



TreeVitalize 2023 Eligible Expenses

Site Prep

Debris Removal- limited to trash and flood debris that interferes with planting.

Mowing- funded for invasive control, not for aesthetics or park maintenance. Brush hogging should be listed here.

Invasive Removal- mechanical removal, i.e. hand digging, tractor and chain, etc. The above three items should be staff time multiplied by hours plus equipment charge.

Herbicide- for invasive control; chemical to be used should be identified in Narrative. If sod grass is being eradicated, herbaceous seed mix must be planted. Rodeo (or generic equivalent) only is allowed in stream bank areas and wetlands to protect amphibians (per USDA regulations). List estimated hours; Herbicide expense should be listed in the Other section.

Other- Drill seeding is permitted as Match. Post-planting establishment (watering, weeding, tree shelter maintenance and herbicide for weed control) is allowable as match. Contractor auguring is only allowable as Match. Augur rental and staff auguring time are eligible as a grant expense. *Please put a few sentences in the narrative describing what is in "Other"*.

Monitoring and Maintenance- Project monitoring and maintenance on earlier TreeVitalize Watersheds projects is allowable as Match for new projects. Enter under "Old Project M&M" under the match column in the Site Prep section.

Staff Time- Staff time for the actual performance of site preparation is allowed and is capped at \$1,000 per acre. Please note that this is separate from the allowable \$1,000 cap per project for administrative and planning staff time costs (see 'Staff and Labor' section below).

Plant Materials

All plants must be native to southeastern Pennsylvania.

Trees must comprise 80% of planting material cost (minus Mulch) Average cost of \$25 or less per tree is preferred; please explain in narrative if higher.

Containerized or bareroot are preferred. Ball and burlap trees are acceptable, but use should be limited and there is a \$100 limit per tree. The need for B&B material should be justified in the narrative. (PHS can supply certain native bareroot trees at a



good price in November and April. Call Tim Ifill at 215-988-8898 for details.)

Working with different sizes to increase numbers of shrubs is acceptable, but 80% tree share of plant expense must be achieved.

Herbaceous planting is acceptable but should be all-native seed mix appropriate to site. Mix should contain no more than 25% native grasses, and mix list must be included in Narrative.

Warning- some "native" seed mixes contain non-native plants- check the list for your mix! Seed providers will customize their mix (take out non-native seed) if asked.

Additional shrub and herbaceous plantings over the 20% non-tree plant material cost limit is acceptable only as Match but encouraged.

Plugs may only be used with a detailed plan for deer protection.

NOTE: All woody plants must have some form of deer protection and mulch.

Plant Selection Assistance

Consult PA Natural Heritage site for lists of appropriate trees, shrubs and herbaceous plants by county and site characteristics:

<http://www.naturalheritage.state.pa.us/Species.aspx>

Your County Watershed Specialist is available to help you assess your site and select appropriate plants.

Remember to check seed mix list for herbaceous planting- no non-natives allowed!

Staff and Labor

This budget category is **limited to nonprofit organizations** and should include project design, plant selection, ordering and receiving, volunteer recruitment and management, and administrative costs (senior management time, bookkeeping). *Reimbursement for staff time for project administration and management is limited to \$1000 per project; additional staff time should be listed as Match. Staff time must be documented with time sheets from the organization.*

Staff time doing Site Prep can be listed under Site Prep, as either Match or Grant Request. Staff time devoted to Site Prep should be included in the Site Prep cost category. **No more than \$1000 of staff time per acre treated may be reimbursed (under Site Prep - see above).** Additional time should be listed as Match.

Other

Contracted Services- consultant costs shall be no more than \$1000 and justified in the Narrative.



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TreeVitalize Watersheds Program

Volunteer Labor- Enter the total number of volunteer hours, and the spreadsheet will automatically calculate your match using Independent Sector's most recent figure for the PA volunteer rate (\$27.98/hour at time of writing). Volunteer time must be documented with Volunteer signup sheets, which should include name, sign-in time and sign-out time, and hours worked. Please total the hours on each sheet.

Supplies- list all non-plant supplies, including herbicide used in Site Prep.

Mileage- allowed for plant pick up and staff travel to and from the planting site.

Signage- Any permanent signage must display the TreeVitalize Watershed Project logo, and credit all project partners, including PHS, DEP Growing Greener, Aqua PA, PECO and any other funders. Logos are available from PHS upon request. Signage expense up to \$1000 is reimbursable.

Watering bags or tree diapers are an eligible expense but are limited to 30 per project. Applicants should retain and reuse bags.

