

SUB-RECIPIENT AGREEMENT

Community Forestry Cost-Share Assistance

This agreement, dated April 21, 2026 is made and entered into by and between Laramie County and the Wyoming State Forestry Division. Laramie County agrees to serve as a sub-recipient for the Community Forestry Cost-Share Program and agrees to comply with the following prior to receiving cost-share assistance:

- For tree planting grants purchase and plant deciduous trees that are a minimum of 1 ½ inches in caliper and conifer trees that are a minimum of 4 feet in height.
- For tree planting grants obtain and plant trees that meet the specifications of ANSI Z60.1 American Standard for Nursery Stock.
- Insure that tree planting projects are on non-federal public property.
- Provide documentation of cash expenditures for tree planting projects and cash or in-kind expenditures for education/program development projects.
- Submit photos or other documentation of the completed project.
- Report the number of volunteers and volunteer hours involved with the project for tree planting grants, and volunteer contributions and/or in-kind contributions for education/program development grants.
- Provide the names of groups and organizations involved.
- For tree planting grants report the number of trees planted.
- For tree planting grants provide a minimum of 5 years maintenance using industry standards.
- Agree to use sub-recipient's standard purchasing policies and procedures. If none exist, the sub-recipient will default to the State of Wyoming Purchasing Policy and Procedures (WY Administration and Information Procurement Section).
- Certify that no form of discrimination because of race, creed, color, sex, national origin or for any other reasons exists in the performance of the authorized project.
- Certify that each item in the request for payment form is correct, and that recipient has not previously received payment for any item listed on the request for payment.

- Have an audit in accordance with the provisions of OMB Circular A-133 should recipient receive more than \$750,000 in total of federal assistance from any funding or pass-through agency. A copy of the audit report must be submitted to Wyoming State Forestry Division.
- Sub-recipient is subject to the following Uniform Administrative Requirements and Cost Principles:

Entity	Administrative Requirements		Cost Principles			Audits
	2 CFR 215	A-102	2 CFR 225	2 CFR 220	2-CFR 230	A-133
States, Local Governments, and Indian Tribes		X	X			X
Educational Institutions (even if part of a state or local government)	X			X		X
Non-Profit Organizations	X				X	X

Responsibilities of Wyoming State Forestry Division include the following:

- Provide payment when the above criteria are met and the Request for Payment form is submitted.
- Consult with sub-recipient on technical aspects of tree selection and planting for tree planting projects and provide advice for education/program development activities.
- Issue required grant forms.
- Provide standards and specifications for tree planting grants.
- Inspect tree planting projects for compliance with proper planting/establishment practices.

April 21, 2026

Sub-Recipient Signature

Date

Gunnar Malm

Sub-Recipient Printed Name

Wyoming State Forestry Division Signature

Date

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DEPUTY LARAMIE COUNTY
ATTORNEY





**Certification Regarding Debarment, Suspension, and Other Responsibility Matters
 Primary Covered Transactions**

The following statement is made in accordance with the Privacy Act of 1974 (5 U.S.C. § 552a, as amended). This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, and 2 CFR § 180.335, Participants' responsibilities. The regulations were amended and published on August 31, 2005, in 70 Fed. Reg. 51865-51880. Copies of the regulations may be obtained by contacting the Department of Agriculture agency offering the proposed covered transaction.

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0505-0027. The time required to complete this information collection is estimated to average 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. The provisions of appropriate criminal or civil fraud, privacy, and other statutes may be applicable to the information provided.

(Read instructions on page two before completing certification.)

- A. The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:
1. Are not presently debarred, suspended, or proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
 2. Have not within a 3-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 3. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (A.2.) of this certification; and
 4. Have not within a 3-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.
- B. Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

ORGANIZATION NAME Laramie County, Wyoming	PR/AWARD NUMBER OR PROJECT NAME Laramie County Events RV Tree Planting & Shade
NAME(S) AND TITLE(S) OF AUTHORIZED REPRESENTATIVE(S) Gunnar Malm, Chairman Laramie County Commissioners	
SIGNATURE	DATE 4/21/26

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotope, American Sign Language, etc.) should contact the responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [How to File a Program Discrimination Complaint](#) and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov.

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Instructions for Certification

- (1) By signing and submitting this form, the prospective primary participant is providing the certification set out on page 1 in accordance with these instructions.
- (2) The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction. The prospective participant must submit an explanation of why it cannot provide the certification set out on this form. The certification or explanation will be considered in connection with the Department or agency's determination whether to enter into this transaction. However, failure of the prospective primary participant to furnish a certification or an explanation will disqualify such person from participation in this transaction.
- (3) The certification in this clause is a material representation of fact upon which reliance was placed when the Department or agency determined to enter into this transaction. If it is later determined that the prospective primary participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the Department or agency may terminate this transaction for cause or default.
- (4) The prospective primary participant must provide immediate written notice to the Department or agency to which this proposal is submitted if at any time the prospective primary participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
- (5) The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549, at 2 CFR Parts 180 and 417. You may contact the Department or agency to which this proposal is being submitted for assistance in obtaining a copy of those regulations.
- (6) The prospective primary participant agrees by submitting this form that, should the proposed covered transaction be entered into, it may not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the Department or agency entering into this transaction.
- (7) The prospective primary participant further agrees by submitting this form that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions," provided by the Department or agency entering into this covered transaction, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
- (8) A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the General Services Administration's System for Award Management Exclusions database.
- (9) Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
- (10) Except for transactions authorized under paragraph (6) of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the Department or agency may terminate this transaction for cause or default.



**Certification Regarding Drug-Free Workplace Requirements (Grants)
Alternative I – For Grantees Other Than Individuals**

The following statement is made in accordance with the Privacy Act of 1974 (5 U.S.C. § 552a, as amended). This certification is required by the regulations implementing §§ 5151-5160 of the Drug-Free Workplace Act of 1998 (Pub. L. 100-690, Title V, Subtitle D: 41 U.S.C. § 8101 et seq.), and 2 CFR Parts 182 and 421. The regulations were amended and published on June 15, 2009, in 74 Fed. Reg. 28150-28154 and on December 8, 2011, in 76 Fed. Reg. 76610-76611. Copies of the regulations may be obtained by contacting the Department of Agriculture agency offering the grant.

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0505-0027. The time required to complete this information collection is estimated to average 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. The provisions of appropriate criminal or civil fraud, privacy, and other statutes may be applicable to the information provided.

(Read instructions on page three before completing certification.)

- A. The grantee certifies that it will or will continue to provide a drug-free workplace by:
1. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
 2. Establishing an ongoing drug-free awareness program to inform employees about –
 - a. The dangers of drug abuse in the workplace;
 - b. The grantee's policy of maintaining a drug-free workplace;
 - c. Any available drug counseling, rehabilitation, and employee assistance programs; and
 - d. The penalties that may be imposed upon employees for drug-abuse violations occurring in the workplace.
 3. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph A.1.
 4. Notifying the employee in the statement required by paragraph A.1 that, as a condition of employment under the grant, the employee will –
 - a. Abide by the terms of the statement; and
 - b. Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than 5 calendar days after such conviction;
 5. Notifying the agency in writing, within 10 calendar days after receiving notice under subparagraph A.4.b from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;
 6. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph A.4.b, with respect to any employee who is so convicted –
 - a. Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
 - b. Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or, local health, law enforcement, or other appropriate agency;

7. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs A.1 through A.6.

B. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

PLACE OF PERFORMANCE *(Street Address, City, County, State, Zip Code)*
 3801 Archer Parkway, Cheyenne, WY 82009

Check if there are workplaces on file that are not identified here.

ORGANIZATION NAME Laramie County, Wyoming	PR/AWARD NUMBER OR PROJECT NAME Laramie County Events RV Tree Planting & Shade
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NAME(S) AND TITLE(S) OF AUTHORIZED REPRESENTATIVE(S)
 Gunnar Malm, Chairman Laramie County Commissioners

SIGNATURE	DATE
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In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

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 ATTORNEY 

Instructions for Certification

- (1) By signing and submitting this form, the grantee is providing the certification set out on pages 1 and 2 in accordance with these instructions.
- (2) The certification set out on pages 1 and 2 is a material representation of fact upon which reliance is placed when the agency awards the grant. If it is later determined that the grantee knowingly rendered a false certification, or otherwise violates the requirements of the Drug-Free Workplace Act, the agency, in addition to any other remedies available to the Federal Government, may take action authorized under the Drug-Free Workplace Act.
- (3) Workplaces under grants, for grantees other than individuals, need not be identified on the certification. If known, they may be identified in the grant application. If the grantee does not identify the workplaces at the time of application, or upon award, if there is no application, the grantee must keep the identity of the workplace(s) on file in its office and make the information available for Federal inspection. Failure to identify all known workplaces constitutes a violation of the grantee's drug-free workplace requirements.
- (4) Workplace identifications must include the actual address of buildings (or parts of buildings) or other sites where work under the grant takes place. Categorical descriptions may be used (e.g., all vehicles of a mass transit authority or State highway department while in operation, State employees in each local unemployment office, performers in concert halls or radio studios).
- (5) If the workplace identified to the agency changes during the performance of the grant, the grantee must inform the agency of the change(s). If it previously identified the workplaces in question, see instruction (3) above.
- (6) Definitions of terms in the Nonprocurement Suspension and Debarment common rule and Drug-Free Workplace common rule apply to this certification. Grantees' attention is called, in particular, to the following definitions from these rules:
 - "Controlled substance" means a controlled substance in Schedules I through V of the Controlled Substances Act, 21 U.S.C. §812, and as further defined by 21 CFR §§ 1308.11-1308.15.
 - "Conviction" means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the Federal or State criminal drug statutes.
 - "Criminal drug statute" means a Federal or non-Federal criminal statute involving the manufacture, distribution, dispensing, use, or possession of any controlled substance.
 - "Employee" means the employee of a grantee directly engaged in the performance of work under a grant, including: (i) all "direct charge" employees (ii) all "indirect charge" employees unless their impact or involvement is insignificant to the performance of the grant and, (iii) temporary personnel and consultants who are directly engaged in the performance of work under the grant and who are on the grantee's payroll. This definition does not include workers not on the payroll of the grantee (e.g., volunteers, even if used to meet a matching requirement, consultants or independent contractors not on the grantee's payroll, or employees of subrecipients or subcontractors in covered workplaces).



Wyoming State Forestry Division

Office of State Lands and Investments



Wyoming State Forestry Division
5500 Bishop Blvd.
Cheyenne, WY 82002

Mark Gordon
Governor

Stacia Berry
Director

Kelly Norris
State Forester

4/3/2026
Sandra Bay
Laramie County
310 West 19th St, Suite 410
Cheyenne, WY 82001

Dear Sandra and Dan:

Thank you for your interest in the 2026 Community Forestry grants. All applications submitted this year were carefully reviewed and scored.

I am pleased to announce that your grant application for the **Laramie County Events RV Tree Planting & Shade Enhancement** Project Tree Planting proposal has been approved for full funding. You will receive \$5,000.00 of Community Forestry cost-share funds upon completion of your project.

These are federal funds and we are required to comply with requirements regarding the use of federal funds. **Attached is a copy of the sub-recipient agreement form that must be signed and returned to me before I can send a final award letter and request for payment form to you. Please sign and return to me as soon as possible.** This is a standard agreement that is required for all Community Forestry grants. When we receive the signed form I will return a signed copy to you with our final grant award letter and request for payment form to be submitted upon completion of your project.

Some additional information that you may need for accounting purposes is: The funds originated from the USDA Forest Service, State and Private Forestry Program. The federal Assistance Listing (formerly the Catalog of Federal Domestic Assistance-CFDA) number and name are 10.664, Cooperative Forestry Assistance.

If you would like additional information or have any questions please give me a call at (307)777-3626. We are pleased to assist you in any way we can. Congratulations and good luck with your project.

Sincerely,

Jacob Mares,
U&CF Program Manager

RESOLUTION NO. **260303-11**

CONSIDERATION OF A RESOLUTION AUTHORIZING THE SUBMISSION OF A GRANT APPLICATION TO THE WYOMING STATE FORESTRY DIVISION, URBAN AND COMMUNITY FORESTRY PROGRAM FOR A COST SHARE GRANT IN THE AMOUNT OF \$5,000.00 WITH A MATCH OF \$5,125.00, ON BEHALF OF THE GOVERNING BODY OF LARAMIE COUNTY, WYOMING.

FOR THE PURPOSE OF: REQUESTED FUNDS WILL BE USED TO PURCHASE AND PLANT UP TO THIRTY-EIGHT TREES AT THE LARAMIE COUNTY EVENTS RV PARK.

WITNESSETH

WHEREAS, the Governing Body of Laramie County desires to participate in the Wyoming State Forestry Division, Urban and Community Forestry Program Cost Share Program by sponsoring this grant application to assist in financing this project; and

WHEREAS, the Governing Body of Laramie County has been provided with preliminary cost estimates and information on this project; and

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF LARAMIE COUNTY that a grant application in the amount of \$5,000.00 be submitted to the Wyoming State Forestry Division, Urban and Community Forestry Program for consideration of funding for the purchase of up to thirty-eight trees with a cash match of \$5,125.00.

BE IT FURTHER RESOLVED, that Amy Gorbey, or her successor in the position of Laramie County Grants Specialist, is appointed as agent of the Laramie County Board of Commissioners to execute and submit applications and certifications for these funds and that Sandra Bay, or her successor in the position of Laramie County Grants Manager, is appointed as the agent of the Laramie County Board of Commissioners to receive funds and implement the programs funded under this grant.

PASSED, APPROVED AND ADOPTED THIS 3rd DAY OF MARCH 2026.

Signed by: 
By: _____
Chairman Laramie County Commissioners

Date: March 3, 2026

ATTEST:

Signed by: 
Debra Lee, Laramie County Clerk

Date: March 3, 2026

Received and Approved as to Form only By:



Laramie County Attorney's Office

Date: 2/24/26

**2026 WYOMING URBAN AND COMMUNITY FORESTRY PROGRAM COST-SHARE GRANT FUNDS
APPLICATION FOR: TREE PLANTING**

- 1. NAME OF PROJECT: Laramie County Events RV Park Tree Planting & Shade Enhancement Project
- 2. PROJECT LOCATION or COMMUNITY: Cheyenne, Wyoming
- 3. SPONSORING AUTHORITY OR ORGANIZATION: Laramie County Events
- 4. PROJECT COORDINATOR: Dan Ange
- 5. MAILING ADDRESS: Laramie County Events, 3801 Archer Pkwy, Cheyenne, WY, 82009
- 6. PHONE: 307-633-4670
- 7. Does your Community/Organization have a Grants Manager? **YES/NO** If so, provide contact information
 - 7a. GRANTS MANAGER CONTACT: Sandra Bay, Laramie County Grants Manager
 - 7b. EMAIL: Sandra. Bay@laramiecountywy.gov
 - 7c. PHONE: (307) 633-4201
 - 7d. MAILING ADDRESS: 310 West 19th Street, Suite 410, Cheyenne, Wyoming, 82001
- 8. PLANNED DATE OF PROJECT COMPLETION: September 26, 2026
- 9. PROJECT NAME AND DESCRIPTION AND/OR PURPOSE: Please see the attached description.
- 10. NUMBER OF TREES EXPECTED TO BE PLANTED: 38
- 11. WHO WILL BE RESPONSIBLE FOR AT LEAST 5 YEARS OF MAINTENANCE? Laramie County Events
- 12. NAMES OF VOLUNTEER GROUPS/PARTNERS INVOLVED IN THE PROJECT: Laramie County 4-H Club

13. PROJECT FUNDING:

- A. Requested Urban & Community Forestry Grant Funds \$ 5,000
(Minimum amount \$1,000.00 - Maximum amount \$5,000.00)
- B. Local Cash Match \$ 5125
- C. Total Project Expense (A + B) \$ 10125

Attach a budget with a breakdown of all expected expenses and all projected income including grant funds.

- 14. SIGNATURE OF PROJECT COORDINATOR: Dan Ange Digitally signed by Dan Ange
Date: 2026.02.24 11:41:47 -07'00' DATE: 2/24/26

RETURN COMPLETED APPLICATION TO:
U&CF GRANTS
WYOMING STATE FORESTRY DIVISION
5500 Bishop Boulevard
CHEYENNE, WY 82002

INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED FOR FUNDING
APPLICATION DEADLINE IS MARCH 13, 2026

Project Title

Laramie County Events RV Park Tree Planting & Shade Enhancement Project – Cheyenne, Wyoming

Project Summary

Laramie County Events proposes to enhance shade, visual appeal, and environmental health at our RV park in Cheyenne through strategic planting thirty-eight new trees and shrubs (both evergreen and deciduous species). We will leverage existing water infrastructure, install a battery-controlled drip irrigation system (installed by our own staff), apply best-practice mulching and maintenance, and commit to long-term upkeep. Laramie County Events Staff will work with volunteers for the Laramie County 4-H Club on site preparation and planting for this project.

The Tree Planting & Shade Enhancement Project will establish a high-impact small-scale forestation and shading initiative that benefits our guests, the micro-climate, and the broader community.

Project Need & Benefits

- **Cheyenne’s semi-arid climate and high elevation lead to harsh growing conditions for landscape plantings; strategic tree planting supports shade, windbreaks, aesthetics, and guest comfort.**
- **As documented in Cheyenne’s urban forestry studies, increasing canopy cover and selecting appropriate sites promotes long-term community resilience.**
- **This project will:**
 - **Improve air quality and offer carbon sequestration benefits, contributing to environmental stewardship. After planting, 10-20 trees can sequester 500-1000 pounds of CO2 annually, scaling to several tons over decades.**
 - **Enhance the visual character and attractiveness of the RV park, contributing to local economic viability and guest satisfaction.**
 - **Demonstrate best-practice landscaping and maintenance, increasing the likelihood of tree survival and long life.**
- **By doing the labor ourselves for irrigation installation and committing to regular maintenance, we maximize return on investment and reduce reliance on contractor costs.**

Project Description & Methods

Species & Quantities

North Area of the Park:

- 5 Blue Spruce (6 ft evergreen)
- 5 Australian Pine (6 ft evergreen)

West End of the Park:

- 4 Littleleaf Linden (1.5" caliper deciduous)
- 3 Radiant Crabapple (1.5" caliper deciduous)
- 5 Shademaster Honeylocust (1.5" caliper deciduous)

Additional Plantings:

- 3 Bur Oak (1.5" caliper deciduous)
- 3 Ohio Buckeye (1.5" caliper deciduous)
- 10 Common Lilac (shrub border plantings)

Site Preparation & Planting

- All State of Wyoming Forestry Division specifications for proper tree planting and maintenance will be fully incorporated into the planting and maintenance plans and strictly followed.
- Trees will be purchased from a local nursery with appropriate hardiness for the area.
- Sites will be prepped to ensure adequate space, proper root zone depth, and removal of competing grass or weeds.
- Trees will be planted following best-management practices, including correct planting depth, exposed root flare, and staking only as needed.
- A battery-controlled timer drip irrigation system will be self-installed to provide consistent watering at volumes appropriate for each tree size.
- According to local guidelines, emitters will be placed around each root ball to provide irrigation twice per week during the growing season, tapering to once per month during dormancy.

- Mulch rings (minimum 4 ft diameter, 3 in depth) will be placed around each tree’s root zone using wood chips or bark mulch to suppress weed growth and aid water retention.

Maintenance & Sustainability

- The Laramie County Events Staff will provide extra care and maintenance to ensure proper establishment of the trees.
- Mowing of surrounding area will be maintained to enhance visual appeal and minimize competition for water and nutrients.
- Yearly trimming and shaping will be performed by staff to ensure strong tree structure and aesthetic quality.
- Tree health will be regularly monitored, including checks for insect and disease issues, and protection from wildlife and lawn equipment.
- Long-term maintenance and irrigation oversight are built into the department’s annual operations budget, ensuring sustainability beyond the 5-year grant period.

Budget Breakdown (Estimates – Cheyenne Region)

Below is the proposed project budget, reflecting local nursery and material costs. Applicant labor for irrigation installation is in-kind and not included as a cost.

Item	Qty	Unit Cost	Total Cost	Funding Source
Blue Spruce (6 ft)	5	\$260	\$1,300	Grant
Australian Pine (6 ft)	5	\$260	\$1,300	Grant
Littleleaf Linden (1.5" caliper)	4	\$180	\$720	Grant
Radiant Crabapple (1.5" caliper)	3	\$160	\$480	Grant
Shademaster Honeylocust (1.5" caliper)	5	\$180	\$900	Grant
Bur Oak	3	\$250	\$750	Applicant Match

Item	Qty	Unit Cost	Total Cost	Funding Source
Ohio Buckeye	3	\$250	\$750	Applicant Match
Lilac	10	\$100	\$1,000	Applicant Match
Drip irrigation materials (tubing, timer, emitters)	1 lot	\$2,000	\$2,000	Applicant Match
Mulch (wood chips, installed)	1 lot	\$925	\$925	Applicant Match
Totals			\$10,125	Grant: \$5,000 / Applicant Match: \$5,125

Notes:

- Unit costs reflect 2025 Cheyenne-area nursery and supply averages.
- Applicant labor for irrigation installation and planting is in-kind, maximizing match value.
- The \$5,125 applicant match (cash) will fund nursery and supplies, irrigation materials and mulching costs.

Project Timeline

- **Procurement of trees and materials:** Upon receipt of funding, orders for trees and shrubs will be placed in late March or early April 2026
- **Site preparation and planting:** Site preparation and planting will take place in April or May 2026.
- **Irrigation system installation:** To be completed concurrently with planting.
- **Mulching and first watering cycle:** Conducted immediately after planting.
- **Monitoring and maintenance (Year 1):** Ongoing throughout next growing season.

Performance Measures & Outcomes

- Thirty-eight new trees and shrubs will be successfully planted and established (target ≥ 90% survival after one year).

- Fully operational drip irrigation system ensuring consistent watering intervals.
- Healthy mulch zones maintained, with turf and weed interference minimized.
- Noticeable increase in shade and comfort levels in guest areas.
- Measurable aesthetic improvement documented through before/after photos.
- Ongoing maintenance plan is integrated into the RV park's operating budget.

Conclusion

This project is a strategic, cost-effective investment in shade, sustainability, and beautification for the Laramie County Events RV Park, an ideal site for a Forest Division Community grant because the county can provide a strong financial match, coordinate volunteer support, and maintain plantings for long-term survival. Laramie County Events staff's experience in installation and upkeep for the RV Park, Archer Complex, M Building & K Building, Community Center, Meadows and Gazebo Park grounds ensures long-term success. Increased canopy will reduce local heat buildup by up to 10°F, stabilize soil against Wyoming's winds, support pollinators, and create a drought-resilient oasis for the RV park guests. We are confident that this project will yield enduring environmental, economic, and community benefits for years to come.

Laramie County Events - RV Park Tree Improvements



Irrigation Access



- | | | | |
|-----------------|-------------------|--------------------------|--------------|
| Blue Spruce | Littleleaf Linden | Shademaster Honey Locust | Ohio Buckeye |
| Australian Pine | Radiant Crab | Burr Oak | Lilacs |