



2018 Urban Riparian Buffer Grant Application

Timeline

Application Deadline : August 15, 2017 4:00pm EST
Awards Announced : November 2017
Project Term : January 1, 2018 – December 31, 2018

Eligible Applicants for Urban Riparian Buffer Grants

Municipalities or non-profit organizations, *regardless of geographic location*, working within the Commonwealth of Pennsylvania may apply for an **Urban Riparian Buffer** grant through the TreeVitalize program. Non-profit organizations must provide evidence of their non-profit status and Bureau of Charitable Organization (BCO) status with their application. Current grantees are eligible to submit an additional application, contingent upon the submission of close out materials for any open grants. Applications may be received from one entity in all three (3) funding categories (Tree Planting, Urban Riparian Buffers, or Community Forestry Management); however, only one (1) can be approved during each grant term.

Funding Guidelines and Requirements

This funding opportunity is aimed at providing assistance for urban riparian buffer tree plantings adjacent to community and urban waterways. All trees funded through this grant must be added to the PA Community Tree Map.

Funding preference will be provided to projects that involve partnerships and include trainings/educational components and enhance the public's access to and enjoyment of urban forestry.

Allowable expenses may include tree costs including mulch, stakes, tubes, gator bags, and other items specific to this project.

Non-allowable expenses may include one-time purchase of equipment (rakes, shovels, etc.), computers, or other capital equipment purchases; although, projects that include these expenses will still be considered for funding contingent upon non-allowable expenses funded by the applicant as a cash-match.

Funding will *not* be provided for projects on private or agricultural land.

Applicants must provide a 1:1 match with any combination of cash and non-cash match. All grant funds will be reimbursed once the project is complete and a final report has been submitted and approved.

Please note, conversations with TreeVitalize staff, Penn State University Extension Urban Foresters, or DCNR/BOF Service Foresters do not guarantee approval of this application. All applications are reviewed based upon the funding stream through which the project is submitted by a team of experts and grant awards will be announced in November 2017.

Pre-Application Checklist

Contact TreeVitalize staff, Penn State University Extension Urban Forester staff, or DCNR/BOF Service Forester concerning the proposed project *no later than three weeks prior to submitting this application (i.e. by July 25, 2017 if submitting on August 15, 2017).*

Schedule site visit with TreeVitalize staff, Penn State University Extension Urban Forester, or DCNR/BOF Service Forester.

Obtain letter of support from Municipal official if appropriate.

Application Checklist

Fully completed application including all requested documents, maps, budget, and signatures. *Incomplete applications will not be considered.*

Conducted a site visit with DCNR/BOF Service Forester OR Penn State University Extension Urban Forester

Planting plan approved and signed by PA DCNR District/Service Forester OR Penn State Extension Urban Forester

Obtained authorization and signature from appropriate municipal/organizational staff

Minimum of two (2) quotes from local nurseries or growers.

Submitting an Application

All applications, and accompanying documents, must be received no later than 4:00pm EST on Tuesday, August 15, 2017. *Late applications will not be reviewed.* Applications must be submitted via email in pdf format; handwritten, Word document, or other variations will not be accepted. If you experience technical difficulties at any point, please contact the Grants & Development Coordinator.

Email address for application submission : c-jcavey@pa.gov

Technical Assistance for Urban Riparian Buffer Applications and Projects

Application and Grant-related Questions, contact:

Jessica Cavey, Grants & Development Coordinator

(phone) : 717/599.8650 / (email) : c-jcavey@pa.gov

Urban Tree Canopy and PA Tree Map Questions, contact :

Mark Hockley, Tree Canopy Coordinator

(phone) : 717.214.7511 / (email) : c-mhockley@pa.gov

Volunteer and Community Planning Questions, contact:

Shea Zwerver, Community Engagement Coordinator

(phone) : 717/346.9583 / (email) : c-szwerver@pa.gov

Urban Riparian Buffer Project Questions, contact :

Penn State University Extension Urban Forester appropriate to your location. DCNR/BOF Service Forester appropriate to your location.

TreeVitalize grants are administered through the PA Urban and Community Forestry Council with generous donations from the PA Department of Conservation and Natural Resources.

APPLICANT INFORMATION

1. Primary Contact (project manager)

Municipality/Organization Name (applicant)

Does the municipality/organization have any qualified Tree Tenders on its project team?

Yes

No

Federal employer identification number (required)

Mailing address

Phone

Email

2. Do any of the project team members have training in urban forestry, riparian buffers, arboriculture, or similar knowledge of those subjects?

Yes

No

2a. If yes, please list name of person(s) :

3. Does the municipality or organization have an established shade tree commission?

Yes

No

4a. If yes, please list current president :

4. Please describe current municipal/organizational urban riparian tree ordinance with access(link) to online ordinance or attachment, if applicable.

5. What type of technical assistance do you anticipate requesting from TreeVitalize staff for this project?

coordinating volunteer / community engagement efforts

uploading information to PA Tree Map

planning/organizing an urban riparian buffer planting

understanding and maintaining grant requirements

other, please explain :

6. Please list the current Pennsylvania Legislators (Senate and Representatives) for the location in which this project is taking place. This information will be used to notify elected officials of the use of Commonwealth funds within local communities.

URBAN RIPARIAN BUFFER PLANTING PROJECT INFORMATION

All urban riparian buffer plantings must meet the following requirements :

- *Planting areas must be directly connected to a waterway on publicly accessible, non-agricultural land.*
- *Applicants must provide aerial images of the proposed planting site (Google Map images are acceptable), length & width with a minimum of a 15 foot wide buffer area, and a maximum of 100 feet from the water.*
- *All plans must include detailed information concerning the removal and management of invasive/exotic species within the planting area.*
- *Proposed trees must be native to the planting area. Please use this list for reference.*

7. Please briefly describe the proposed urban riparian buffer planting project and attach a map of the proposed planting sites, including a list of proposed tree species, site conditions, overhead utility lines, size of planting area, presence of invasive/exotic species, seedling size, planting density, and any other related information.

8. Describe, in detail, the proposed process of removing invasive/exotic species currently in the planting site and include information on a 3-year management plan related to control of invasive/exotic species.

9. Describe how these new trees will be maintained during the 3-year establishment period (monitoring and plant protection including tree tubes, weed mats, fencing, etc.) and the responsible party for each task (municipal staff, volunteers, etc.).

10. Please provide information concerning volunteer programs involved in this planting project (new or existing relationships) and the estimated number of volunteers anticipated. Please note : any volunteer/in-kind donations must be tracked and documented in the final project report.

11. Please describe how, if appropriate, the planting plan fits into a larger community/organization-wide green infrastructure plan.

PROJECT BUDGET

Grant Amount Requested (minimum \$5,000.00/ maximum \$25,000.00)

Match Amount Provided (Non-Cash + Cash)

Percentage of total project cost :

Total Project Cost :

Category 1: Project specific supplies & materials

| ANTICIPATED EXPENSES | | | | SOURCE OF FUNDING | | |
|---------------------------------------|-----------|----------|------------|--|---|--|
| Item | Unit Cost | Quantity | Total Cost | Non- Cash Match (i.e. supplies donated) | Cash Match (i.e. purchased with applicant funds) | Grant Funds (i.e. purchased with grant funds) |
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| Total Supplies & Materials | X | X | | | | |

Category 2: Equipment Costs

| ANTICIPATED EXPENSES | | | | SOURCE OF FUNDING | | |
|------------------------------|----------------|-------------|------------|---|--|---|
| Equipment Type | Hours Utilized | Hourly Rate | Total Cost | Non-Cash Match (i.e. use of equipment donated or covered in-house) | Cash Match (i.e. paid with applicant funds) | Grant Funds (i.e. paid from grant funds) |
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| Total Equipment Costs | | X | | | | |

Category 3: Volunteer Services and Labor

| ANTICIPATED EXPENSES | | | | | ANTICIPATED NON-CASH MATCH | | |
|---|------------------|--------------|--|-------------------|----------------------------|--|--|
| Type Volunteer (i.e. Tree Tenders, Girl Scouts, Rotary Club, community members, etc.) | Number of People | Hours Worked | Hourly Rate current volunteer rate :\$24.14 | Total Contributed | Non-Cash Match | | |
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| Total Volunteer Services and Labor | | | | | | | |

Category 4: Paid Services and Labor

| ANTICIPATED EXPENSES | | | | | SOURCE OF FUNDING | | |
|--------------------------------------|------------------|--------------|-------------|------------|-------------------|---|--|
| Service Name and Type Service | Number of People | Hours Worked | Hourly Rate | Total Cost | Non- Cash Match | Cash Match (i.e. paid with grantee funds) | Grant Funds (i.e. paid from grant funds) |
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| Total Paid Services and Labor | | | | | | | |

| | Total Project Cost | Total Non-Cash Match | Total Cash Match | Total Grant Funds (to be paid from Grant) |
|---------------------|--------------------|----------------------|------------------|--|
| Grand Totals | | | | |

FORESTER & MUNICIPALITY APPROVAL

Forester Approval

I have conducted a site visit of each planting location above and have approved attached planting plan.

Forester Name and affiliation (DCNR or PSU Extension) :

Phone

Email

Signature

Date

Municipality Approval (if applicable)

I understand that trees will be planted on publicly accessible land at the addresses listed within this application through the TreeVitalize Program, and authorize this action.

Municipal Official Name & Title:

(Elected official or staff person responsible for municipal tree care)

Phone

Email

Signature

Date

NURSERY QUOTES

Please contact two nurseries or growers and provide each with the following information to ensure comparable quotes for quality material:

A list of the species sought and quantity of each

The size of trees being procured (not to exceed 1.5" caliper).

Quote 1 (please include full quote as an attachment)

Nursery/Grower Name

Mailing Address

Phone

Website

Quote 2 (please include full quote as an attachment)

Nursery/Grower Name

Mailing Address

Phone

Website