

Rob Farrell  
State Forester



# COMMONWEALTH of VIRGINIA

## Department of Forestry

900 Natural Resources Drive, Suite 800 • Charlottesville, Virginia 22903  
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September 1, 2021

Leslie Herman  
Town of Vienna  
127 Center Street South  
Vienna, VA 22180

### Re: Urban Tree Canopy Assessment for the Town of Vienna– 21UCF19

Dear Leslie;

On behalf of the Virginia Department of Forestry, and the U.S. Forest Service, it is my pleasure to notify you that a grant of **\$7,500.00** has been awarded to the Town of Vienna for **Urban Tree Canopy Assessment for the Town of Vienna** project. This award represents a full award of your original request. Your project has been assigned number 21UCF19 which should be used in any future correspondence.

Attached is paperwork that is required to **activate** the grant. Please fill out and return within 30 days of the award email. If your paperwork is not received in this time-period, funds will be awarded to another project (we will allow an extension if you notify us with valid reason for the delay.)

Also attached is a Request for Reimbursement form that must be submitted to be reimbursed for project expenses. Please read the instructions provided for completing the form. Please read the reimbursement instructions attachment for record keeping requirements for this grant. We cannot reimburse your organization for expenses without proper expense documentation. ***Please remember to include your grant award #21UCF19 on all documentation.***

If you have any questions or need further assistance, please feel free to contact me at 434.220.9185 or by email at [lara.johnson@dof.virginia.gov](mailto:lara.johnson@dof.virginia.gov). Congratulations on your grant award and I wish you every success in the implementation of your project!

Sincerely,

*Lara Johnson*

U&CF Program Manager

c: 21UCF19