**State of Wisconsin**

**DEPARTMENT OF NATURAL RESOURCES**

**427 East Tower Drive
Suite 100
Wautoma WI 54982**



Urban Forestry IRA Grant Narrative Report Form

September 3, 2024, to September 30, 2027

**Notice**: This document is provided as a template for IRA Urban Forestry Grant reporting requirements. Please submit this report via email as an attachment to **dnrurbanforestrygrants@wisconsin.gov****.** Interim and final reports are dueon or before the following dates: March 3, 2025, September 4, 2025, March 5, 2026, September 8, 2026, March 9, 2027, December 30, 2027. Paper copies are allowable. Please be sure to sign the last page of this document prior to submission.

Please provide grant information as written in the grant agreement:

Project Grantee: **Click or tap here to enter text.**

Project Number: **Click or tap here to enter text.**

Reporting Period: **Click or tap here to select reporting period.**

Project Description (From grant agreement):

**Click or tap here to enter text.**

**By the numbers: Project Outputs**

**Instructions:**

* As applicable enter the values of work conducted this reporting period.

Number of trees planted this period:

**Click or tap here to enter text.**

Number of trees pruned this period:

**Click or tap here to enter text.**

Number of trees removed this period:

**Click or tap here to enter text.**

Number of stumps ground (site prep) this period:

**Click or tap here to enter text.**

Anything else to add. DAC events, publications, etc:

**Click or tap here to enter text.**

**Project Scope Items**

**Instructions**:

1. Identify Project Scope Items that you are reporting on for this 6-month period: Check Attachment A in your grant agreement to identify the Project Scope Items you need to report.
2. Add the appropriate number of Project Scope Item Boxes below. Add one box for each Project Scope Item you are reporting on in this report. (E.g., if you have 3 items for this reporting period, add 3 boxes.)
	1. Left-click the Project Scope Item Box below.
	2. A small plus sign will appear adjacent in the lower right corner of the Project Scope Item Box.
	
	Click the plus sign to insert an additional box.
	3. Repeat this as many times as required to the correct number of boxes.
3. For each **Project Scope Item Box**:
	1. **Project Scope Item**: From the drop-down box, choose the appropriate item from your grant agreement (Attachment A).
	2. **Summary**: Provide a summary of the work thus far, including:
		1. Status (in progress, complete). Challenges faced. Achievements.
		2. Any increased and equitable access to urban tree canopy and associated human health, environmental and economic benefits within disadvantaged communities.
		3. Any broadened community engagement in disadvantaged communities for local urban forest planning, activities or project implementation.
		4. Any improved resilience to climate change, pests and storm events through best management and maintenance practices within disadvantaged communities.
		5. Any increased canopy cover and/or urban forest diversity within disadvantaged communities.

**Project Scope Item Box**

a) Project Scope Item: **Choose an item.**

b) Summary of work thus far: **Click or tap here to enter text.**

**Project Scope Item Box**

a) Project Scope Item: **Choose an item.**

b) Summary of work thus far: **Click or tap here to enter text.**

Review your grant agreement paying particular attention to “**ATTACHMENT A: PROJECT SPECIAL CONDITIONS**”. Also, it is advisable to review the original grant proposal that you submitted prior to for submission.

Attach original, revised and final drafts of required documents for approval.

Click or tap all that apply:

[ ]  I am attaching up-to-date project documents for review and approval as outlined in the special conditions of my grant agreement. Examples may include documents such as, but not limited to:

* planting plan including locations and species,
* education outreach materials,
* handouts or door hangers,

[ ]  I have already submitted the final versions of all project documents for approval as outlined in the special conditions of the grant agreement.

[ ]  I am attaching documents published with grant funds or news/ press coverage of project activities.

[ ]  I am attaching other documents not listed above.
**Click or tap here to enter text.**

**Click or tap here to enter text.**

Typed or printed name of Project Manager or Authorized Representative

**Click or tap to enter a date.**

Date

For grant administration materials, program contact information and other resources, please email: dnrurbanforestrygrants@wisconsin.gov.

For the email address of your Urban Forestry Coordinator, visit: <http://dnr.wi.gov/topic/UrbanForests/contact.html>