



**Roots for Rivers Reforestation  
Grant and Technical Assistance Program  
Funded by The Nature Conservancy**



**2019 Application Information Package**

**Announcement Date:** Friday, October 22, 2018  
**Informational Webinar:** Wednesday, October 31, 2018  
**Application Due Date:** Friday, December 14, 2018  
**Recipient Notification:** Tuesday, January 29, 2019  
**Link to Application:** On the [Grants and Resources](#) section of [sustainablejersey.com](http://sustainablejersey.com)

***For questions regarding the application and online portal:***

Kaitlyn Vollmer: Email [grants@SustainableJersey.com](mailto:grants@SustainableJersey.com) or call 609-771-3189

***For project related questions contact:***

Michelle DiBlasio: Email [michelle.diblasio@tnc.org](mailto:michelle.diblasio@tnc.org) or call 908-955-0342

**A. Background..... 2**  
**B. Municipality and School District Eligibility Requirements..... 3**  
**C. Use of Grant Funding ..... 3**  
**D. Project Development ..... 4**  
**E. Application ..... 5**  
**F. Online Application Portal ..... 7**  
**G. Selection Process ..... 7**  
**H. Terms and Conditions..... 8**  
**I. Program Participant Reporting Requirements..... 9**  
**Appendix 1 – Action Plan Template..... 10**  
**Appendix 2 – Budget Template ..... 11**  
**Appendix 3 – Pinelands Nursery & Supply Reserved Species List..... 12**  
**Appendix 4 – Instructions on How to Find Project Site Information ..... 13**  
**Appendix 5 – Native Species Identification Guide..... 14**

## A. Background

We are pleased to announce that The Nature Conservancy (TNC) is partnering with Sustainable Jersey and The Watershed Institute on a new **Roots for Rivers Reforestation Grant and Technical Assistance Program**. Dense development in New Jersey directly affects our water supply, and more than 85% of our rivers and streams are impaired due to factors like erosion and polluted stormwater runoff. One important way to help ensure we can continue to rely upon our precious natural water resources is to restore New Jersey's floodplains—the critical land near our rivers' banks. Throughout much of the state, our floodplains have been deforested and left without trees to help filter water, absorb flooding, or cool the river for fish.

TNC has been working over the last five years with local, state, and federal partners in northwestern New Jersey to reforest the floodplains of a key tributary to the Delaware River, the Paulins Kill. TNC has now teamed up with Sustainable Jersey to share lessons learned and to help catalyze restoration efforts across the state in order to achieve a goal of planting 100,000 trees in floodplains by 2020. Planting trees within floodplain land in places where it has been degraded is a great way to engage your community, raise awareness about the importance of freshwater conservation, and most importantly, protect the lands and waters on which we and future generations depend.

The **Roots for Rivers Reforestation Grant and Technical Assistance Program** will support municipal, school district, and local non-profit and conservation organization efforts to undertake floodplain reforestation initiatives. Program participants will receive technical assistance to design restoration projects and funding to cover the cost of tree/shrub planting, tubes, and stakes. Funding will not be awarded to individuals or private landowners. **ONLINE Applications are due by Friday, December 14 at 11:59pm. Email submissions will NOT be accepted. Selected participants will be notified by January 29, 2019. Proposed projects must be completed by July 1, 2019.**

### **Informational Webinar: Wednesday, October 31, 1:30PM – 2:30PM**

#### **You will learn:**

- Why floodplain reforestation is important and what is involved
- How to select an appropriate site and develop a project plan
- What technical assistance and funding is available
- How to apply to be part of the program

Register [here](#). Following the webinar, the recording and presentations will be posted on the [Webinar Recordings and Presentations page](#).

**THIS PACKET ADDRESSES THE MUNICIPALITY AND SCHOOL DISTRICT APPLICATION PROCESS. All municipalities and school districts will submit applications via Sustainable Jersey's web portal.** All other applicants should apply via [The Watershed Institute](#). For more information regarding The Watershed Institute's application process please contact Kimber Ray, Resource Service Coordinator of The Watershed Institute. She can be reached at [kray@thewatershed.org](mailto:kray@thewatershed.org).

**Municipalities and School Districts should submit an online application using the link below:**

**Sustainable Jersey Application:** <https://app.wizehive.com/appform/login/2019TNCAApp>

## B. Municipality and School District Eligibility Requirements

To be eligible to participate in this program through Sustainable Jersey, an applicant must:

- Be a New Jersey municipal government or school district. Funding may be passed through to a non-profit, partner organization, or contractor, but the municipality or school district must be the applicant and will be responsible for the reporting requirements. Checks will be made payable to the municipality or school district and sent to its fiscal agent.
- Be registered or certified with Sustainable Jersey or Sustainable Jersey for Schools certification program.

**Note: An applicant's eligibility to apply for this program is NOT limited by the status of other Sustainable Jersey grant awards. Similarly, eligibility to apply for funding in current or future Sustainable Jersey grant cycles will NOT be impacted by participation in this program.**

## C. Use of Grant Funding

**Applicants can request funding amounts from between \$1,000 and \$20,000.**

Eligible expenses **only** include:

- Woody plants materials (trees and shrubs) that **only** include bare root stock, tublings, 1-gallon and/or 2-gallon containers
- Tubes and support stakes to protect the plantings (Deer fences and protection against weeds/invasive species are **not** covered by this grant).
- Up to two delivery fees associated with transportation of project materials

Other supplies (gloves, shovels, fencing, weed mats, etc.), equipment (mower, auger, etc.) and/or labor (or contractor) costs associated with project implementation are **ineligible expenses and will be the financial responsibility of the applicant**. Invasive, non-native species removal is not required, but encouraged if necessary for project success, and the costs associated with this process will also be the financial responsibility of the applicant. Information on invasive, non-native species and links to New Jersey specific resources be found [here](#).

The expenses incurred by the municipality or school district to complete the project should be listed in the "In-kind" section of the budget template. In addition, the value of volunteer time used to complete the project can be valued as in-kind at a rate of \$24.14/hour.

**Applicants are strongly encouraged, but not required, to use select partner vendors.**

### Plantings

- [Pinelands Nursery](#)
- [Forest Nursery – State of New Jersey](#)

The Nature Conservancy has partnered with Pinelands Nursery to reserve eligible tree and shrub species that will be available to program participants. This reserve list is available online [here](#) and provided in [Appendix 3](#).

### Tubes and Stakes

- [Plantra](#)

Plantra has agreed to extend a discounted rate of approximately \$5.50 per tree tube and stake combination. Details on how to access the special pricing will be provided to selected participants in their award letter.

Applicants will be required to maintain an **average** cost per tree, tube, and support stake of **\$12 or less**. Trees and shrubs cannot exceed a #2-gallon container size to maintain this average. The **same number of plants as tree tubes and stakes should be included in the proposed budget**. Additional materials for future plantings are not an eligible expense. More information on species availability and sizes will be covered in the [webinar](#). Register [here](#). Following the webinar, the recording and presentations will be posted on the [Webinar Recordings and Presentations page](#).

## D. Project Development

The first step in crafting a project is to **identify potential planting sites** and **determine who owns the land**.

### Potential Sites

Identify rivers or streams running through the municipality and look for areas at the site along the banks with the following features:

- No woody vegetation or sparse woody vegetation
- Mowed lawns or impermeable pavement
- Invasive or non-native grasses and plants (reed canary grass, loosestrife, etc.)
- Signs of erosion
- Close proximity to paved roads

Please note that the goal of this program is to increase tree cover in floodplains. Cutting down, removing, mowing or otherwise disturbing healthy native vegetation including, but not limited to, trees and shrubs planted or naturally growing in the project area is not consistent with this goal and is prohibited.

### Land Ownership

Eligible project sites include:

- Municipal or school district owned land
- Other public land (preserved land, open space, etc.) owned by the county or state, provided the application includes a letter from the property owner supporting the project and granting permission to implement the project.
- Non-profit organization owned land, provided that the application includes a letter from the property owner supporting the project and granting permission to implement the project.

**Project sites on private land are NOT eligible.**

Online resources such as Google maps, Google Earth and/or the [NJ Maps Conservation Blueprint](#) mapping tool can also be helpful guides in identification of potential restoration sites. **Potential project sites must fall within the Active River Area (ARA)**. Use the NJ Maps Conservation Blueprint tool to verify if your site falls

within the ARA reference layer. More information about the ARA layer can be found online, in the NJ Maps tool.

Additional assistance in the site selection process and project planning may also be available from the [local watershed organization](#) or the [New Jersey Watershed Ambassadors Program](#).

## E. Application

**All municipalities and school districts will submit applications via Sustainable Jersey's web portal.** The online application is designed to collect the information needed to evaluate a proposal without overburdening the applicant.

**Program Application:** <https://app.wizehive.com/appform/login/2019TNCAApp>

The following sections outline the information needed to complete the online application.

### 1. Eligibility Inquiry

The applicant must be registered in the Sustainable Jersey or Sustainable Jersey for Schools certification program.

### 2. Applicant Information

- Municipality or School District
- County
- Employer Identification Number (EIN)

### 3. Grant Proposal

- **Grant Funding Requested:** Projects costing between \$1,000 and \$20,000 are eligible
  - Amount of Grant Funding Requested
  - Number of Trees
  - Average Cost of Materials
- **Project Title and Brief Description:** Provide a name for the proposed project and a short description of the floodplain reforestation project's goals.
- **Information on Project Site:** Provide information on the project site. Use the instructions document [here](#) and in [Appendix 4](#) to find the following information:
  - **Location Information**
    - River/stream Name
    - Watershed (If Known)
    - Street Address and/or GPS Coordinates (Latitude and Longitude)
    - PAMS\_PIN Number
    - Tax ID Parcel Number (Blocks, Lots)
  - **Dimensions of Project Site**
    - Proposed Project Site (Square Feet)
    - Proposed Planting Area (Acres)
    - River/Stream Area (Feet)
    - River/Stream Area (Miles)

- **Condition of Project Site:** Answer the following questions on the physical conditions of the project site
  - Current cover in project area (trees, shrubs, grasses, bare, or other; if other, please specify)
  - River/streambank erosion (yes or no)
  - Presence of invasive species (yes, no, unknown; if yes please list species)
- **Map of Project Site:** Use google maps or [NJMap](#) to map your project site and show the planting areas targeted by the project. Upload a screenshot/photo of the map with planting areas circled. Or, upload a more detailed, technical map that includes a rough layout of your planting plan and species selection. Please see [Section D](#) for mapping information.
- **2-3 Current Photos of Project Site:** At least one of the three photos must include the stream or river. In addition to these “Before” photos, “After” photos of the site taken after the project has been completed will be required in grant recipients’ final report. Beyond just showing the new plantings, these “After” photos should also include photos of site prep, volunteers, etc. *Sustainable Jersey and The Nature Conservancy reserve the right to use these photographs in reports to the grant program sponsor, presentations, social media posts, and other program-related materials*
- **Stewardship Commitment:** Indicate who (municipal department, partner organization, volunteer group, green team, etc.) that will be in charge of stewardship of the project site. Please see [Section H](#) for more information on the stewardship expectations.
- **Project Team Members and Duties:** Upload a pdf that provides the name, title, organization, and duties of the key people who will be involved in completing the project.
- **Action Plan and Timeline:** Outline the specific steps your team will take to complete the proposed project. This includes project planning steps, implementation steps, and evaluation/reporting steps. Identify the timeline for each step to ensure the project can be accomplished by **July 1, 2019**. An action plan template is available [here](#) and is shown in [Appendix 1](#).

#### 4. Application Contacts:

- **Contact information including name, title or affiliation, email address and phone numbers will be requested for the following people:**
  - Primary Contact  
*The primary contact must be a municipal or school district employee.*
  - Mayor/District Superintendent
  - Fiscal Contact  
*The fiscal contact must be a person (typically the Business Administrator) authorized to manage official municipal funds.*

#### 5. Required Attachments and Information:

*Note: All files uploaded into the online grant application must be in PDF format.*

- **Authorization to Submit Application:** In order to participate in this program, the applicant must upload documentation that he/she is authorized to apply for this grant by appropriate authority (i.e. mayor, district superintendent, business administrator, or other designated authority). Click [here](#) for a sample School Board Resolution and [here](#) for a sample Municipal Resolution. **Note: this is different than the resolution needed to register in the Sustainable Jersey or Sustainable Jersey for Schools certification program.** Questions regarding this requirement can be directed to Kaitlyn Vollmer at 609-771-3189 or emailed to [grants@sustainablejersey.com](mailto:grants@sustainablejersey.com).

Please note that it would be best to start the process of obtaining this resolution **as early as possible** to allow enough time to have the resolution adopted. The approved resolution should be submitted with the application by the December 14, 2019 deadline. However, applications will be accepted with a proposed resolution and the date that it will be presented to the governing body. The adopted resolution must then be emailed to [grants@sustainablejersey.com](mailto:grants@sustainablejersey.com) **no later than January 18, 2019 in order for an application to still be considered.**

- **Project Budget:** A sample budget template is available [here](#) and is shown in [Appendix 2](#). Eligible expenses include woody plant and protection materials (tree tubes and stakes) only. Other supplies, equipment and the labor associated is the responsibility of the applicant. This can be accomplished through the use of volunteers, employees, or a contractor paid for by the applicant. Please see [Section C](#) for more information on eligible expenses. *Please note that the informational webinar on October 31 is intended to provide guidance on tree selection and planting layout, which will help in determining costs for the budget.*
- **Landowner Support:** Please identify the landowner of the project site. If the proposed project site is owned by a governmental unit other than the municipality or school district or a non-profit organization, a letter from the property owner supporting the application and granting permission for project implementation is required. **Project sites on private land are NOT allowed.**

## 6. Optional Information

This can include letters of commitment or support from project partners or more detailed project information.

## F. Online Application Portal

The application can be accessed using the link below. Applications must be submitted using the online application portal by **11:59 PM on December 14, 2018**. Only online application submissions will be considered for participation in the grant and technical assistance program.

**Application:** <https://app.wizehive.com/appform/login/2019TNCAApp>

## G. Selection Process

Applications will be screened using the following criteria:

- Project budget is within the allowable grant amount (\$1,000 - \$20,000), grant funds are only being requested for eligible expenses (trees/shrubs, tree tubes, stakes), and the average cost per plant (including tube and stake) is \$12.00 or less. Other funding sources, in-kind contributions, and donations are identified (if applicable).
- Accuracy and completeness of project tracking and location table (defined acreage of planting area, linear feet of stream to be planted, etc.). Map and photos of site are used to enhance reviewers' understanding of project.
- The relative impact of the proposed project on restoring floodplains and protecting water resources.
- Likelihood of success as demonstrated the strength of the project team and action plan.

## H. Terms and Conditions

Program participants will receive half of the grant award upon approval of their proposal. The remaining balance will be paid upon satisfactory completion of the project and approval of the final fiscal and project report, due no later than **August 1, 2019**.

Recipients are responsible for:

- Planting all trees/shrubs with tubes and stakes no later than **July 1, 2019** to ensure maximum survival.
- Selecting and purchasing all plant and protection materials (tree tubes and stakes).
- Ensuring that these activities are prohibited: cutting down, removing, mowing or otherwise disturbing healthy native vegetation including, but not limited to, trees and shrubs planted or naturally growing on the project site.
- Protection of newly planted materials by installing protective tree tubes and support stakes.
- Obtaining any necessary permits and/or permissions from state, federal, or local agencies that may be required to implement restoration activities in regulated areas or areas that could affect listed species.
- Meeting the stewardship expectations outlined below.

### Stewardship Expectations

In order to maintain the integrity of your project sites, routine stewardship will be needed at least once annually to inspect all planted materials for survivability and to identify which tubes and/or support stakes require maintenance because they have been compromised from wind damage, flooding and/or wildlife. Trees and shrubs will outgrow their protective tubes and will no longer need support stakes **within 4 to 5 years** after initial planting. Tubes and support stakes must be removed once the diameter of the tree is big enough to break open the tube.

Annual stewardship activities include:

- Visual inspection of plant and protection materials (tree tubes and stakes) for damage or mortality
- Securing tree tubes properly around the tree/shrub
- Straightening support stakes
- Removing vines or debris away from the tree tube

These activities can be performed by employees, volunteer groups or students, or local non-profits and are critical to the long-term success of the plantings.

It is important that the tree tubes and stakes be properly disposed of, as we aspire to a 'leave no trace' motto at all project sites. Tree tubes **can** be recycled, but the support stakes **cannot**. TNC is currently investigating potential partnerships with companies that will repurpose and/or recycle large quantities of protection materials as well as ways to help facilitate clean-up/easy removal of these materials.

*The Nature Conservancy reserves the right to monitor and request photo documentation annually, years 2-4 to track progress of stewardship activities and gather lessons learned from funded projects. Recipients will be asked to renew stewardship commitment in the final report.*



## I. Program Participant Reporting Requirements

Program participants will be required to complete a final report using an online report form by **August 1, 2019**. Reminders will be emailed to the primary project contact at least 30 days prior to the report deadline. The final report must document the completion of the floodplain reforestation initiative described in the application.

The following information is required in the final report:

- A brief description of the floodplain reforestation initiative that highlights the project outcomes and impact.
- A renewed commitment of stewardship of the project site. Indicate who (municipal/school department, partner organization, volunteer group, green team, etc.) will be in charge of stewardship of the project site. Please see [Section H](#) for more information on the stewardship expectations.
- A summary of any modifications to the proposed project outlined in the original application (i.e., changes in sizes, quantities or costs of tree species or tree tubes). ***All project modifications must be approved by Sustainable Jersey before being implemented.***
- Samples of communications distributed to the community related to the initiative that also highlight TNC and Sustainable Jersey as project funders.
- At least **TWO** photographs of the site after completion of the project
- Lessons learned in completing the project, including challenges faced and advice that would be given to others undertaking a similar project.
- A summary of expenses charged to the grant with supporting documentation (e.g., invoices, financial ledger).
- [Grantee's Certification and Declaration](#) signed by the business administrator or other authorized representative.



## Floodplain Reforestation Proposed Project Action Plan



*Please use this form to outline the specific steps or tasks needed to complete the proposed project. It should begin with the key planning tasks and end with the completion of the final grant report. Per the terms of the grant, the project needs to be completed within the grant performance period.*

Steps/Tasks that the Project Team will take to Complete the Proposed Grant Project	Team Member Responsible	Target Completion Date
<b>Planning Steps</b>		
1.		
2.		
3.		
<b>Implementation Steps</b>		
1.		
2.		
3.		
<b>Evaluation, Reporting, and Stewardship Steps</b>		
1.		
2.		
3.		

**Appendix 2 – Budget Template**



**Roots for River Reforestation  
Grant and Technical Assistance Program  
Budget Template**



Please use this template to outline your budget for your project. Information on prices and sizes for tree protection materials and plantings can be found in Section C of the Application Information Package and in the webinar. You are encouraged to use select partner vendors, but you are not required to. **Average costs of a single plant and its respective tree tube and stake should not exceed \$12.** Applicants can request any amount of funding between \$1,000 and \$20,000. Eligible grant expenses include tree protection materials (tree tubes and stakes), plantings, and up to two delivery fees associated with eligible materials. Other supplies (gloves, shovels, fencing, weed mats, etc.), equipment (mower, auger, etc.) and/or Labor (or contractor) costs associated with project implementation are ineligible expenses and **will be the financial responsibility of the applicant.** **Invasive, non-native species removal is not required, but encouraged, and costs associated with this process will also be the financial responsibility of the applicant.**

**A. PROTECTION SUPPLIES:** Eligible Expenses **ONLY** include protection supplies (tree tubes and support stakes).

Item	Unit Cost	Quantity	Total Cost
<b>Total Cost of Supplies</b>			\$ -

**B. TREES AND SHRUBS:** Plants cannot exceed a #2-gallon container size. Total plantings must **match** total tree protection supplies.

Tree/Shrub	Unit Cost	Quantity	Total Cost
<b>Total Cost of Plantings</b>			\$ -

**C. SHIPPING COSTS:** Will reimburse **up to 2** delivery fees associated with planting and project implementation.

Shipping Vendor Name	Items Being Shipped	Additional Information	Total Cost
<b>Total Cost of Shipping</b>			\$ -

<b>TOTAL AMOUNT OF FUNDING REQUEST</b>	\$
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**D. IN-KIND CONTRIBUTIONS:** Other supplies, equipment, or labor required to complete project but not covered by the grant.  
**PLEASE NOTE:** You can indicate donated items/time in the total cost column. Including in-kind in your budget is recommended but not required.

Supply Item/Equipment/Contractor	Unit Cost/Rate Per Hour	Quantity/Total Hours	Total Cost
<b>Total Amount of In-Kind</b>			\$

<b>TOTAL PROJECT COST</b>	\$
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## Appendix 3 – Pinelands Nursery & Supply Reserved Species List



### TREE AND SHRUB SPECIES ON RESERVE AT PINELANDS NURSERY & SUPPLY

The Nature Conservancy has partnered with Pinelands Nursery to reserve over 12,630 trees and shrubs for the 2019 Roots for Rivers Reforestation Grants and Technical Assistance Program. These reserved trees and shrubs will be available to participants in the program. Oftentimes, nurseries will be out of stock of the species participants want to use. Using this reserved species list will help ensure that participants have a wide variety of species to choose from when constructing their planting plan without the fear that they will be out of stock. Use the Unit Price for developing the project budget. Reserved species will be allocated to selected applicants on a first come, first served basis.

Item Description	QTY ORD	QTY ACK	Unit Price	Line Total
ACRUBTJ00 (ACER RUBRUM TUBELING)	800	800	\$1.10	\$880.00
ACSACTJ00 (ACER SACCHARINUM TUBELING)	710	710	\$1.10	\$781.00
ALSERTJ00 (ALNUS SERRULATA TUBELING)	500	500	\$1.10	\$550.00
AMCANTJ00 (AMELANCHIER CANADENSIS TUBELING)	384	384	\$1.10	\$422.40
CACAR2J36 (CARPINUS CAROLINIANA #2 12-36")	300	300	\$9.00	\$2,700.00
CEOCCTJ00 (CELTIS OCCIDENTALIS TUBELING)	280	280	\$1.10	\$308.00
CPOCCTJ00 (CEPHALANTHUS OCCIDENTALIS TUBELING)	500	500	\$1.10	\$550.00
CECANTJ00 (CERCIS CANADENSIS TUBELING)	298	298	\$1.10	\$327.80
CLALNTJ00 (CLETHRA ALNIFOLIA TUBELING)	400	400	\$1.10	\$440.00
CORACTJ00 (CORNUS RACEMOSA TUBELING)	200	200	\$1.10	\$220.00
COSERTJ00 (CORNUS SERICEA TUBELING)	400	400	\$1.10	\$440.00
DIVIR2J48 (DIOSPYROS VIRGINIANA #2 36"+)	100	100	\$9.00	\$900.00
ILVERTJ00 (ILEX VERTICILLATA TUBELING)	200	200	\$1.10	\$220.00
ITVIRTJ00 (ITEA VIRGINICA TUBELING)	300	300	\$1.10	\$330.00
LIBEN1J18 (LINDERA BENZOIN #1 6-24")	300	300	\$5.50	\$1,650.00
LISTYTJ00 (LIQUIDAMBAR STYRACIFLUA TUBELING)	600	600	\$1.10	\$660.00
LITULTJ00 (LIRIODENDRON TULIPIFERA TUBELING)	700	700	\$1.10	\$770.00
MAVIRTJ00 (MAGNOLIA VIRGINIANA TUBELING)	176	176	\$1.10	\$193.60
NYSYL2J36 (NYSSA SYLVATICA #2 12-36")	200	200	\$9.00	\$1,800.00
PHPYRTJ00 (PHOTINIA PYRIFOLIA TUBELING)	400	400	\$1.10	\$440.00
PLOCCTJ00 (PLATANUS OCCIDENTALIS TUBELING)	800	800	\$1.10	\$880.00
QUBIC2J36 (QUERCUS BICOLOR #2 12-36")	500	500	\$9.00	\$4,500.00
QUPAL2J36 (QUERCUS PALUSTRIS #2 12-36")	130	130	\$9.00	\$1,170.00
QUPHE2J48 (QUERCUS PHELLOS #2 36"+)	100	100	\$9.00	\$900.00
QURUBTJ00 (QUERCUS RUBRA TUBELING)	100	100	\$1.10	\$110.00
ROPALTJ00 (ROSA PALUSTRIS TUBELING)	300	300	\$1.10	\$330.00
SADISTJ00 (SALIX DISCOLOR TUBELING)	500	500	\$1.10	\$550.00
SANIGTJ00 (SALIX NIGRA TUBELING)	609	609	\$1.10	\$669.90
SACAN1J18 (SAMBUCUS CANADENSIS #1 6-24")	300	300	\$5.50	\$1,650.00
VIDENTJ00 (VIBURNUM DENTATUM TUBELING)	300	300	\$1.10	\$330.00
VILENTJ00 (VIBURNUM LENTAGO TUBELING)	300	300	\$1.10	\$330.00
VIPRU1J18 (VIBURNUM PRUNIFOLIUM #1 6-24")	150	150	\$5.50	\$825.00
VITRI1J18 (VIBURNUM TRILOBUM #1 6-24")	350	350	\$5.50	\$1,925.00
CHTHYTJ00 (CHAMAECYPARIS THYOIDES TUBELING)	300	300	\$1.10	\$330.00
RHARO1J18 (RHUS AROMATICA #1 6-24")	50	50	\$5.50	\$275.00
RHGLA2J36 (RHUS GLABRA #2 12-36")	50	50	\$9.00	\$450.00
VACOR1J18 (VACCINIUM CORYMBOSUM #1 6-24")	50	50	\$5.50	\$275.00

## Appendix 4 –Instructions on How to Find Project Site Information

<b>Sustainable Jersey or Watershed Institute Applicant (SJ or WI)?</b>	Enter abbreviation of host agency web portal you will apply to
<b>Name of Applicant Lead Organization</b>	Name of entity (municipality, school, organization) responsible for financial and final reporting
<b>Project Name</b>	Keep project names to a minimum of 1-5 words
<b>Project Lead (Contact)</b>	Name of person responsible for project implementation, ordering materials, etc.
<b>Type of Landowner</b>	Identify who owns the land of your project site. See Section D of the Application Information Package for more information.
<b>Watershed</b>	Contact your local NJDEP AmeriCorps Watershed Ambassador or the Watershed Institute to determine which watershed you are working in
<b>River/stream Name</b>	Contact your local NJDEP AmeriCorps Watershed Ambassador or the Watershed Institute to determine which stream you are working on
<b>Municipality</b>	<a href="#">Use the NJ Maps Conservation Blueprint to determine which township/municipality your project is in</a>
<b>County</b>	<a href="#">Use the NJ Maps Conservation Blueprint to determine which county your project is in</a>
<b>Street Address of Project Location</b>	Use Google Maps, Google earth or online mapping tools to determine nearest street address/site access to project location
<b>Latitude</b>	Use Google Maps, Google earth or online mapping tools to determine nearest street address/site access to project location
<b>Longitude</b>	Use Google Maps, Google earth or online mapping tools to determine nearest street address/site access to project location
<b>PAMS_PIN (NJMaps)</b>	<a href="#">Use the NJ Maps Conservation Blueprint to determine your unique PAMS PIN. This number will appear after 'PARCEL:' (i.e. 0307 1000 1) for each individual parcel</a>
<b>Block</b>	<a href="#">Use the NJ Maps Parcel Data to determine unique Block number</a>
<b>Lot(s)</b>	<a href="#">Use the NJ Maps Parcel Data to determine individual lot(s) numbers. List all Block and Lots where your plantings will be installed.</a>
<b>Area to be Planted (Sq Ft)</b>	Use a measuring tape or GPS handheld unit, walk your planting area and record measurements to determine area
<b>Acres to be Planted</b>	Automated calculation once acres are entered
<b>Stream Feet</b>	Estimated stream feet to be determined by walking the entire length of planting area along the stream. For more accurate measurements, use ArcGIS or mapping software for estimates
<b>Stream Miles</b>	Automated calculation once linear feet are entered
<b># of Trees</b>	Estimated number of plant materials to be installed
<b>Total Cost</b>	Estimated total project cost
<b>Toal average cost of materials</b>	Use number of trees/total project cost to determine average cost of materials. Do not double count protection and trees (i.e., 300 trees total + 300 tubes + 300 stakes = 300 materials/total project cost). Average cost of materials should not exceed a \$12.00 average.
<b>Start Date</b>	Proposed start date for planting
<b>End Date</b>	Proposed end date for planting

## Appendix 5 – Native Species Identification Guide

Please see the Native Species Identification Guide here that can be used when deciding on what trees and shrubs to choose for your project. This will also help with identifying already-existing species. You can view the guide [here](#).