

Organization	Grant Opportunity	Application #	Project Title	Date/Time Submitted
Town of West Seneca	DEC01-UCF1-2023	DEC01-UCF1-2023-0011		

**ATTACHMENT C - WORK PLAN**

***DETAIL***

**Objective**

- 1 Complete a Comprehensive Tree Inventory and CFMP - Hire a team of certified arborists to inventory and assess approx. 20,000 trees within the Town right-of-way and incorporate the data findings and recommendations into a CFMP

**Tasks**

- 1.1 Develop procurement documents, select consultant, and hold kick-off meeting - Project selection committee will develop a detailed RFP for the inventory and CFMP

Performance Measures

- 1.1.1 Select and hire the most qualified candidate - The Town will interview prospective candidates, hire the most qualified candidate by April 1, 2024 and hold kick-off meeting with consultant and project team

**Tasks**

- 1.2 Complete the inventory and assessment - The hired team of arborists will complete the Town-wide tree inventory and assessment of approx. 20,000 trees within the Town ROW

Performance Measures

- 1.2.1 Data findings/recommendations - Data will be incorporated into the selected tree inventory software platform and integrated into the Town's software systems. An M.S. Excel spreadsheet will be provided to NYSDEC.

**Tasks**

- 1.3 Gather in-house information for the CFMP - The project team and members of Environmental Commission will gather a diverse sampling of pictures of West Seneca's forestry canopy.

Performance Measures

- 1.3.1 Local photographs of West Seneca's tree canopy - A diverse sampling of photographs provided to the consultant for inclusion in the CFMP.

**Tasks**

- 1.4 Incorporate tree inventory data into a CFMP - The hired consultant will incorporate the data findings and recommendations into a community forestry management plan unique to the Town of West Seneca's needs

Performance Measures

- 1.4.1 Community Forestry Management Plan - The CFMP will be based on the tree inventory data and include recommendations for maintenance with a 5-year projected budget. Add-ons include: invasive species management strategy and an overview map of inventoried trees. Upload to GG.

Objective

- 2 Outreach and Education - The Town of West Seneca will utilize its project partners, Town officials and the consulting arborist to engage the public and hold three outreach programs during the implementation of the grant

Tasks

- 2.1 Launch of the inventory - Informational program to be held 2-4 weeks prior to beginning the inventory

Performance Measures

- 2.1.1 Public outreach and education about tree inventory - Project partners and the certified arborist in charge will explain the tree inventory process and the type and method for data collection. Event will be covered by local newspaper and social media outlets.
- 2.1.2 Public outreach and education on tree care - Project partners and Town Officials will host educational event on local soils and tree care and selection. Event will be covered by local newspaper and social media outlets.

Tasks

- 2.2 Inventory update - Public presentation with updates and educational event to be held half-way through project, anticipated for Arbor Day 2024 celebration, with project partners.

Performance Measures

- 2.2.1 Public outreach and education on tree care - Project partners and Town Officials will host educational event on local soils and tree care and selection. Event will be covered by local newspaper and social media outlets.

Tasks

- 2.3 Final project overview for public - Educational program to be held at completion of inventory and CFMP to present findings and how final products are to be utilized by the Town.

Performance Measures

- 2.3.1 Public outreach and education on tree inventory and CFMP - Arborist in charge will present findings from inventory and explain how data will be used by Town departments; provide overview of CFMP. Explain to how to become a tree steward. Event will be covered by local newspaper and social media outlets.

Objective

- 3 Inspection and Reporting - Inspection of Tree Inventory (M.S. Excel spreadsheet) and CFMP document (PDF) by NYSDEC and, upon approval, submit all necessary reporting and paperwork to finalize the grant

Tasks

3.1 NYSDEC Review - Project Manager will coordinate a review of final inventory and CFMP products by a designated NYSDEC UCF grant administrator

Performance Measures

3.1.1 Final approval - NYSDEC grant administrator will confirm that final products meet and adhere to all NYSDEC UCF requirements and that project is a success and eligible for reimbursement

Tasks

3.2 Reporting - Complete reports and reimbursement paperwork

Performance Measures

3.2.1 Progress Reports - Complete all quarterly reports as required throughout the contract period