Installation</u></b>				
B&B Trees	Ea	\$200.00	24	\$4,800
Contractor tree delivery, B&B tree installation	Ea	\$300.00	24	\$7,200
Tree diapers - 48 inch	Ea	\$55.00	24	\$1,320
				<b>\$13,320</b>
<b><u>Project execution assistance by Trees Lexington</u></b>				
Project management assistance by Trees Lexington	Ea	\$600.00	1	\$600
Follow up tree planting inspection by Trees Lexington	Ea	\$160.00	1	\$160
Tree maintenance workshop for volunteers	Ea	\$120.00	1	\$120
				<b>\$880</b>
<b>Total Budget Request</b>				<b>\$14,200</b>



*Jacobson Park Entry and Exit Roads*



*Jacobson Park Entry*



*Jacobson Park 7 Dead Pines shown have been removed.*



*Jacobson Park Entry, Right Side*

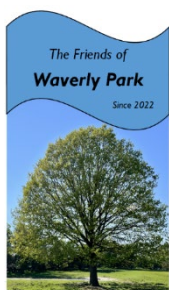
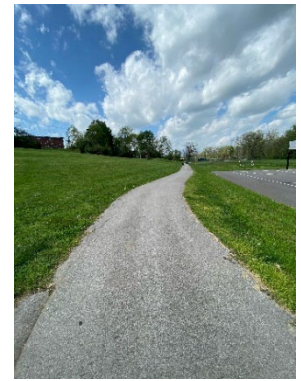
### **Wolf Run Park**

The Friends of Wolf Run Park is requesting funding to install 16 native trees at Wolf Run Park. The recently completed sewer improvement project required the removal of several trees including one large one at the playground area that provided shade for users. The tree is still showing on the aerial plan of the site, but it is no longer there as the sewer couldn't be improved without its removal. The sewer improvement project was instrumental in protection of the water quality in the adjacent stream but the replacement of trees was not included. The Census Block has 22% tree canopy with 29% possible planting area (please see Tree Canopy Tool screenshot on the attached PDF).

This project includes adding shade trees spaced along part of the new walkway, a few trees near the playground, and several added to the existing riparian zone along the stream. Almost half of Wolf Run Watershed is impervious, which means surfaces that don't absorb rainwater. This is problematic because it allows pollutants on hard surfaces to wash into our streams more quickly and easily polluting the water. Sixteen large native trees will be selected and placed with the assistance of Trees Lexington and approval of parks and recreation to ensure we meet their expectations within the park. Please see the proposed planting plan attached. The balled & burlapped, 2-inch caliper trees will be installed by a contractor and Friends of Wolf Run Park volunteers will care for them as they get established.

Trees Lexington will assist with the ordering of the trees, help coordinate delivery and installation of the trees, and perform post installation inspections to ensure the planting specifications are followed. Volunteers will install tree diapers for the 16 trees and will provide supplementary watering and mulch ring weeding as the trees get established. Trees Lexington will hold a workshop to provide maintenance guidelines and educational assistance to the volunteers.

<b>Wolf Run Park</b>				
<u>Item-</u>	<u>Unit</u>	<u>Unit \$</u>	<u>Total Units</u>	<u>Total \$</u>
<b><u>Tree Installation</u></b>				
B&B Trees	Ea	\$200.00	16	\$3,200
Contractor tree delivery, B&B tree installation	Ea	\$300.00	16	\$4,800
Tree diapers - 48 inch	Ea	\$55.00	16	\$880
Tree identification plaques	Ea	\$30.00	16	\$480
				<b>\$9,360</b>
<b><u>Project execution assistance by Trees Lexington</u></b>				
Project management assistance by Trees Lexington	Ea	\$600.00	1	\$600
Follow up tree planting inspection by Trees Lexington	Ea	\$120.00	1	\$120
Tree maintenance workshop for volunteers	Ea	\$120.00	1	\$120
				<b>\$840</b>
<b>Total Budget Request</b>				
				<b>\$10,200</b>



### ***Waverly Park Proposal***

***The Friends of Waverly Park*** seeks funds for native trees, tree markers, educational signs; tree pruning and maintenance. Our proposal is particularly responsive to the 2022 University of Kentucky Urban Forest Initiative evaluation for this Park that has not had sustained, comprehensive attention for many years.

***The Friends of Waverly Park Contact:*** Ed Monahan, [edmonahan7@gmail.com](mailto:edmonahan7@gmail.com); 859-317-3149.

**Project time period:** This work would be done during the fall of 2024.

**Location.** Waverly Park, 4244 Southmoor Park, Lexington, KY 40514 in the 9th Council District of Lexington, Councilmember Whitney Elliott Baxter.

**Waverly Park will benefit from the planting of more diverse trees.** The 2022 University of Kentucky Urban Forest Initiative found that “Waverly Park has poor species diversity, and could use more diverse species to protect the canopy from species-specific pathogens and other threats.” See: [waverly\\_park\\_tree\\_report\\_2022.pdf \(uky.edu\)](#) The Report also found that, “Many of the park's trees, such as common hackberry, are not vulnerable to these changes, but others, such as white pine, are more sensitive to changing climate, making the park highly vulnerable.”

**Waverly Park will benefit from substantial tree maintenance.** Many of the trees in the Park are old and in need of attention. A key recommendation in the 2022 University of Kentucky Urban Forest Initiative Report is, “Continue to practice proper tree care, including watering, pruning, and mulching regularly.” Unfortunately, there is no tree care and maintenance regularly being done. Many trees need pruning as the below estimate indicates.

***The Friends of Waverly Park*** The Friends of Waverly Park volunteers, as many as 20 at a workday, will mulch and water the trees. Our volunteers have worked on 13 workdays since December 2022 planting, mulching, watering trees but most of the trees that have been planted are small. Our funds are very limited so assistance from this grant is necessary to increase the scale and health of the Park tree canopy. Additional trees of substantial size and variety will enhance the enjoyment of the many users of the Park. They will lessen harmful pollutants and summer temperatures. The Park is surrounded by the backyards of many, 60-70, and homes. The Park is used by hundreds of people in and near the neighborhood.

**Educational signage will benefit users of the Park.** *The Friends of Waverly Park* produce a monthly newsletter with information and educational articles. We will continue to provide this communication. There is an opportunity to provide instructive signs in the park which does not have any educational signs.

***The Friends of Waverly Park* seek funding for the following:**

1) **18 Native trees**, 2-inch size, as follows:

- On west side around the “flat” green activity field on the inside of the walking path;
- On east side on the outside of the walking path and
- By the playground;

2) **Mulching** of the trees;

3) **Tree and plant markers and other educational signs** for the additional trees and the existing trees and plants to educate persons who use the Park on the type of trees and plants and the benefits of trees and plants; and understanding of the benefits of trees for individuals, our economy, our community’s social structure, and our collective community’s health; and

4) **Tree pruning and other tree maintenance** of the trees in the Park by a certified arborist.

## **Trees**

The following are proposed locations and species for 18 locations. These have been approved by Lexington Parks and Recreation’s Director Conrad and Michelle (Olup) Kosieniak.

- Trees 1-4 would be planted on the outside of the walking path on the east side.
- Trees 5, 6 would be planted on the outside of the walking path on the east side.

- Trees 7-17 would be planted on the inside of the walking path around the open field on west side.
- Tree 18 would be planted on the east side of the playground in the location previously approved by Parks and Recreation.

The following are the species approved and quoted for the project: 2 Black Chokecherry; 2 KY Coffeetree; 2 Sassafras; 2 Tulip Poplar; 2 American Beech; 2 Blackgum; 2 Catalpa; 2 Serviceberry; 2 Butternut



**Budget: trees, signage, maintenance**

<b>Waverly Park</b>				
<b>Item-</b>	<b>Unit</b>	<b>Unit \$</b>	<b>Total Units</b>	<b>Total \$</b>
<b>Tree Installation</b>				
B&B Trees, 2-inch, planted, staked.	Ea	\$325.00	18	\$ 5,850.00
Tree and plant identification plaques	Ea	\$21.15	65	\$ 1,374.75
Pollinator educational sign	Ea	\$764.73	1	\$ 764.73
Monarch Waystation certification sign	Ea	\$18.00	1	\$ 18.00
Tree maintenance by Lexington Tree Service	Ea	\$15,714.00	1	\$ 15,714.00
<b>Total:</b>				<b>\$ 23,721.48</b>
<b>* Please see budget details in the supplemental attachment.</b>				

**Clays Mill Elementary**

Paxton Beck is leading a tree planting project as his Eagle Scout Project in coordination with Mr. Gabe Knowles as his guide with permission from Fayette County Public Schools at Clay's Mill Elementary. Friends of the Parks is requesting funding to plant 47 native trees for the green space areas identified on the schematic plan that Paxton has developed. He met with Gabe and Certified Arborist Dave Leonard to conduct a site visit to identify tree locations and suitable species for their locations.

The new trees will be container size trees so that the eagle scouts and other volunteers can dig and install these trees themselves with assistance for delivery to the site of the trees and mulch. This project only enhances with the green design renovation of the school several years ago as a LEED Certified green school building. Trees were likely included along with the other green infrastructure in the preliminary redesign of the school, but later value engineered out of the project due to budget constraints. This grant will allow us to add those back into the project area and use them as an educational tool.

Behind the school there is a hill that flows down into the drainage area that occasionally floods between the school property and Southland Park. The trees will act as green infrastructure to help cleanse the stormwater of toxins and excess nutrients before they flow in our waterways. The tree roots of the native species will absorb and breakdown excess nutrients in the stormwater before they have a chance to overland flow into our local streams.

Education will be a big component of this project. Signage for the new trees as well as tree walks for students and citizens will take place after the project is completed. Dave Leonard has volunteered himself as arborist to conduct the educational events in the future. The existing infrastructure at the school lends itself for additional environmental education in an outdoor classroom setting. The existing permeable paver parking area and drive lane behind the school is already installed and provides a wonderful teaching tool about using permeable paving surfaces to slow drainage and treat it before it is slowly released to prevent flooding downstream.

Trees Lexington will assist with the ordering of the trees, help coordinate delivery of the trees and mulch, and assist with the installation of the trees. The scouts and volunteers will install tree diapers for the trees and will provide supplementary watering and mulch ring weeding as the trees get established.

<b>Clays Mill Elementary School Eagle Scout Project</b>				
<u>Item -</u>	<u>Unit</u>	<u>Unit \$</u>	<u>Total Units</u>	<u>Total \$</u>
<b><u>Tree Installation</u></b>				
3-gallon container trees	Ea	\$25.00	47	\$1,175
Tree identification plaques	Ea	\$30.00	47	\$1,410
Tree diapers - 24 inch	Ea	\$21.00	47	\$987
				<b>\$3,572</b>
<b><u>Project execution assistance by Trees Lexington</u></b>				
Project management assistance by Trees Lexington	Ea	\$600.00	1	\$600
				<b>\$600</b>
<b>Total Budget Request</b>				<b>\$4,172</b>



## Fairways at Lakeside Neighborhood Proposal

We are requesting funds to plant 10 native shade and ornamental trees to replace trees that were lost on Lakeside Golf property border to our neighborhood. All of our storm water in the neighborhood drains directly into the Jacobson Reservoir. The inclusion of additional trees is of utmost importance to assist with water quality in this area as it is Lexington's drinking water source. The Census Block has 22% tree canopy with 52% possible planting area (please see Tree Canopy Tool screenshot on the attached PDF).

We propose planting 10- 2 balled & burlapped trees, to be installed by a contractor, as well as assistance from neighborhood volunteers. We would like purchase tree diapers to help water the trees as they get established. Additional supplemental watering will occur by volunteers from our neighborhood. Trees Lexington and Friends of Jacobson Park will assist us in this effort. Justin Mullinex with LFUCG Golf and Michelle Kosieniak with parks are in support of this tree planting and will work with us on exact species and locations before planting happens this fall.

<b>Fairways at Lakeside Neighborhood</b>				
<u>Item-</u>	<u>Unit</u>	<u>Unit \$</u>	<u>Total Units</u>	<u>Total \$</u>
<b><u>Tree Installation</u></b>				
B&B Trees	Ea	\$200.00	10	\$2,000
Contractor tree delivery, B&B tree installation	Ea	\$300.00	10	\$3,000
Tree diapers - 48 inch	Ea	\$55.00	10	\$550
				<b>\$5,550</b>
<b><u>Project execution assistance by Trees Lexington</u></b>				
Project management assistance by Trees Lexington	Ea	\$600.00	1	\$600
Follow up tree planting inspection by Trees Lexington	Ea	\$160.00	1	\$160
Tree maintenance workshop for volunteers	Ea	\$120.00	1	\$120
				<b>\$880</b>
<b><u>Total Budget Request</u></b>				
				<b>\$6,430</b>



**Budget: trees, signage, maintenance**

**TOTAL FUNDING REQUESTED.....\$23,721.48**

**18 tees, 2-inch, planted, staked.**

(\$325 per tree, quote from Two Brothers Garden Center) ..... **\$5,850.00**

[Two Brothers Garden Center | Garden Center Guide](#)

2 black chokecherry

2 KY coffetree

2 sassafras

2 tulip poplar

2 American beech

2 blackgum

2 catalpas

2 serviceberry

2 butternut

**35 tree markers plus 30 perennial plant markers (\$21.15 each)**

Nameplate and Panel Technology / My Plant Label, 387 Gundersen Dr, Carol Stream, IL 60188

Renee Melbourn ([reneem@npfec.com](mailto:reneem@npfec.com)) 800-833-8397, ext. 105

[Plant Identification Label & Interpretive Sign Photo Gallery \(myplantlabel.com\)](#)

Style #3 for a public park; 3" x 5" tag .085 thickness hidden screws \$15.90/each+1/8" x 24" \stake with holes \$5.25/ each; no initial set up fee.

Total cost 3"x5" 65 tags 65 x (\$15.90+\$5.25).....**\$1,374.75**

**Pollinator educational sign** Howard Stovall Email: [howard@image360lexky.com](mailto:howard@image360lexky.com)

Allegra & Image360Lex, 114 Lisle Industrial Ave, Lexington KY 40511 File Setup and

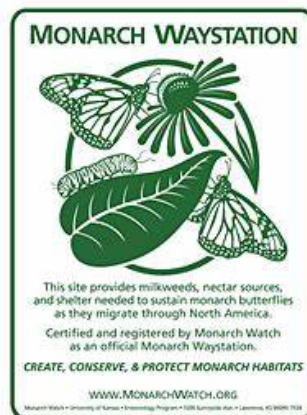
Proofing: ACM - Solid Core - 3mm - white/white - Aluminum Composite Panel Insert.;

Premium Digital Vinyl - Laminated Vinyl graphic; Width: 24.00", Height: 8.00";

Standard Angle Mount Frame..... **\$764.73**

**Monarch Waystation certification sign** for pollinator garden..... **\$18.00**

[Waystation Certification Application and Sign Bundle - 190005 | Monarch Watch](#)



**Tree maintenance** by ROY E. STINNETT, JR., CERTIFIED ARBORIST #KY-0668A & KY-0669A,

Lexington Tree Service, 1113 WINCHESTER ROAD, LEXINGTON, KY 40505,

859-233-0742 OR 263-2701, [Lexington Tree Service](#) .....**\$15,714.00**

See estimate below.

LEXINGTON TREE SERVICE, INC.

ROY E. STINNETT, JR., PRESIDENT

GEZA J. DESE, JR. - CERTIFIED ARBORIST

1113 WINCHESTER ROAD  
LEXINGTON, KY 40508

559-233-0742 OR 253-2701

**ESTIMATE**

DATE: 04.11.24

CERTIFIED ARBORIST #KY-0668A & KY-0669A

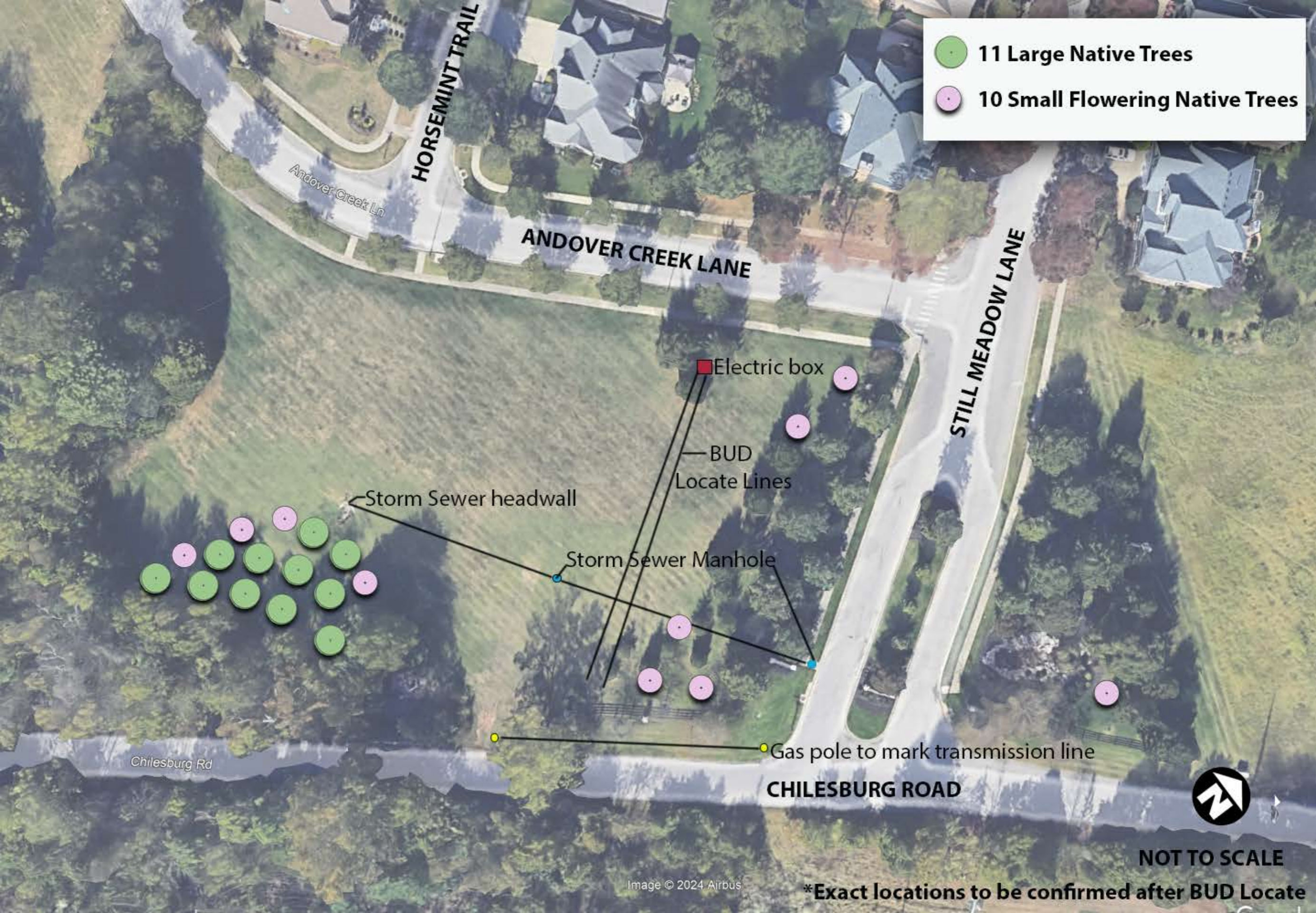
JOB SITE:

SUBMITTED TO:

WAVERLY PARK  
SOUTHMOOR PARK  
LEXINGTON, KY

	CONTACT PERSON	PHONE #	EMAIL ADDRESS
	ED MONAHAN	559-317-3149	
#1	(1) LARGE OAK TREE ON WEST SIDE OF PARK TO RAISE UP LOWER CANOPY OF TREE. REMOVE MAJOR DEAD WOOD AND THEN CUT INSIDES OF TREE.		\$450.00
#2	(1) LARGE SPRUCE TREE ON WEST SIDE OF PARK TO RAISE UP LOWER CANOPY OF TREE APPROXIMATELY 5 FEET FROM GROUND. REMOVE MAJOR DEADWOOD.		\$300.00
#3	(1) REDWOOD CYPRESS TREE TO REMOVE SEVERAL LOWER LIMBS FROM TREE.		\$300.00
#4	(25) PINE TREES ON PROPERTY TO RAISE UP LOWER CANOPY OF TREES. REMOVE MAJOR DEADWOOD.	25 TREES	\$200.00 EACH \$5,800.00
#5	(1) RED OAK TREE TO RAISE UP LOWER CANOPY OF TREE. REMOVE DEADWOOD AND THINOUT INSIDES.		\$450.00
NORTHWEST AT BACK PROPERTY LINE:			
#6	(5) CHERRY TREES, AT BACK PROPERTY LINE, TO REMOVE LOWER LIMBS OVERHANGING WALK WAY		
	(4) ADDITIONAL CHERRY TREES TO REMOVE LOWER LIMBS OVERHANGING WALKWAY.	9 TREES	\$300.00 EACH \$2,700.00
#7	(1) LARGE ELM TREE TO CUT BACK LOWER LIMBS GOING OVER WALK WAY AND TENNIS COURT		\$350.00

#8	REMOVAL OF (1) LARGE CHERRY TREE AND STUMP (TRUNK OF TREE IS ROTTEN) AT SOUTHEAST END OF PARK.		\$850.00
#9	REMOVAL OF (1) SMALLER CHERRY TREE TO GROUND NEXT TO LARGER TREE.		\$300.00
#10	REMOVAL OF (1) LARGE BLACK LOCUST TREES AND STUMPS, DUE HAVING ROTTEN TRUNKS.	2 TREES	\$600.00 EACH \$1,200.00
#11	(2) LARGE FRUIT TREES TO REMOVE MAJOR DEADWOOD AND RAISE UP LOWER CANOPY OF TREES.	2 TREES	\$300.00 EACH \$600.00
#12	(2) LARGE BLACK WALNUT TREES TO RAISE UP LOWER CANOPY OF TREES. REMOVE MAJOR DEADWOOD.	2 TREES	\$250.00 EACH \$500.00
#13	(2) HAWTHORNE TREES TO REMOVE LOWER LIMBS AND REMOVE DEADWOOD.	2 TREES	\$225.00 EACH \$450.00
#14	REMOVAL OF (1) HAWTHORNE TREE TO GROUND, DUE TO HAVING A ROTTEN TRUNK.		\$300.00
CLEAN UP ALL BRUSH, WOOD AND DEBRIS; HAULING AWAY FROM PREMISES.			
COST OF TREE WORK			\$14,550.00
KY SALES TAX			\$873.00
FUEL SURCHARGE			\$291.00
TOTAL COST			\$15,714.00
SUBMITTED BY: ROY E. STINNETT, JR.			
THANK YOU!		WE APPRECIATE YOUR BUSINESS!	



- 11 Large Native Trees
- 10 Small Flowering Native Trees

Electric box

BUD  
Locate Lines

Storm Sewer headwall

Storm Sewer Manhole

Gas pole to mark transmission line

CHILESBURG ROAD



NOT TO SCALE

\*Exact locations to be confirmed after BUD Locate

PLANTLIST					
BOTANICAL NAME	COMMON NAME	CALIPER	BALL SIZE	HEIGHT	NOTES
Prunis subhirtella 'Autumnalis'	Autumn Blooming Cherry	2" Caliper	22" min.	5-6'	One Central Leader
Cercis canadensis 'Forest Pansy'	Forest Pansy Redbud	1.5" Caliper	22" Min.	5-6'	Specimen Quality
Cornus kousa	White Blooming Kousa Dogwood	2" Caliper	22" min.	5-6'	One Central Leader
Ilex attenuata 'Fosterii'	Foster Holly #2	N/A	28" min.	15-20'	One Central Leader native
Amelanchier x grandiflora 'Autumn Brilliance'	Autumn Brilliance Serviceberry	N/A	28" Min.	10-15'	3-5 canes Native

**1 Dead Redbud Tree**

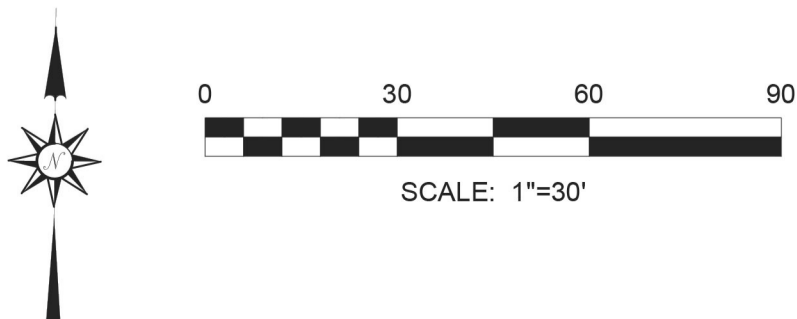
**8 American Holly, Foster Holly, or other native or adaptive evergreens to replace 7 dead evergreen trees.**

**7 Autumn Blooming Cherry Trees**

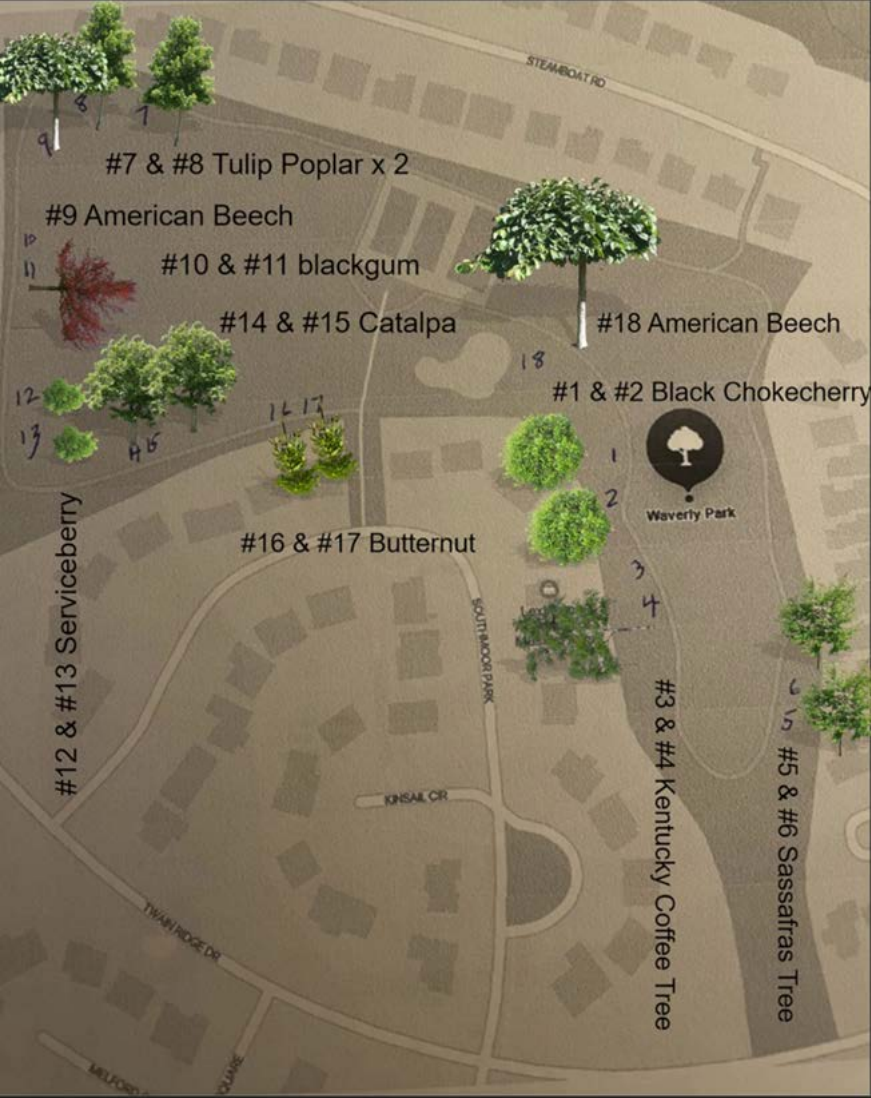
**4 Forest Pansy Rebud, 2 Kousa Dogwood, 2 Serviceberry "Autumn Brilliance"**



JACOBSON PARK PROPOSED TREE  
PLANTING LOCATIONS FOR LEX GROW  
TREES GRANT  
4001 ATHENS BOONESBORO ROAD  
LEXINGTON, KY 40509







#7 & #8 Tulip Poplar x 2

#9 American Beech

#10 & #11 blackgum

#14 & #15 Catalpa

#18 American Beech

#1 & #2 Black Chokecherry

#16 & #17 Butternut

#12 & #13 Serviceberry

#3 & #4 Kentucky Coffee Tree

#5 & #6 Sassafras Tree



● Bald Cypress  
● Redbud  
● Cherry

● Mixed species to match existing incl. Ky Coffee, Black Gum  
● Dogwood  
● Red Maple / Oak /



**Fairways at Lakeside  
Neighborhood**

-  **Large Native Trees**
-  **Small Flowering Native Trees**

**Lakeside Golf Course Entry**

**Many of the new trees shown on  
the existing aerial photo were  
lost in the 2023 4th of July  
storms. The new trees are  
replacement trees for those lost.**

## Still Meadow Neighborhood

### Census Block Groups 2020: 210670039131

Herbaceous %	35%
Shrub %	0%
Total Possible Planting Area %	34%
Tree Canopy %	31%
NatureScore™	77
Impervious - Under Tree Canopy %	2%
Impervious %	30%
Bare Soil/Dry Vegetation %	0%
Water %	2%
Urban Tree Canopy (2022)	33%
Urban Tree Canopy (2020)	28%
Urban Tree Canopy (2012)	27%
Tree Canopy Change (2012-2020)	1%
Tree Canopy Change (2012-2022)	7%
Tree Canopy Change (2020-2022)	5%
Unsuitable Planting Area % (Veg)	2%

Zoom To

# Jacobson Park

Urban Tree Canopy (2020)

46%

26%

7%

## Census Block Groups 2020: 210670039132

Herbaceous %	46%
Shrub %	1%
Total Possible Planting Area %	52%
Tree Canopy %	22%
NatureScore™	87
Impervious - Under Tree Canopy %	0%
Impervious %	22%
Bare Soil/Dry Vegetation %	0%
Water %	8%
Urban Tree Canopy (2022)	24%
Urban Tree Canopy (2020)	19%
Urban Tree Canopy (2012)	13%
Tree Canopy Change (2012-2020)	5%
Tree Canopy Change (2012-2022)	11%
Tree Canopy Change (2020-2022)	6%
Unsuitable Planting Area % (Veg)	0%

Zoom To



# Wolf Run Park

Census Block Groups 2020: 210670026005	
Herbaceous %	28%
Shrub %	1%
Total Possible Planting Area %	29%
Tree Canopy %	22%
NatureScore™	79
Impervious - Under Tree Canopy %	2%
Impervious %	45%
Bare Soil/Dry Vegetation %	1%
Water %	1%
Urban Tree Canopy (2022)	24%
Urban Tree Canopy (2020)	25%
Urban Tree Canopy (2012)	23%
Tree Canopy Change (2012-2020)	2%
Tree Canopy Change (2012-2022)	0%
Tree Canopy Change (2020-2022)	-2%
Unsuitable Planting Area % (Veg)	0%
Zoom To	



# Waverly Park

Waverly Park

Lexington Academy  
of Musical Arts

Kinsail Cir

## Census Block Groups 2020: 210670042052

Herbaceous %	27%
Shrub %	1%
Total Possible Planting Area %	28%
Tree Canopy %	33%
NatureScore™	75
Impervious - Under Tree Canopy %	4%
Impervious %	35%
Bare Soil/Dry Vegetation %	0%
Water %	0%
Urban Tree Canopy (2022)	37%
Urban Tree Canopy (2020)	37%
Urban Tree Canopy (2012)	30%
Tree Canopy Change (2012-2020)	7%
Tree Canopy Change (2012-2022)	7%
Tree Canopy Change (2020-2022)	0%
Unsuitable Planting Area % (Veg)	0%

Zoom To

# Clays Mill Elementary School

Clays Mill  
Elementary School

## Census Block Groups 2020: 210670029001

Herbaceous %	27%
Shrub %	1%
Total Possible Planting Area %	27%
Tree Canopy %	29%
NatureScore™	72
Impervious - Under Tree Canopy %	3%
Impervious %	40%
Bare Soil/Dry Vegetation %	1%
Water %	0%
Urban Tree Canopy (2022)	31%
Urban Tree Canopy (2020)	29%
Urban Tree Canopy (2012)	23%
Tree Canopy Change (2012-2020)	6%
Tree Canopy Change (2012-2022)	8%
Tree Canopy Change (2020-2022)	2%
Unsuitable Planting Area % (Veg)	1%

Zoom To



**Census Block Groups 2020:**  
**210670039123**

Herbaceous %	30%
Shrub %	1%
Total Possible Planting Area %	31%
Tree Canopy %	17%
NatureScore™	60
Impervious - Under Tree Canopy %	1%
Impervious %	48%
Bare Soil/Dry Vegetation %	0%
Water %	2%
Urban Tree Canopy (2022)	19%
Urban Tree Canopy (2020)	17%
Urban Tree Canopy (2012)	17%
Tree Canopy Change (2012-2020)	-0%
Tree Canopy Change (2012-2022)	2%
Tree Canopy Change (2020-2022)	2%
Unsuitable Planting Area % (Veg)	0%

Zoom To



April 19, 2024

Lex Grow Trees  
Grant Selection Committee

To Whom It May Concern,

I am sending this letter to express my support for the grant application submitted by Friends of the Parks Fayette Co. 501(c) 3, working with Trees Lexington for the Lex Grow Trees Grant in these city park locations:

- Jacobson Park
- Waverly Park
- Wolf Run Park
- Lakeside Golf Course

The Friends have submitted and Parks has reviewed preliminary planting plans for each of these city parks. We are in support of their submittal for grant funds. If awarded, staff will continue to support the Friends of the Parks working through the specific details at each location before issuing final planting approval. We always require that contractors and volunteers call 811 to locate public utilities and work with our staff to identify any private utilities. We only allow tree planting by approved LFUCG contractors and volunteers who sign waivers.

We encourage your consideration of this grant application as it supports community engagement in the park as well as improving the long term ecological health of these parks.

Monica Conrad, Director of Parks and Recreation  
Lexington-Fayette Urban County Government

Cc: Chris Cooperrider, Deputy Director of Parks  
Michelle Kosieniak, Superintendent of Planning & Design  
Sandy Shafer, Friends of Parks  
Michael Potapov, Trees Lexington  
Katie Lindeman, Friends of Jacobson Park  
file



**EXHIBIT B**

**APPLICATION REVIEW, SCORING, AND DETERMINATION FORM**

**LEXINGTON-FAYETTE URBAN COUNTY GOVERNMENT  
TREE CANOPY AD HOC COMMITTEE  
LEX GROW TREES GRANT PROGRAM  
APPLICATION REVIEW, SCORING, AND DETERMINATION**

**Applicant Name:** Friends of the Parks Fayette County (Clays Mill Elementary Project)

**Requested Grant Amount:** \$4,172.00 for the Clays Mill Elementary Project

**Project Elements:**

1. Planting 47 Trees
2. Educational Signage
3. Tree Walks

---

**RECOMMENDATION OF THE SCORING COMMITTEE**

- Applicant and proposed project meet program eligibility requirements. Project Score: **78**.
- Approve the Grant Application for the **Full** amount of **\$4,172.00**.
- Approve the Grant Application with the following stipulations:
  1. Applicant shall obtain written approval / agreement from FCPS Grounds Maintenance prior to planting trees to ensure that they will be able to mow around them and maintain them long-term.
  2. Applicant shall obtain approval / agreement from FCPS Grounds Maintenance prior to installing tree diapers at the base of the trees.

---

**TREE CANOPY AD HOC COMMITTEE DETERMINATION**

After considering the recommendation of the Scoring Committee, the application and supporting information, and having heard evidence, the Committee finds:

\_\_\_\_\_ The application does not meet the eligibility requirements of the grant program as set forth in the Grant Program Guidelines and the grant application is denied.

--- OR ---

☒ The application meets the eligibility requirements of the grant program as set forth in the Grant Program Guidelines.

☒ The application has been scored and is deemed worthy of funding this granting cycle.

☒ The grant application is approved in the amount of: \$ 4,172.00



## **EXHIBIT C**

### **LEX GROW TREES GRANT PROGRAM GUIDELINES**

# **Lex Grow Trees Grant Program Guidelines**

## **Objectives**

1. Increase the scale and health of our tree canopy.
2. Increase community buy-in and resident engagement in assuring the creation and maintenance of our tree canopy.
3. Guide a cultural shift in the understanding of the benefits of trees for individuals, our economy, our community's social structure, and our collective community's health.
4. Address the equity challenges of access to the benefits of a healthy tree canopy.

## **Background**

As a result of several opportunities and issues facing the residents of Lexington over the past several years, there has been an unprecedented level of concern for our City's tree canopy. Upon hearing these concerns and during discussions on how the City would allocate its share of Federal ARPA funds, the Urban County Council and the administration desired to allocate funds to growing Lexington's tree canopy. In February 2022, the Council authorized \$1.5 Million from budget stabilization funds for improving Lexington's tree canopy. The funds were placed with the Division of Environmental Services to oversee their expenditure. The Tree Canopy Ad Hoc Committee was formed to provide input to the division as to how the funds should be allocated. The committee created the Lex Grow Trees campaign which is dedicated to addressing tree canopy inequalities in Lexington. Four areas of focus that Lex Grow Trees determined are:

1. Mobilization of community and neighborhood tree advocates and stewards
2. Tree planting
3. Tree maintenance
4. Tree education

In the FY22 budget, \$75,000 was allocated to update Lexington's Urban Tree Canopy Study, which had been completed in 2012. The change analysis, completed in the fall of 2022, looked at the most recent data from 2020 as compared to the 2012 data. It provides information on the tree canopy by council district, watershed, census tract, and types of property ownership. The assessment also includes planting plans to achieve various canopy goals. We encourage potential applicants to review this study to help spark potential project ideas.

## **Eligible Organizations**

1. Federally recognized non-profit organizations 501(c)(3)
2. Incorporated, active neighborhood or homeowners associations
3. For profit organizations

## **Eligible Activities**

1. Tree planting
2. Tree maintenance
3. Tree education
4. Develop and support tree advocates and stewards

## **Application Requirements**

Applications must include the following information:

1. Organization info
  - a. Name of organization
  - b. Street address and zip code
  - c. Phone number
  - d. Email address
2. Contact information
  - a. Contact person name
  - b. Contact person title
  - c. Contact person phone number
  - d. Contact person email address
3. Project narrative, scope of work, and community objectives (If applicable, include a list of project partners and tree experts who will be engaged in your project.)
4. Project dates and project schedule
  - a. Starting date
  - b. Milestone dates
  - c. Expected completion date
5. Project budget and explanation
6. List the address/addresses and Council District where the project is located. (Find the Council District here: <https://www.lexingtonky.gov/>)
7. Supplemental material
  - a. A minimum of three (3) color photographs of the project area.
  - b. A map of the proposed project location (This can be a screenshot of a map but the project site must be identified.)
  - c. Any other supporting documents or letters of support
8. Page limit: 10 pages with font size 12

## **Selection Criteria**

Applications for each funding cycle will be evaluated by the Tree Canopy Ad Hoc Committee. Applications and the activities proposed will be evaluated and grant awards will be made based on consideration of the following factors (the scoring rubric is at the end of this document):

1. Location with a focus on equity (See the [2022 Urban Tree Canopy Study](#).)
2. Number of people reached via engagement or education
3. Ability of the applicant to maintain the project
4. Cost efficiency
5. Number of trees (newly planted)
6. Number of trees (maintenance or care of existing)

## **Additional Grant Program Guidelines and Requirements**

1. All applicants must submit a completed application by the deadline.
2. A detailed project plan and budget for all expenses shall be prepared and included in the application. If selected for a grant, a more detailed project plan and budget may be required for the Grant Award.

3. If selected for a grant, the organization must have a taxpayer ID and be willing to provide a W-9 to LFUCG.
4. If selected for a grant, the organization must be willing to sign the Grant Agreement that will be processed for approval by the Urban County Council and the Mayor's signature. A copy of the Grant Agreement is attached.
5. To receive grant funds, grantees will submit Requests for Reimbursement for consideration. Each Request for Reimbursement shall include documentation to support the reimbursement request (*e.g.*, paid invoices, receipts, pay stubs) or quotes for items to be purchased within thirty (30) days of the funds disbursement.
6. Grantees will have up to 24 months from the time of the execution of the Grant Agreement to complete the projects.
7. Full responsibility for management of the project lies with the organization awarded funds. This includes the following:
  - a. Obtaining approvals.
  - b. Sign-offs from LFUCG offices regarding species selection, sight distance, encroachment/location issues, planting safety issues, and maintenance specifications.
8. All grant-funded projects must be completed in accordance with applicable local, state, and federal law. All required permits, agreements, permissions, approvals, etc. must be obtained by the grant recipient or their representatives prior to commencing work.
9. Any project that includes movement of soil and/or land disturbance shall call 811 for utility locating services per state regulations.
10. The project cannot include permanent changes within the street right-of-way without the prior express written approval from LFUCG or KYTC, as appropriate. Likewise, the project cannot include permanent changes on properties not owned and/or controlled by the grant recipient without the prior express written approval from the property owner.
11. Any project proposing tree planting shall follow LFUCG's Planting Manual under the advisement of LFUCG's Urban Forester (see: [www.lexingtonky.gov/forestry](http://www.lexingtonky.gov/forestry)). Grantees are encouraged to contact the Urban Forestry staff with questions about proper planting procedures and correct maintenance techniques.
12. All project materials and any associated marketing must be co-branded using the Lex Grow Trees branding.
13. A final report must be submitted within 30 days of completion of the project. This report shall include:
  - a. A description of the project and the benefits derived from its implementation;
  - b. Locations of trees planted, including species;
  - c. Locations of trees pruned or maintained, including species;
  - d. Information about events hosted, including topic, location, numbers of attendees, and photographs taken during the events;
  - e. A maintenance plan, if appropriate, or documentation of having maintenance discussions with individual property owners;
  - f. A summary table comparing the project budget to actual expenditures, along with supporting documentation;
  - g. Sample outreach and/or educational materials used.