

TreeVitalize Metros Program 2011 Grant Application Manual & Forms for Community Sub-Grantees

**Applications Due on or before
February 1, 2011 (spring round) or July 1, 2011 (summer round)
Grant announcements to be made no later than two months after grant deadline**



**Commonwealth of Pennsylvania Edward G. Rendell, Governor
Department of Conservation and Natural Resources John Quigley, Acting Secretary
Bureau of Forestry
Bureau of Recreation and Conservation**



Lackawanna Heritage Valley Authority
The Scranton / Wilkes-Barre TreeVitalize Metro Partner
Serving Lackawanna, Luzerne, and Wyoming Counties.

TreeVitalize Metros Program

Purpose: TreeVitalize Metros proposes to increase tree canopy cover in the metropolitan areas of Pennsylvania. Research has repeatedly shown a direct link between the presence of trees and the quality of life for urban residents. Trees help to capture storm water and reduce runoff, improve water quality, improve air quality, reduce urban heat island effects, beautify communities, increase property values, reduce heating and cooling costs and improve human health. The program seeks to target heavily populated areas with low tree canopy cover within the metropolitan areas of the state.

DCNR's goals for TreeVitalize are to:

- plant 1,000,000 trees by 2012 through this and other programs,
- train community volunteers to assist in the planting and early care of trees; and
- build community capacity for the long term management of urban forests.

The program provides technical assistance and matching grants to communities for tree-planting to help establish urban forest management programs.

Program Description: Tree Vitalize is a partnership of the Pennsylvania Department of Conservation and Natural Resources (DCNR), PA Community Forests, Penn State Extension Urban Forestry, and local municipalities. The program was initiated in Philadelphia in 2004 and has since been expanded to include the five-county metropolitan area surrounding Philadelphia as well as the City of Pittsburgh. "TreeVitalize Metros" was launched in Fall 2008 and is intended to expand the program to the other twelve metropolitan areas of the state. A map showing the "metropolitan areas" as defined by the US Census Bureau can be found in **Attachment I**.

Regions eligible to participate in TreeVitalize Metros are:

- Erie Metro Area (Erie County)
- Johnstown Metro Area (Cambria County)
- Altoona Metro Area (Blair County)
- State College Metro Area (Centre County)
- Williamsport Metro Area (Lycoming County)
- Harrisburg-Carlisle Metro Area (Cumberland, Perry, and Dauphin counties)
- Lebanon (Lebanon County)
- York Metro Area (York County)
- Lancaster Metro Area (Lancaster County)
- Reading Metro Area (Berks County)
- Allentown-Bethlehem-Easton Metro Area (Lehigh, Carbon, and Northampton counties).
- Scranton-Wilkes Barre Metro Area (Wyoming, Luzerne, and Lackawanna counties)

Who can apply?

Funds can be awarded only to municipalities (city, borough, incorporated town, township, or home rule municipality) or Municipal Agencies (official agency created by a municipal government under the laws of the Commonwealth such as municipal authorities, councils of government, and intergovernmental organizations).

What is the application process?

Communities seeking TreeVitalize grants must apply through the appropriate Metro Partner (Attachment IV) using the attached “**Community Application for TreeVitalize Metros Funds.**” The Metro Partner for the Scranton / Wilkes-Barre Metro Area is **Lackawanna Heritage Valley Authority (LHVA)**.

All grant requests must be submitted on the appropriate grant application or form. Handwritten applications or letters of request will not be accepted. **Complete all the sections on the application form, and submit it to LHVA in a three-step process:**

- Step 1.** Email the completed application or form to April Rogato, Executive Assistant, at arogato@LHVA.org
NOTE: Email applications are required in addition to submitting a signed hard copy.
- Step 2.** Print the completed application and have it signed by the organization’s authorized individual.
- Step 3.** Send the signed application to LHVA by:
 - Fax (570) 963-6732
 - Mail Lackawanna Heritage Valley Authority
538 Spruce Street, Suite 516, Scranton, PA 18503
 - Delivery Same address as above

Support materials that cannot be sent electronically should be forwarded to LHVA by postal mail and must arrive by the deadline. Requests that are received later than the posted deadlines, or that are incomplete, will not be reviewed.

Who do we contact with questions?

For **questions regarding the grant application process**, contact April Rogato, LHVA Executive Assistant, at arogato@LHVA.org or (570) 963-6730 x8200.

For **questions regarding the selection of appropriate tree species, planting practices, or project design**, contact the appropriate Bureau of Forestry Service Forester or Extension Urban Forester listed in **Attachment III**.

If the planting involves replacing poor quality trees growing beneath powerlines, it may be helpful to contact your local utility forester. A list of regional utility forestry representatives is available in **Attachment VII**, if the local utility forester is unknown.

A utility forester may be able to help in selecting suitable species for planting beneath powerlines, and possibly also with the removal of poor quality trees interfering with lines.

Before finalizing planting sites, applicants are required by law to notify PA One Call at 1-800-242-1776 to locate underground utilities at each site. For frequently asked questions about PA One Call, check the website at <http://www.pa1call.org/POCS/index16.aspx>

Program Criteria: A committee of natural resource professionals will review each “Community Application for TreeVitalize Metros Funds” using the following rating system to score and prioritize projects for funding:

1. Demonstrated need for additional tree cover. (10 points)
2. Regional Impact – connection with or implementation of regional or local efforts. (10 points)
3. Evidence of municipal support (staff and resources) (15 points)
4. Evidence of a plan for community involvement in the project (15 points)
5. Commitment by municipality and volunteers to Tree Tender and Tree Management Training. (15 points)
6. Evidence of progress toward development of a long term sustainable urban forest management program. (i.e. a tree ordinance, an active shade tree commission, a street tree inventory, management plan, etc.) (15 points)
7. Community is currently recognized as Tree City USA by the Arbor Day Foundation. (10 points)
8. Street tree planting (5 points) versus park or greenway planting (0 points)
9. Adequate project budget. (10 points)

What costs can Tree Vitalize grants to communities cover? Eligible expenses include trees, tree supplies (e.g. stakes, ties, mulch, watering/gator bags, etc.), site preparation and tree-planting costs. Signage recognizing DCNR and Lackawanna Heritage Valley Authority’s support is required and is also an eligible grant expense. Standard signage has been developed and must be ordered by the applicant upon notice of a grant award— see **Attachment VIII** for “**TreeVitalize Recognition Signage Order Request.**”

A dollar for dollar match is required. At least half the match MUST be cash. The remaining balance may be non-cash contributions such as services, labor, or materials contributed by the municipality or by volunteers. **NOTE:** SOME leeway regarding the 50% cash match MAY BE GRANTED at the discretion of the grant review team for applicants with an exceptional plan for community and volunteer involvement.

What can't communities use grant funds for? All costs must be directly related to project implementation. Funds may not be used for administrative, overhead or general staff costs of the applicant, or purchase of equipment or materials and labor not expended during the grant agreement period. (Administrative costs MAY be used as part of the community match, however.)

What is the maximum grant available to communities?

The maximum grant that will be awarded to a municipality in any one year is \$25,000. In addition, **no more than \$200 per tree** will be awarded in grant funds. For example, for a project that will plant 100 trees, no more than \$20,000 will be awarded; for a project that will plant 200 trees, still only \$25,000 will be awarded in one year.

Responsibilities under the grant program:

The community agrees to abide by these requirements if selected for a grant award:

- A local **project coordinator** who assumes fiscal responsibility for grant administration and day-to-day operations of the project must be appointed for each project.
- A **Tree Tender Training Workshop** must be completed prior to planting by:
 - at least **two** municipal staff persons responsible for tree care, and
 - at least **two** volunteers
 - The names and titles of municipal staff and volunteers who will be attending the Tree Tender Training must be provided in the grant application. **NOTE:** Any changes in those who are to attend Tree Tenders are to be provided to the Metro Partner prior to the actual training date.
- Projects must be **on public property**, including public rights of way for street trees, public parks, greenways, and riparian areas or other property open to the public. Proof of ownership or a long-term lease may be required.
- A **planting plan** reviewed on-site and approved by a TreeVitalize Program Forester (DCNR Service Forester or PSU Extension Urban forester) is required. **NOTE: The planting plan need not accompany the original grant application, but must be provided once the applicant has been approved for a grant.**
- The **planting plan** must be reviewed and approved by a TreeVitalize Program forester before any grant funds may be released. If technical assistance is needed, the foresters are available to help. See **Attachment III** for the Bureau of Forestry Service Foresters and Penn State Extension Urban Foresters working with the TreeVitalize Program.

- The planting plan need not be professionally drawn, but must include:
 1. a map that delineates each area in which the project activities will be performed
 2. a sketch or large scale map showing the specific location where each tree is to be planted
 3. the species (and variety, if applicable) of each tree to be planted (**NOTE:** Never plant large-maturing species beneath powerlines. But large maturing shade trees provide many more environmental and economic benefits than small trees, and are preferred wherever space permits.)
 4. the location of overhead utilities or other above ground obstructions (lamp posts, fire hydrants, etc.), and any known underground obstructions near each planting site
 5. the width of the tree lawn if present, or the size of the sidewalk opening where the tree is to be planted if no tree lawn (**NOTE:** 5' x 5' or 3' x 10' sidewalk openings recommended, and REQUIRED when grant funds are utilized for sidewalk cuts.)

- The planting plan must address the long-term maintenance of the trees and must specifically detail what care will be provided for the first three years.

- Tree species selected must be on the approved species list (**Attachment V**). Selection should be based on site limitations, including overhead and underground utilities, planting space available, and soil type.

- Trees purchased must be of the form and quality outlined in the publication provided entitled "Guideline Specifications for Nursery Tree Quality" by the Urban Tree Foundation (**Attachment VI**). (Additional copies may be downloaded at <http://www.urbantree.org/specs.asp>) **NOTE:** Trees of inferior quality or unacceptable species may be rejected at the discretion of the TreeVitalize program forester at any point in the process.

- Projects MUST be completed within 3 planting seasons (for example: Spring, Fall, Spring or Fall, Spring, Fall).

- Grantees will receive 70% of the grant award upon submission of the approved planting plan. The final 30% of the grant will be held until all project close-out requirements are met.

Project Closeout:

- **Communities** must submit a **“Community Final Payment Request Form”** to the Lackawanna Heritage Valley Authority (LHVA) within 60 days of completion of the project or expiration of the grant agreement between community and LHVA, whichever comes first. All report forms and payment requests should be submitted electronically by the due date to April Rogato, Executive Assistant, at arogato@LHVA.org.

Additional materials may be sent as electronic attachments, by fax, or by postal mail to LHVA's offices to the attention of Ms. Rogato.

Fax 570-963-6732

Mail Lackawanna Heritage Valley Authority
538 Spruce Street, Suite 516, Scranton, PA 18503

Delivery Same address as above

- The **“Community Final Payment Request Form”** must be **signed** by the local Bureau of Forestry Service Forester or Penn State Extension Urban Forester, verifying that the project has been successfully completed. See **Attachment III**.
- To be included with the **“Community Final Payment Request Form”** is a **revised budget** showing actual grant expenditures, plus cash and in-kind contributions. Either receipts for expenditures or invoices accompanied by cancelled checks must be provided for all material and service purchases. Employee pay rate info (name, title, rate of pay, hours worked on the project), volunteer sign-in sheets, and other similar documents are required to verify labor and equipment costs.
- Upon DCNR approval of the **“Community Final Payment Request Form”** final payment will be authorized for the balance of the grant funds awarded in the grant agreement.

Community Application for TreeVitalize Metros Funds

Project and Applicant Information:

1. **Project Location:** Municipality: _____ County: _____
2. **Project Title:** _____
3. **Grant Amount Requested:** \$ _____
4. **Number of Trees to be Planted:** _____
5. **Legal Name of Applicant (Municipality):** _____
Federal Employer ID Number: _____
Applicant Official Mailing Address: _____
City: _____ State: _____ Zip: _____
Telephone Number (Daytime): _____
Email Address: _____
6. **Municipal Chief Elected Official** (Mayor, Council President, Township Supervisor, etc.)
Name: _____ Title: _____
Signature: _____ Date: _____
7. **Chief Municipal Management Staff** (Borough Manager, Township Manager, etc.):
Name: _____ Title: _____
Signature: _____ Date: _____
8. **Project Coordinator Name** (Person in Charge of the Project):
Name: _____ Title: _____
Signature: _____ Date: _____
Project Coordinator's Mailing Address: _____
City: _____ State: _____ Zip: _____
Telephone Number (Daytime): _____
Email Address: _____
9. **Dates:** Project Beginning and Completion Dates (must be completed within three planting seasons— Fall, Spring, Fall or Spring, Fall, Spring)
Start Date: _____ End Date: _____
10. **Payment Information:** Make check payable to: _____
Send check to the attention of: _____
Mailing Address: _____
City: _____ State: _____ Zip: _____
Telephone Number (Daytime): _____

Project Narrative: Use 12 point font. The narrative should be no more than four pages long, plus map.

Introduction: Please include a concise statement summarizing the project to be accomplished—one or two sentences long. Indicate whether the project is a street tree planting or a park planting.

1. Demonstrated need for additional tree cover (existing conditions):

Attach an 8 ½" x 11" map showing the project location(s) and the boundaries of the project. If the project involves more than one location, indicate the location of each planting. Describe the conditions to be changed by the proposed tree-planting project. Detail the existing tree-cover and how the proposed project will improve the current social, ecological and economic conditions in the area. Use the metro maps provided to estimate the percent tree canopy cover in the parts of the community where plantings are to occur. *(A more detailed planting plan will be required before funding is released, but need not be submitted at this point.)*

2. Regional Impacts: Describe how your project connects to existing regional or local efforts (planning, environmental improvements, trails, greenways, etc).

3. Evidence of municipal support (staff and resources) for the planting project and commitment to long term maintenance: Identify the department responsible for the long term care of public trees and the staff and equipment available to help. Describe the planned long-term management of the project plantings.

4. Community involvement: Outline the process for implementing the project and specifically HOW the local community will be involved. Describe the responsibilities and qualifications of the team members, partners, and community organizations. Identify the major activities and provide beginning and ending dates for each. The project should not exceed three planting seasons.

5. Commitment by municipal staff and local volunteers to attend "Tree Tender" training: Training will be provided for municipal staff responsible for community trees, and for community volunteers willing to help with the establishment and early care of the trees. List the names and titles of municipal staff who will be attending, and the names and affiliations of volunteers committed to attending. Indicate the date training was completed or the date and location of session to be attended. At least two municipal staff and two community volunteers must be trained per planting project. A good rule of thumb is one trained Tree Tender involved per ten trees to be planted. Indicate any means the community has for encouraging volunteer participation. **NOTE:** Release of grant funds is contingent upon completion of Tree Tender workshops.

6. Evidence of progress toward the development of a sustainable urban forest management program: Is there dedicated staff responsible for public trees? Is there an active shade tree commission in the community? Is there a shade tree ordinance? Is it enforced? Is there a plan in place for ongoing care of trees— including a tree inventory and priorities for removal, pruning, and new planting? What is the population of the community and the annual budget for tree care?

7. Tree City USA: Is the Community currently recognized as a Tree City USA by the Arbor Day Foundation? If yes, for how long?

8. **Budget breakdown:** Is the grant amount requested matched one to one with cash and non-cash services? (A cash match of at least 50% of the grant amount requested is required) Are the costs reasonable? Does the budget balance?

Total costs must be broken out into the categories below, using the forms provided. The sum of the total cost in each category must always equal non-cash and cash matches provided by the applicant, plus grant funds to be used.
(ie. Total Cost = Non-Cash Match + Cash Match + Grant Funds)

Maximum grant = (\$200) x (number of trees to be planted) or \$25,000, whichever is less.

PAID SERVICES AND LABOR: Services or labor of design professionals (ie. certified arborist, landscape architect, engineer) or trained construction tradesmen or laborers paid to complete a portion of the project.

- **Eligible non-cash match:** Services or labor provided by staff EMPLOYED BY APPLICANT.
- **Eligible cash match:** Services or labor of personnel NOT EMPLOYED BY APPLICANT, but paid by applicant using EXISTING FUNDS.
- **Eligible for grant funds:** Services or labor of personnel NOT EMPLOYED BY APPLICANT, but to be paid by applicant using GRANT FUNDS.
- **Ineligible expenses:** Work and/or services not directly related to this project.

VOLUNTEER SERVICES AND LABOR: Services and labor donated (NOT PAID FOR by the applicant) to complete a portion of the project.

- **Eligible non-cash match:** Documented services or labor DONATED to the project by design professionals or trained construction tradesmen; documented hours contributed by volunteer groups or individuals, directly related to the project.
- **Eligible cash match:** None
- **Eligible for grant funds:** None

EQUIPMENT: Hourly rate of equipment employed to perform all or part of the project, such as backhoe, dump truck, front end loader, concrete saw.

- **Eligible non-cash match:** Grantee owned equipment.
- **Eligible cash match:** Equipment needed to complete the project for which the applicant pays a fee to use, using EXISTING FUNDS.
- **Eligible grant funds:** Equipment needed to complete the project for which the applicant pays a fee to use, using GRANT FUNDS.
- **Ineligible expenses:** Equipment maintenance, service calls, gasoline, electricity, etc.

SUPPLIES & MATERIALS: Supplies and materials necessary to complete the project, such as trees, mulch, stakes, gator bag, recognition signage (required).

- **Eligible non-cash match:** Provided by the applicant from in-house stores or DONATED to the project from an outside contributor.
- **Eligible cash match:** PURCHASED by the applicant using existing APPLICANT FUNDS.
- **Eligible grant funds:** To be PURCHASED by the applicant using GRANT FUNDS.
- **Ineligible expenses:** Food, drinks, purchase of tools, vehicle fuel, maintenance equipment purchases.

Project Budget:

- o PLEASE CAREFULLY REVIEW the budget instructions provided on the previous page.
- o Total Costs must be broken out into categories below, using the forms provided.
- o The sum of the Total Cost in each category must always equal any Non Cash or Cash Matches provided by the applicant, plus the amount of Grant Funds requested (ie. Total Cost = Non Cash Match + Cash Match + Grant Funds)
- o Maximum grant = (\$200) x (number of trees to be planted) or \$25,000, whichever is less.
- o Grant funds are the funds to be paid from the grant.

Paid Services and Labor

Individual	Hours Worked	Hourly Rate	Total Cost	Non- Cash Match	Cash Match	Grant Funds
Total Paid Services and Labor						

Volunteer Services and Labor

Individual	Hours Worked	Hourly Rate	Total Cost	Non-Cash Match	Cash Match	Grant Funds
Total Volunteer Services and Labor						

Equipment Costs

Equipment	Hours Used	Hourly Rate	Total Cost	Non-Cash Match)	Cash Match	Grant Funds
Total Equipment Costs						

Supplies & Materials- Supplies needed to implement the project. Examples: trees, mulch, hand tools, gator bag, Recognition Sign

Item	Unit Cost	Quantity	Total Cost	Non- Cash Match	Cash Match	Grant Funds
Total Supplies & Materials						

	Total Costs	Total Non-Cash Match	Total Cash Match	Total Grant Funds
Grand Totals				

SAMPLE PROJECT BUDGET:

Paid Services and Labor:

Individual	Hours Worked	Hourly Rate	Total Cost	Non-Cash Match	Cash Match	Grant Funds
<i>Equipment Operator</i>	48	\$35	\$1,680	\$1,680	0	0
<i>Laborer</i>	48	\$20	\$960	\$960	0	0
Total Paid Services and Labor:			\$2,640	\$2,640	0	0

Volunteer Services and Labor:

Individual	Hours Worked	Hourly Rate	Total Cost	Non-Cash Match	Cash Match	Grant Funds
<i>Volunteers</i>	\$18	100	\$1,800	\$1,800		
Total Volunteer Service and Labor:			\$1,800	\$1,800		

Equipment Costs

Equipment	Hours Used	Hourly Rate	Total Cost	Non-Cash Match	Cash Match	Grant Funds
<i>Borough backhoe</i>	24	\$75	\$1,800	\$1,800		0
<i>Borough Truck</i>	24	\$50	\$1,200	\$1,200		0
Total Equipment Costs			\$3,000	\$3,000		0

Supplies & Materials- Supplies needed to implement the project. Examples: trees, mulch, hand tools, gator bag, recognition signage

Item	Unit Cost	Quantity	Total Cost	Non-Cash Match	Cash Match	Grant Funds
<i>Gator Bags</i>	\$20	15	\$300		\$300	0
<i>Mulch</i>	\$25	10	\$250		\$250	0
<i>Trees</i>	\$100	50	\$5,000			\$5,000
<i>Shade Tree Commission Trees</i>	\$100	20	\$2,000		\$2,000	
<i>Credit Sign</i>	\$60	2	\$120			\$120
Total Supplies & Materials			\$7,670		\$2,550	\$5,120

	Total Costs	Total Non-Cash Match	Total Cash Match	Total Grant Funds
Grand Totals	\$15,110	\$7,440	\$2,550	\$5,120

COMMUNITY PLANTING PLAN COVER SHEET & APPROVAL FORM

TreeVitalize Forester Signature Page Verifying Approval of Planting Plan

- Affix this signature page to your planting plan and submit it to the appropriate Extension Urban Forester or Service Forester (see Award Letter) for review and approval. If you need help with the plan, contact the forester during the planning process.
- Once approved, submit the plan and this page to April Rogato, Executive Assistant, Lackawanna Heritage Valley Authority, 538 Spruce Street, Suite 516, Scranton, PA 18503.

To be completed by Project Coordinator:

Project Location: Municipality: _____ County: _____

Project Title: _____

Grant ID #: _____ (Provided by LHVA)

Project Coordinator Name (Person in Charge of the Project):

Name: _____ Title: _____

Signature: _____ Date: _____

Project Coordinator's Mailing Address: _____

City: _____ State: _____ Zip: _____

Telephone Number (Daytime): _____

Email Address: _____

To be completed by Extension Urban Forester or Service Forester:

Name: _____

District # or Extension Office: _____

I have reviewed and approved the planting plan submitted to me for the above project. I verify that the locations identified and the species selected for planting are suitable. I hereby authorize the Lackawanna Heritage Valley Authority to release funding to this community.

Signature: _____ Date: _____

Planting Plan Information:

The planting plan need not be professionally drawn, but **must include**:

1. A map that delineates each area in which the project activities will be performed.
2. A sketch or large scale map showing the specific location where each tree is to be planted.
3. The species (and variety, if applicable) of each tree to be planted (**Note:** Never plant large-maturing species beneath powerlines. But large maturing shade trees provide many more environmental and economic benefits than small trees, and are preferred wherever space permits.)
4. The location of overhead utilities or other above ground obstructions (lamp posts, fire hydrants, etc.), and any known underground obstructions near each planting site.
5. The width of the tree lawn if present, or the size of the sidewalk opening where the tree is to be planted if no tree lawn (5' x 5' or 3' x 10' openings recommended).

**Sample Project Timetable
Based on Plantings in Spring and Fall**

Grant Awards Announced on or before	March
Develop planting plan planting and submit to TreeVitalize Forester on or before	March
Receive approval of planting plan from Tree Vitalize Forester on or before	March
Solicit cost proposals for tree purchase and order trees	March-May
Attend Tree Tender workshop on or before	March-May
Finalize volunteer participation plan on or before	March
Hold Tree Planting	March-May
Solicit community involvement for next planting season	June-August
Develop planting plan for next planting and submit to TreeVitalize Forester	August
Receive approval of planting plan from Tree Vitalize Forester	September
Solicit cost proposals for tree purchase and order trees	September
Finalize volunteer participation plan	September
Hold Tree Planting	September-November
Submit Final Payment Request to DCNR	December

SUB-GRANTEE CLOSE OUT FORMS

Once completed with your TreeVitalize sub-grantee project and interested in receiving your final payment, please complete forms listed below and submit to electronically by the due date to April Rogato, Executive Assistant, at arogato@LHVA.org.

Additional materials may be sent as electronic attachments, by fax, or by postal mail to LHVA's offices to the attention of Ms. Rogato.

- Sub-Grantee Closeout Checklist
- Community Final Payment Request Form
- Final Project Budget Form

CONTACT INFO:

Metro Partner

April Rogato, Executive Assistant, Lackawanna Heritage Valley Authority

Email arogato@LHVA.org
Phone 570-963-6730 x 8200
Fax 570-963-6732
Mail Lackawanna Heritage Valley Authority
538 Spruce Street, Suite 516, Scranton, PA 18503

DCNR Forester

John Maza, Service Forester, Lackawanna and Wayne Counties

Email jmaza@state.pa.us
Phone 570-945-7133
Fax 570-945-7249
Mail DCNR- Lackawanna Forest District 11
RR#1 Box 230, Dalton, PA 18414

PSU Forester

Vincent Cotrone, Urban Forester, Penn State Cooperative Extension

Email vjc1@psu.edu
Phone 570-825-1701
Fax 570-825-1709
Mail Penn State Cooperative Extension
16 Luzerne Avenue, Suite 200, West Pittston, PA 18643

SUB-GRANT CLOSEOUT CHECKLIST

- ___ Fill out "Community Final Payment Request Form."
- ___ Request TreeVitalize Forester review of completed project and obtain Forester signature on "Community Final Payment Request Form" as verification of satisfactory completion of the project.
- ___ Complete "Final Project Budget Form" showing actual expenditures and "cash" or "non-cash" match. You must show that:
 - You have spent all your grant funds,
 - You have matched grant funds awarded dollar for dollar, and
 - Your cash contribution to the project equals 50% or more of the grant amount awarded.
- ___ Attach ALL related receipts or invoices with canceled checks.
Note: include payments made with grant funds, or as part of your "cash" match.
- ___ Attach any documentation of "non-cash" services, such as volunteer sign in-sheets or employee pay records.

COMMUNITY FINAL PAYMENT REQUEST FORM

TreeVitalize Forester Signature Page Verifying Grant Project Completion

When the planting project is completely finished:

1. Complete the top portion of this form, and provide it to the Extension Urban Forester or Service Forester who approved your planting plan. Refer to the enclosed contact list.
2. Once the Forester has verified satisfactory completion of the finished project, compile the attached "Final Project Budget Form" showing actual grant expenditures, plus any "cash" and "non-cash" contributions. Either receipts for expenditures or invoices accompanied by cancelled checks, must be provided for all material or service purchases. Employee pay rate info (name, title, rate of pay, hours worked on project), volunteer sign-in sheets, and other similar documents are required to verify labor and equipment costs.
3. Submit "Final Project Budget Form" and proof of expenditures along with this signed "Community Final Payment Approval Form" to April Rogato, Executive Assistant, Lackawanna Heritage Valley Authority, to receive the final payment on your grant.

To be completed by Project Coordinator:

Project Location: Municipality: _____ County: _____

Project Title: _____

Grant ID #: _____ (Provided by LHVA)

Project Coordinator Name (Person in Charge of the Project):

Name: _____ Title: _____

Signature: _____ Date: _____

Project Coordinator's Mailing Address: _____

City: _____ State: _____ Zip: _____

Telephone Number (Daytime): _____

Email Address: _____

To be completed by Extension Urban Forester or Service Forester who approved your planting plan:

Name: _____

District # or Extension Office: _____

I have reviewed the above planting project and verify that it has been completed to my satisfaction. I hereby authorize the Metro Partner to release the final project payment to this community.

Signature: _____ Date: _____

FINAL PROJECT BUDGET FORM

- o Total Costs must be broken out into categories below, using the form provided.
- o The sum of the Total Cost in each category must always equal any Non Cash or Cash Matches provided by the applicant, plus the amount of Grant Funds requested (ie. Total Cost = Non Cash Match + Cash Match + Grant Funds)
- o Maximum grant = (\$200) x (number of trees to be planted) or \$25,000, whichever is less.

Section 1: Paid Services and Labor

Individual	Hours Worked	Hourly Rate	Total Cost	Non- Cash Match	Cash Match	Grant Funds
Total Paid Services and Labor						

Section 2: Volunteer Services and Labor

Number of Individuals	Hours Worked	Hourly Rate	Total Cost	Non-Cash Match	Cash Match	Grant Funds
					X	X
					X	X
					X	X
					X	X
Total Volunteer Services and Labor					X	X

Section 3: Equipment Costs

Equipment	Hours Used	Hourly Rate	Total Cost	Non-Cash Match)	Cash Match	Grant Funds
Total Equipment Costs						

Section 4: Supplies & Materials- Supplies needed to implement the project. Examples: trees, mulch, hand tools, stakes, gator bag, Recognition Sign

Item	Unit Cost	Quantity	Total Cost	Non- Cash Match	Cash Match	Grant Funds
Total Supplies & Materials						

Grand Totals: Sum of Sections 1 - 4

Total Costs	Total Non-Cash Match	Total Cash Match	Total Grant Funds