



TreeVitalize Watersheds Grant Program 2019

Since 2005, **TreeVitalize Watersheds**, led by the Pennsylvania Horticultural Society (PHS) in the five-county southeastern PA (SE PA) region, has focused on tree planting along stream corridors, wetlands, adjacent upland areas, headwaters, and naturalized stormwater basins. Through this program, dozens of watershed restoration projects are conducted throughout the region every year, resulting in well over one hundred thousand trees planted in sensitive water protection zones. The program receives funding from the Pennsylvania Department of Environmental Protection (DEP) and corporate sponsor Aqua PA, as well as substantial in-kind contributions from various partners.

TreeVitalize Watersheds depends on collaboration with six organizations that funnel, guide, and help implement watershed restoration projects in their service areas: Pennsylvania Horticultural Society, the Conservation District offices in each of the four surrounding SE PA counties, and the Stroud Water Research Center in Chester County. These organizations will provide technical assistance to you as you develop your project and write your application. Look for contact information on last page.

Who can apply: Anyone with a good project on permanently protected land can apply, such as non-profit organizations, municipalities, schools, scouting groups and community organizations. If your organization is not a registered non-profit (e.g., 501(c)(3)), you can partner with a registered non-profit or your local government to apply. New applicants must complete PHS Tree Tenders® training or equivalent education or training to be eligible. Private landowners can apply through a registered non-profit or local government if they are willing to sign a 20-year agreement promising to leave the plantings undisturbed and allow maintenance of the plantings

Grant applications should only be submitted for projects that are “shovel ready” (*meaning that with sufficient funding, plantings can be completed and billed prior to the reimbursement request deadline, as all associated permits and/or authorizations have already been secured, where necessary*).

How to apply: Contact your County Conservation District Watershed Specialist or, within Philadelphia, PHS (contact information included on page 4.) Your grant advisor will guide you through the steps involved in planning your project, including plant material selection, site preparation, landowner agreements, matching funds, and the required grant application documents (see below under “Grant Application Submittal Deadline”)

Grant Application Package: A complete grant application package must be submitted to the local Conservation District, or within Philadelphia to the Pennsylvania Horticultural Society. The grant application package **includes 1) an Application Completion Checklist, with all required items checked; 2) a Project Bid Sheet; 3) a brief Project Narrative; 4) a Site Location map (in color); 5) a signed Operation, Maintenance and Repair Plan; and 6) a Landowner Agreement form.** All forms listed are available from the TreeVitalize Watersheds page of the PHS Plant One Million website: <http://phsonline.org/programs/plant-one-million/treevitalize-watersheds-grant-program/>

Grant Package Submittal Deadline for TreeVitalize 2019 Projects: November 9, 2018

New this year! Apply online, including mapping and form uploads, using the PHS Urban Forest Cloud web tool: <https://pg-cloud.com/phs/>. Once there, you can click on “Help and Tutorials” for more assistance. NOTE: You will need to [register an account](#) first. You will also be able to submit your Request for Reimbursement through the PHS Urban Forest Cloud system.

Important! *If you start your application on the PHS Urban Forest Cloud site, you cannot save your application. In other words, if you exit your application or click on the “back” arrow, everything you have entered so far will be lost. So, have all the necessary documents (project narrative, etc.) finished, saved to your computer and ready for upload before you start. Once you have successfully submitted your application, a copy will be saved for you.*

For further written instructions, see the document **Urban Forest Cloud - Applying for TV Watersheds Grants**, which your Watershed Specialist can provide to you.



While online submissions are preferred, you can opt to use the paper application documents, complete and scan them, and submit by email. Please send the documents in the order that they are listed on the Grant Application Completion Checklist, starting with the Checklist. ***In addition to a signed copy of the Bid Form, please be sure to provide/attach a copy of your completed Bid Form in its original MS Excel file format.*** Send your Application materials to your County Conservation District Watershed Specialist (your grant advisor) or, if in Philadelphia to PHS; those addresses are listed on page 4. **Only complete grant application packets will be considered for funding.**

Deadlines: Submission of your complete grant application is due to the appropriate entity by November 9, 2018. Once initial reviews have been completed, the Conservation Districts and Stroud will forward all complete grant application packages to PHS for final review. **Submission of your Request for Reimbursement and required documentation for Spring 2019 projects is due to your Watershed Specialist by May 31, 2019. Submission of your Request for Reimbursement and required documentation for Fall 2019 projects is due to your Watershed Specialist by November 18, 2019.**

| Activity | Date |
|---|-------------------|
| 2019 TVW Grant Announcement released | August 2018 |
| Grant Applications due to Conservation Districts | November 9, 2018 |
| 2019 TVW Grant Awards announced | March 2019 |
| Reimbursement Requests due to Conservation Districts (if project completed Spring 2019) | May 31, 2019 |
| Reimbursement checks released for spring projects with properly completed paperwork | August 2019 |
| Reimbursement Requests due to Conservation Districts (if project completed Fall 2019) | November 18, 2019 |
| Reimbursement checks released for fall projects with properly completed paperwork | February 2020 |

Target areas and project types: Streamside and sourcewater protection areas, on public lands or private permanently protected lands. Projects may include stream buffers, wetlands, plantings on adjacent uplands (where stormwater “sheet flow” across the land would drain directly into the stream below) and naturalization of stormwater basins. Landowners must be willing to sign the DEP Landowner Agreement, which requires all plantings to be undisturbed (except for maintenance) for a period of **20 years**. Either the Landowner, Applicant or both must sign the Operations and Maintenance Agreement.

Tree stock: All projects must use native Pennsylvania species. Trees are typically acquired as container stock, though bare root and ball-and-burlap trees are also acceptable. Use of B&B trees should be limited and cost less than \$100 each. The size of the tree stock can vary widely, depending on the site, planting method, and other considerations. However, an average cost of \$25 per tree or less is preferred. Note: The local natural plant community as recorded in the Terrestrial & Palustrine Plant Communities of Pennsylvania section of the Pennsylvania Natural Heritage Program website (<http://www.naturalheritage.state.pa.us/communities.aspx>) should be taken in consideration when selecting the planting material for the project. Identifying native plants present in the project site area is another good way to select plants, although more native species can possibly be added for diversity.

Other plants: Trees alone are rarely enough for an ecological restoration project. Shrubs and herbaceous plants may be needed as well. TreeVitalize Watersheds funding can be used to cover the cost of some complementary plant material, provided it is also native to eastern Pennsylvania. However, trees must account for at least 80% of the total cost of Plant Materials.

Eligible and ineligible expenses: In addition to covering plant costs (including delivery/freight), the TreeVitalize grant may be applied toward site preparation and supplies such as tree stakes, mulch, watering bags, tree shelters and other deer protection. Non-profit staff project management time is allowed as an expense but it must be justified and not exceed \$1,000. Ineligible grant expenses include shirts, hats, and food for volunteers, although such expenses can generally be counted as in-kind or cash match (see below). Other expenses may not be covered by TreeVitalize Watersheds grant funds without consultation from your Conservation District Watershed Specialist and permission of the PHS grants manager. PHS TreeVitalize Watersheds Regional Manager Bob Adams may be reached at 215-988-8795. More detail on allowable project expenses can be found in the TreeVitalize Eligible Expenses document included with this announcement. **New last year- watering bags are an eligible expense; limit 30 bags per year. See 2019 TreeVitalize Eligible Expenses for more detail.**

Required match: TreeVitalize will cover up to 75% of the total project costs. The remainder must be covered by other sources as part of the required minimum 25% match. In-kind contributions, such as volunteer and staff time for planting, site preparation, and maintenance are applicable towards those match requirements. For volunteer effort match, volunteer sign-in sheets are required and



must be submitted to document the number of volunteers and the hours those volunteers participated. Staff time must be documented with timesheets. **New this year- monitoring and maintenance of previous TreeVitalize Watersheds projects may be counted as match.**

Consultant costs: The use of consultants is discouraged for most TreeVitalize Watersheds projects, but may be necessary in some cases. The maximum allowed amount in such cases is \$1,000 per project toward consultants' fees. Additional fees may be counted as match.

Conservation District fee: Your County Conservation District Office receives a \$200 fee for each project to help offset the staff time spent by the Watershed Specialist. Please keep in mind that this \$200 will not be available for project expenses, and that your final reimbursement will be minus that amount.

Overall approval considerations: In order to fund as many projects as possible with limited and increasingly competitive funding, project approval will take into account various factors, including the level of partner match, the price of plant material used, and consultant costs, if any. Individual site and project considerations will also be taken into account.

Completion and reimbursement: Grantees will be reimbursed after project completion. The Pennsylvania Horticultural Society will provide reimbursement to grantees for completed projects upon submission of: **1) completed Request for Reimbursement Checklist; 2) completed Project Reimbursement form; 3) Cover letter from applicant organization; 4) Invoices and copies of receipts detailing all project related costs, including staff time and volunteer hours; 5) paper copy of completed PA Stream Releaf form, which also must be submitted online at <http://www.ahs.dep.pa.gov/streamreleaf/newapplication.aspx>; 6) a signed updated Operation, Maintenance and Repair Plan (only if the project has changed from the original proposal); 7) before and after photos of the site; and 8) updated Site Location Map in color.** Grantees are encouraged to submit their Request for Reimbursement through the PHS Urban Forest Cloud system, but emailed submissions will also be accepted. ***When submitting a Reimbursement Request, please be sure to provide/attached a copy of your completed Project Reimbursement Form in its original MS Excel file format.***

Reimbursement requests for spring projects must be submitted to your grant advisor by **May 31, 2019**. The final deadline for submission is **November 19, 2019**. Earlier submission is encouraged, especially for spring planting projects. Incomplete or late submissions may result in a lower ranking on future projects.

Project changes: Sometimes a project must be cancelled or modified. If this occurs, please contact your County Conservation District Watershed Specialist or PHS (in Philadelphia only) to discuss any changes. PHS will issue final approval via an email to the applicant and county grant advisor. Any cancellations should be reported as soon as possible, so that those funds might be used elsewhere. Failure to discuss changes with your Watershed Specialist may result in ineligibility for reimbursement.

Funding credit: In all communications, the following statement must be used to attribute credit to each funder: **"This restoration project was made possible by the TreeVitalize Watersheds Grant program, managed by the Pennsylvania Horticultural Society, with funding from the Pennsylvania Department of Environmental Protection's Growing Greener program, as well as Aqua PA for projects located within its source water protection zones."**

Signage: Each restoration site must display the TreeVitalize Watershed informational signage (provided by PHS, available from your grant advisor) with proper credit for the partnering organizations, including PHS, Plant One Million, TreeVitalize, DEP Growing Greener, Aqua PA, and any other funders. These signs should be displayed a week prior and a week after the planting, and should be returned to your grant advisor. Permanent signs must give credit to the above funders and display their logos. Signage is eligible for reimbursement up to a \$1,000 limit. You may erect a more expensive sign if you are able to afford the extra amount, which you can count as match. Logos are available from Bob Adams at PHS (215-988-8795).

PA One Call Notification: In certain cases, underground utilities (including but not limited to electric, gas and sanitary and stormwater sewers) and their associated rights-of-way exist within areas where riparian buffer restoration and/or enhancement activities are being planned and implemented. For public safety and other reasons, the Commonwealth of Pennsylvania's Underground Utility Line Protection Law PA Act 287 of 1974 (as amended by Act 121 of 2008) *requires you to inform the utilities of any type of work involving the movement of earth with powered equipment.* Know what's below. Call 1-800-242-1776 before you dig. For additional information, please visit PA One Call System, Inc. at <http://www.pa1call.org>



Training Requirements: New applicants need to complete a **PHS Tree Tenders®** training or equivalent training/education on proper tree selection, planting and establishment prior to completing their TreeVitalize Watersheds project.

PHS Tree Tenders®: In support of TreeVitalize and in partnership with Penn State Cooperative Extension, the Pennsylvania Horticultural Society offers comprehensive hands-on tree care training for residents of the five-county Philadelphia region. For more information, contact Barley Van Clief, Regional Tree Tenders Program Manager, at 215-988-8793 or bvanclief@pennhort.org. Information about Tree Tenders training opportunities can be found at <http://phsonline.org/programs/tree-tenders>

To apply for a TreeVitalize Watersheds grant, contact the appropriate point of contact below for your area:

Bucks County Conservation District

Meghan Rogalus
215-345-7577 ext. 107
mrogalus@bucksccd.org

Montgomery County Conservation District

Brian Vadino
610-489-4506 ext. 15
BVadino@montgomeryconservation.org

Chester County Conservation District

Cori Trice
610-925-4920 ext. 110
ctrice@chesco.org

Philadelphia

Bob Adams
215-988-8795
badams@pennhort.org

Delaware County Conservation District

Karen Wilwol
610-892-9484
WilwolK@co.delaware.pa.us

For more information about the TreeVitalize Watersheds program, contact Bob Adams, PHS TreeVitalize Watersheds Regional Manager, at 215-988-8795 or badams@pennhort.org.

Plant One Million is a regional partnership led by the Pennsylvania Horticultural Society (PHS) to plant one million trees throughout 13 counties in southeastern Pennsylvania, New Jersey, and Delaware. The initiative will educate and mobilize volunteers throughout the region to “plant, count and tend” trees. For more information, go to <http://www.plantonemillion.org/>.

*Plant One Million is supported in part by Pennsylvania’s **TreeVitalize** program, a public-private partnership launched by the Department of Conservation and Natural Resources and the Pennsylvania Horticultural Society in 2004 to reverse the loss of tree cover in southeast PA. It is now a statewide effort to restore tree cover managed by the Pennsylvania Department of Conservation and Natural Resources (DCNR). For more information, go to www.treevitalize.net.*