**EXHIBIT B:**



**FINAL CLOSE-OUT REPORT**

**2024 GREEN Miami-Dade County Matching Grant**

|  |  |
| --- | --- |
| **Name of Municipality/Organization:** |  |
| **Name of Project:** |  |
| **Report Submitted By:** |  |
| **Title:** |  |
| **Phone Number:** |  |
| **Email:** |  |
| **Date Submitted:** |  |

**PROJECT NARRATIVE**

1. Why did you apply for the GREEN Miami-Dade County Matching Grant (i.e. urban tree canopy restoration after a natural disaster, low tree canopy, beautification effort, stormwater mitigation, combatting extreme heat in your community etc.). Did you accomplish your goal? Please explain.
2. How many trees were planted as a result of your grant award? Please specify the species selected, including how many of each were planted. [Make sure the number of trees and species are the same on the final budget, invoice(s), data tracking, and landscape plan.]

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| --- | --- | --- |
| **Tree Species** | **Number Planted** | **Date Installed** |
| e.g. Live oak | 10 |  |
| Gumbo limbo | 30 |  |
|  |  |  |

**Tree Total XX**

1. List any obstacles you encountered while coordinating this project and describe how these issues were addressed.

**LANDSCAPE RENDERING**

**Submit FINAL Google Live Map(s) link:**

**PROJECT ENHANCEMENTS**

1. **Growing Green Bus Stops**

**Did your project include a Growing Green Bus Stop? If so, please provide the following:**

1. **How many bus or transit stops were shaded? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
2. **Attach a before and after photo for each bus or transit stop shaded.**
3. **Please fill out the chart below:**

|  |  |  |
| --- | --- | --- |
| **Location(s) of each bus or transit stop** | **Number of Trees Planted** | **Species Planted** |
| *Address/Crossroads/Name of Stop* |  |  |
|  |  |  |
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1. **Growing Green Playgrounds**

**Did your project include a Growing Green Playground? If so, please provide the following:**

1. **How many playgrounds were shaded? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
2. **Attach a before and after photo for each playground shaded.**
3. **Please fill out the chart below:**

|  |  |  |
| --- | --- | --- |
| **Location(s) of each playground** | **Number of Trees Planted** | **Species Planted** |
| *Address/Crossroads/Park Name* |  |  |
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1. **Gateways**

**Did your project include shading a Gateway? If so, please provide the following:**

1. **How many Gateways were shaded? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
2. **Attach a before and after photo for each Gateway shaded.**
3. **Please fill out the chart below:**

|  |  |  |
| --- | --- | --- |
| **Location(s) of each Gateway** | **Number of Trees Planted** | **Species Planted** |
| *Address/Crossroads* |  |  |
|  |  |  |
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1. **Corridors**

**Did your project include shading a Corridor? If so, please provide the following:**

1. **How many Corridors were shaded? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
2. **Attach a before and after photo for each Corridor shaded.**
3. **Please fill out the chart below:**

|  |  |  |
| --- | --- | --- |
| **Location(s) of each Corridor** | **Number of Trees Planted** | **Species Planted** |
| *Address/Crossroads* |  |  |
|  |  |  |
|  |  |  |

1. **Connections to Parks and Schools**

**Did your project include shading a connection to a park(s) and/or school(s)? If so, please provide the following:**

1. **How many park(s) and/or school(s) connections were shaded? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
2. **Attach a before and after photo for each connection to a park(s) and/or school(s) shaded.**
3. **Please fill out the chart below:**

|  |  |  |
| --- | --- | --- |
| **Location(s) of each Park/School Connection** | **Number of Trees Planted** | **Species Planted** |
| *Address/Crossroads* |  |  |
|  |  |  |
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1. **Parks, Schools, Libraries, Public Housing Sites, Other Public Lands**

**Did your project include shading one of the aforementioned public land types? If so, please provide the following:**

1. **What type of public land was shaded? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
2. **Attach a before and after photo for each public land shaded.**
3. **Please fill out the chart below:**

|  |  |  |
| --- | --- | --- |
| **Name & Location of each Park/School/Library/Public Housing/Other** | **Number of Trees Planted** | **Species Planted** |
| *Address/Crossroads* |  |  |
|  |  |  |
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1. **Natural Disaster Recovery**

**Did your project include tree replacement/planting of areas ravaged by hurricanes or other natural disasters? If so, please provide the following:**

1. **What specific area(s) within your community was the focus of this enhancement? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
2. **Attach a before and after photo for each area ravaged by natural disaster.**
3. **Please fill out the chart below:**

|  |  |  |
| --- | --- | --- |
| **Location(s) of each Area Restored** | **Number of Trees Planted** | **Species Planted** |
| *Address/Crossroads/Neighborhood* |  |  |
|  |  |  |
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1. **Shading Local/Residential Streets**

**Did your project include shading local and/or residential, public streets? If so, please provide the following:**

1. **How many streets were shaded? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
2. **Attach a before and after photo for each street shaded.**
3. **Please fill out the chart below:**

|  |  |  |
| --- | --- | --- |
| **Location(s) of each local/ residential street** | **Number of Trees Planted** | **Species Planted** |
| *Address* |  |  |
|  |  |  |
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**OUTREACH, EDUCATION, & EVENTS**

In addition to the required press release, list any activities you provided in your outreach plan as part of your grant application (i.e. social media posts, flyers, door hangers, etc.). Copies of all materials used/distributed should be attached to this report when submitted.

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| --- | --- | --- |
| **Activity** | **Where, when, and how did this outreach/activity take place?** | **How many residents did you reach?** |
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**FINANCIAL REPORTING**

Provide the following information and attach all invoices related to your project, including proof of payment. All invoices should state that *All trees must conform to the standards for a Florida No. 1 or better, as provided in the most current edition of the “Florida Grades and Standards for Nursery.*

* **What was your grant award? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
* **What total amount are you requesting reimbursement for? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
* **What was your total project cost? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
* **Has the GREEN Miami-Dade County Matching Grant helped you secure other dollars or resources needed to sustain your urban tree canopy? If so, please explain. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| --- | --- | --- | --- | --- | --- |
| **Invoice**  **Number** | **Invoice**  **Date** | **Description of Services** | **Check**  **Number** | **Check**  **Date** | **Check Amount** |
|  |  |  |  |  |  |
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For in-kind services, timesheets, including hourly rate and activities, as well as proof of payroll must be submitted to be eligible to serve as match.

**Attachments:**

* Final Close-out Report (as Word document)
* Final approved planting plan (Google Live Map Link) linked above
* Before and after photos of project enhancements, as detailed above (jpegs)
* Copy of executed Interlocal Agreement (if applicable)
* Data Tracking Report (as Excel document): Remember to include DBH and latitude/longitude coordinates for each tree planted with grant and match funds
* Financial Reporting: Final approved budget, all related invoices, proof of payment
* Outreach Efforts: Press release, educational materials, photos, etc. and/or any references to Miami-Dade County and Neat Streets Miami-Dade County support.

**PLEASE SUBMIT THIS EXHIBIT B FINAL CLOSE-OUT REPORT AND RELATED ATTACHMENTS BY**

**May 31, 2024 VIA EMAIL TO:** [NIKKI.ANDERSON@MIAMIDADE.GOV](mailto:NIKKI.ANDERSON@MIAMIDADE.GOV).