

PENNSYLVANIA

Department of Environmental Protection

Growing Greener Plus Grants Program

Funding Watershed Planning, Restoration and Protection Efforts

For more information, visit www.dep.pa.gov

Search: Growing Greener

page intentionally left blank

Table of Contents

Overview.....	1
Purpose.....	1
Application Deadlines.....	1
Eligibility	2
Eligible Applicants.....	2
Project Eligibility	2
Priorities	3
Watershed Restoration	3
Planning.....	3
Watershed Protection	4
Statewide and Regional Initiatives	4
Chesapeake Bay Phase 3 Watershed Implementation Plan (WIP) Activities	4
Special Focus Areas	4
Additional Considerations	4
Funding Allocation.....	4
Ineligible Projects	5
Ineligible Expenses	5
Growing Greener Watershed Protection or Restoration Project Categories.....	6
1. Planning.....	6
2. Education and Outreach.....	6
3. Design and/or Construction	6
4. Operation, Maintenance and Repair/Replacement.....	7
5. Technical Assistance.....	8
6. Evaluation, Assessment and Monitoring Tools for Watershed Management	8
7. Watershed Group Organization/Support.....	8
8. Healthy Waters Initiative.....	9
Surface Mining Conservation and Reclamation Act Grants (Bond Forfeiture and AMD Set-Aside) Project Categories.....	10
Eligible Applicants.....	10
Eligible Projects	10
Letters of Commitment	10
Insurance Requirements	11
AMD Set-Aside Grants.....	12

Eligible Applicants.....	12
Eligible Projects	12
AMD Set-Aside General Priority Activities.....	13
How to Complete the Application	15
Grant Proposal Requirements	21
Detailed Project Description.....	21
Additional Attachments.....	24
Award Requirements.....	26
Appendix A – Checklist for Application Completeness.....	29
Appendix B – Contact Information	31
Appendix C – Landowner Letters.....	35
Appendix D – Task and Deliverable Worksheet	47
Appendix E – A Primer for Fitting Charges within Budget Categories.....	51

Overview

Growing Greener Plus refers to three grant programs described in this grant guidelines document. The three programs covered under this program are Growing Greener (Watershed Restoration and Protection), Surface Mining Conservation and Reclamation Act (SMCRA) Bond Forfeiture and Abandoned Mine Drainage (AMD) Set-Aside grants. The three grant programs can be applied to via the Commonwealth of Pennsylvania's Electronic Single Application website at www.esa.dced.state.pa.us.

Ninety-six percent of water-quality-impaired watersheds in Pennsylvania are polluted because of nonpoint source pollution, such as AMD, urban and agricultural runoff, atmospheric deposition, on-lot sewage systems, earthmoving, stream hydromodification and timber harvesting. Pennsylvania's Nonpoint Source Management Program establishes the overall strategy Pennsylvania will use to implement watershed restoration and protection activities. The purpose of Growing Greener, SMCRA and AMD remediation grants is to address nonpoint source pollution through local, watershed-based planning, restoration and protection efforts.

Purpose

Growing Greener

The Environmental Stewardship and Watershed Protection Act, known as Growing Greener, was passed into law in December 1999. The statutory authority for the grants is found in Section 6105(b) of the Environmental Stewardship and Watershed Protection Act (27 Pa.C.S. §§ 6101—6113). The primary purpose of the program is to restore impaired waters and protect waterways from nonpoint source pollution within the Commonwealth. Requirements for the Growing Greener Watershed Restoration and Protection Program are found beginning on page 6.

Surface Mining Conservation and Reclamation Act Grants (Bond Forfeiture and AMD Set-Aside)

Grants under this program are authorized through Section 18 of the Surface Mining Conservation and Reclamation Act of 1977. Guidelines for SMCRA grants begin on page 10, and guidelines for AMD Set-Aside grants begin on page 12.

Application Deadlines

The application period is from **November 4 – December 20, 2019**, with applications due through the Commonwealth eGrants system (www.esa.dced.state.pa.us) by 5 p.m. on December 20, 2019. Applicants should contact the appropriate Department of Environmental Protection (DEP) staff as soon as possible to discuss the anticipated project, but no later than **Friday, December 6, 2019**. Contact information for relevant DEP staff is listed on pages 31 and 32. Additionally, applicants in the Chesapeake Bay Watershed should contact either the Phase 3 Chesapeake Bay Watershed Implementation Plan (WIP) Countywide Action Team point of contact for Adams, Franklin, Lancaster or York counties or their conservation district watershed specialist for all other Chesapeake Bay counties to discuss the anticipated project by **Friday, December 6, 2019**.

Eligibility

Eligible Applicants

Eligible applicants or sponsors must be one of the following:

- Incorporated watershed association
- County, including county planning commission, or municipality
- County conservation district
- Council of governments or
- Other authorized organization that is one of the following:
 - A tax-exempt corporation under Section 501(c)(3) of the Internal Revenue Code and registered with the Pennsylvania Bureau of Charitable Organizations. If an applicant/sponsor is claiming an exemption from registering with the Bureau of Charitable Organizations, the applicant/sponsor must provide proof of such exemption with the application. Conservation commissions or foundations created by state or federal legislation or action are exempt from the incorporation requirement.
 - Educational institution
 - Municipal authority

Applications submitted by ineligible applicants or sponsors will not be considered.

Project Eligibility

There are specific eligibility criteria for Growing Greener (Watershed Restoration and Protection), SMCRA Bond Forfeiture and AMD Set-Aside grants. These include:

- Grant applications must be complete and submitted by the due date.
- Grant applications must be uploaded and submitted through the Commonwealth eGrants system (www.esa.dced.state.pa.us).
- Budget information is correct, meets the requirements for matching funds, equipment and administrative costs and includes only eligible expenses (for additional information and details about ineligible projects or expenses see pages 4 and 5).
- Applicants have contacted either DEP's Regional/Mining Office staff for a local project or Watershed Support Section staff for a regional or statewide project, by the staff contact deadline noted above.
- For grants in the Chesapeake Bay Watershed, applicants contacted either the Phase 3 Chesapeake Bay Watershed Implementation Plan (WIP) Countywide Action Team point of contact for Adams, Franklin, Lancaster or York counties or their conservation district watershed specialist for all other Chesapeake Bay counties by the deadline noted above.

Grant recipients and subcontractors must be in good standing with the Commonwealth, which will be verified with two program checks: eFACTS compliance check and Contractor Responsibility Program check. Grant recipients and subcontractors must pass DEP's eFACTS check to ensure permit compliance. Grant recipients and subcontractors also must pass a Contractor Responsibility Program check to ensure that grant recipients and contractors do not have any tax delinquencies or other

obligations with the Commonwealth, in addition to any performance issues, suspensions or debarments with the Commonwealth or suspensions or debarments with the federal government.

There are program-specific criteria regarding the eligibility of projects focused on AMD remediation funded through the Bond Forfeiture and AMD Set-Aside grants. Projects to address mining-related issues may be funded from SMCRA Bond Forfeiture funds if the site is within an Alternative Bond System (ABS) Legacy Bond Forfeiture site, from AMD set-Aside funds if the project is covered by a Qualified Hydrologic Unit Plan (QHUP) or is located in a watershed where a QHUP is being developed and from Growing Greener Watershed Restoration and Protection funds for a limited number of projects not located within bond forfeiture sites, QHUPs or watersheds where QHUPs are under development.

Priorities

In the grant application review process, DEP prioritizes projects that address priority areas. These priority areas include:

Watershed Restoration

- **Design and Construction Projects** – Projects that will:
 - Directly address causes and sources of impairment as listed in DEP’s 2018 Integrated Water Quality Report (www.dep.pa.gov, Search: Integrated Report).
 - Implement watershed restoration priority projects as listed in DEP’s 2018 Integrated Water Quality Report’s Restoration Priorities. To view the priority watersheds for restoration, visit www.depgis.state.pa.us/2018_integrated_report/index.html, click on the Section 303(d) tab, scroll to “Restoration Priorities” and click on “Restoration Priority Watersheds” or the corresponding map.
 - Reduce nitrogen, phosphorus and sediment pollutants loads from agricultural and urban runoff, by implementing and maintaining Best Management Practices (BMPs).
 - Reduce AMD-related iron, aluminum, acidity and sedimentation.
 - Implement stream restoration, bank stabilization and/or stormwater management projects to reduce runoff volumes, increase infiltration, improve water quality and assist in future flood prevention.
 - Implement Countywide Action Plans as part of Pennsylvania’s Phase 3 WIP (www.dep.pa.gov/chesapeakebay/phase3).
 - Restore floodplains.
 - Implement projects that support municipal separate storm sewer system (MS4) communities implementing BMPs consistent with an approved Pollution Reduction Plan (PRP).

- **AMD Bond Forfeiture and Set Aside Projects** — Projects submitted for SMCRA AMD Bond Forfeiture or Set-Aside grants will be evaluated based on the eligibility criteria outlined beginning on page 10 and page 12, respectively.

Planning

- Planning for agricultural erosion and sediment control or nutrient and manure management.
- Watershed assessment and restoration (new or revised plans).

Watershed Protection

- **Healthy Waters Initiative** – Projects that will:
 - Curtail threats that are projected to lessen the integrity of a healthy waterbody or watershed. The goal is to protect healthy, intact aquatic ecosystems and watersheds and prevent their environmental degradation.

Statewide and Regional Initiatives

- DEP will accept countywide, regional or statewide initiatives to restore or protect water resources by providing funding for larger-scale countywide, regional or statewide watershed restoration or protection initiatives, including large-scale BMP implementation projects, such as riparian buffer plantings, and watershed group support, such as capacity building for watershed organizations. Applicants may apply for any of the project categories, including: project design and/or construction; planning; education and outreach; operation, maintenance and repair/replacement; technical assistance; evaluation, assessment and monitoring tools; or watershed group organization/support.

Chesapeake Bay Phase 3 Watershed Implementation Plan (WIP) Activities

DEP encourages applicants within the Chesapeake Bay Watershed to apply for projects that implement recommendations of the Phase 3 WIP related to nutrient and sediment reductions included under the Chesapeake Bay TMDL. Applicants are encouraged to submit projects regardless of if a Countywide Action Team and/or Plan is currently in existence.

Special Focus Areas

Planning or implementation projects that address and/or incorporate:

- Harmful algal blooms (HABs);
- Per- and polyfluoroalkyl substances (PFAS);
- Repair and/or replacement of existing AMD treatment systems;
- Climate resiliency.

Additional Considerations

- Preference will be given to applicants proposing projects that address the Commonwealth Investment Criteria that will increase job opportunities and foster sustainable businesses (www.phmc.state.pa.us/bhp/pkp.pdf).
- Preference will be given to applicants proposing projects in designated environmental justice communities (www.dep.pa.gov, Search: Environmental Justice Areas).
- Preference will be given to projects proposed in approved Act 47 financially distressed municipalities (www.newpa.com/local-government/act-47-financial-distress).
- Preference will be given to projects proposing to continue countywide or watershed-based plan implementation.

Funding Allocation

For Growing Greener, the Department intends to award 50 percent of available funds (not including AMD Set Aside or SMCRA Bond Forfeiture projects) to address nutrient and sediment nonpoint source

pollution within the Chesapeake Bay Watershed. The remaining funds will support new AMD treatment projects; BMP implementation and planning support for MS4 and agricultural areas; flooding restoration/prevention projects/plans; and other types of DEP priority projects as listed above. The remaining funds can also be used to support nutrient and sediment BMPs statewide.

Ineligible Projects

Growing Greener grants will not fund:

1. Projects implemented out of state.
2. Projects proposing to construct post-construction stormwater management BMPs to address changes in runoff caused by new or proposed construction activities.
3. Projects on state-owned land for which letters of landowner commitment from the appropriate managing state agency have not been obtained.
4. Projects which will preclude the access to or use of any forested land for the practice of sustainable forestry and commercial production of timber or other forest products.
5. Projects to treat abandoned mine drainage for which an AMDTreat report output (amd.osmre.gov) is not included.
6. Projects for which landowner letters are not included, if applicable.
 - a. Landowner Access Authorization
 - Required if project involves monitoring only.
 - b. Landowner letter of Commitment (non-AMD)
 - Required if project involves design and/or installation of any BMPs.
 - c. Landowner Letter of Commitment (AMD)
 - Required if project involves design and/or construction on a bond forfeiture site.
7. Other eligibility requirements listed on page 2.

Ineligible Expenses

The following expenses will be considered ineligible:

1. Outdoor recreational construction, such as gazebos, pavilions, decks, walking paths, trails and bridges, unless as part of a combined effort (e.g., with the Pennsylvania Department of Conservation and Natural Resources) that incorporates green infrastructure, or is to implement an education and outreach effort.
2. Dredging of streams or other waterways, unless as part of a dam removal or floodplain restoration project, or as incidental to the completion of other types of projects.
3. Administrative expenses greater than five percent of grant request amount.
4. Registration fees as part of education and outreach workshops.
5. Clothing or other give-away materials, except for personal protective equipment (PPE).

For further information, refer to Appendix E, *A Primer for Fitting Charges within Budget Categories*.

Growing Greener Watershed Protection or Restoration Project Categories

1. Planning

Proposals for developing or revising plans that address watershed-specific resources, sources and causes of water quality degradation or impairment and that have a realistic schedule of tasks will be favored for funding. A watershed management plan should cover the following components:

- Comprehensive water resources assessment, emphasizing water quality.
- Evaluation and prioritization of projects and initiatives.
- Description of proposed project implementation.
- Monitoring and long-term maintenance aspects to measure and ensure ongoing success.

2. Education and Outreach

Projects that result in educating the target audience about actual environmental conditions, nonpoint source pollution and implementation of BMPs. For each proposal:

- Describe the methods of communication, message, target audience, recruitment plan and expected number of participants.
- Describe the evaluation method to assess success, such as a pre- and post-program survey.
- Describe how the project will be tailored to the specific watershed and will relate to any watershed plan goals, objectives or priority actions.

Videos, brochures, websites and newsletters as stand-alone tools without a corresponding implementation plan and mechanism for evaluation of success are not preferred. For any workshop where a registration fee is charged, the amount must be deducted from any reimbursement request.

3. Design and/or Construction

Projects that result in the design and/or construction of watershed restoration and protection projects. For large, complex projects, such as treating large AMD discharges or floodplain restoration, lengthy design and permitting processes may be required. For these types of projects, two separate grant applications, made in two separate grant years as phases, are suggested. The first application phase would fund project design, permitting, evaluations for natural diversity and historical impacts and other pre-construction activities. The second application phase would be to fund construction.

The proposal should:

- Identify the approximate size and location of the problem area(s). Include photos of the existing conditions at the site(s).
- Describe what attempts have been made or will be made to address the source(s) and cause(s) of the problem at other sites, especially those that eliminate or treat the problem at the source (e.g. treatment of urban runoff at the source rather than through downstream dredging).
- Describe how the measures to be implemented will have a significant impact on restoring or protecting water quality. The type and quantity of BMPs to be constructed should be included.
- Describe how restoration projects relate to water quality problems throughout the watershed.

- Quantify environmental benefits/results that can be expected from the project, including pollutant load reductions and/or length of stream improved; projects may not be funded without this information.
- Describe the roles and responsibilities of each group involved in the project.
- Describe landowner(s) involvement; include signed landowner letter(s) of commitment.
- Describe contractor involvement, contracting procedures, construction inspection provisions and any competitive bid process to be used.
- Include an operation and maintenance plan.
- Include the use of AMDTreat software (amd.osmre.gov) for rough sizing and cost estimating for all applications for design and/or construction of AMD treatment facilities.
- Indicate the project schedule, tasks, deliverables and timelines.
- Include land use planning form or approval letter from the municipality/planning office.

4. Operation, Maintenance and Repair/Replacement

The need for long-term operation, maintenance and repair and replacement (OM&R) has been recognized as a requirement to ensure the continuing success of watershed restoration projects. This category is not intended to fund routine operation and maintenance activities, nor is it intended to repair or replace systems damaged by operator negligence. The purpose of this funding category is to fund non-routine operation, maintenance and repair/replacement items for existing watershed restoration projects. It is not expected to be used to cover all OM&R costs, but only those that cannot be covered by project sponsors using local resources. Example OM&R projects include: lab analysis of water samples collected for monitoring purposes; major structural repairs to streambank stabilization projects damaged by flooding; replacement of materials being used up in the system (e.g., compost, limestone); and partial system reconstruction where the system is not operating as designed. Dedicated sponsors, with landowner approval, are expected to conduct much of the operation and routine maintenance tasks. Proposals for OM&R projects should:

- Identify on a map the approximate size and location of the critical areas to be treated. Include photos of the existing site(s) documenting current conditions.
- Describe the impacts to the watershed should this system fail to provide effective treatment.
- Indicate the project schedule, tasks and timelines, including obtaining necessary permits and approvals.
- For projects proposing treatment of specific source, such as AMD, include water quality data and cite the source of the data.
- Identify the funding source of the original construction project that resulted in the system needing OM&R funding.
- Describe what routine measures have been done prior to this application for the efficient operation of the facility to preclude the need for more expense replacements.
- A final detailed plan that identifies the OM&R needs, responsible parties and established financial resources will be a project deliverable for all OM&R projects to treat AMD. The applicant must state in the plan if it expects any party other than itself, to be responsible for the long-term project repair/replacement. Applicants should not expect DEP to be responsible for long-term project OM&R.

5. Technical Assistance

Applicants for this project type are expected to provide mentoring and other assistance to local organizations involved in watershed restoration at no cost to the local organization. Technical assistance projects provide a technical service directly to local organizations in a defined geographical area.

Previous technical assistance grants have been given for data management, geographic information, general and specialized science advice, technical engineering work and general program management. Technical assistance services must support DEP priorities and program initiatives with an emphasis on helping local organizations achieve technical capability.

6. Evaluation, Assessment and Monitoring Tools for Watershed Management

Applicants will develop tools, techniques and methodologies to aid Pennsylvania's watershed restoration and protection community to implement, monitor and evaluate watershed restoration and protection plans and activities. Applications proposing information technology tools shall be consistent with DEP's *Guidance for Data Management* (www.dep.pa.gov, Search: Growing Greener, click on "Help for Grant Recipients"). Example projects include:

- Research leading to improved efficiency and effectiveness of BMPs.
- Information technology aiding in the access and use of watershed data.
- Modeling for watershed management.

7. Watershed Group Organization/Support

Applicants will develop new or reinvigorate existing or inactive watershed organizations. This project category aims to increase the capacity of local watershed organizations by supporting member recruitment, retention, training and development, board development, handling legal and organizational issues, risk management and other topics to help these organizations improve water quality in small watersheds through public engagement, education and on-the-ground restoration projects. Projects should educate and engage residents in watershed improvement while achieving measurable results. Proposals should:

- Identify the physical area of focus for the group using natural boundaries converging at stream or river outflow(s).
- Identify the watershed the group will advocate for, who will help and how the organization will aid the watershed and residents.
- Describe the process and timeline to identify stakeholders, develop goals and objectives, formulate mission statements and develop a constitution and bylaws.
- Identify existing nonpoint sources of pollution and if water quality monitoring will be needed.
- Discuss provisions for a public meeting and consideration of filing articles of incorporation, as applicable.
- Describe how the group plans to recruit and retain volunteers.
- Include a plan describing the long-term sustainability of the organization.

8. Healthy Waters Initiative

The goal of the Healthy Waters Initiative (HWI) is to protect healthy, intact aquatic ecosystems and watersheds. Applicants will implement projects designed to curtail threats that are projected to lessen the integrity of a healthy waterbody or watershed. HWI aims to avoid rather than treat a problem.

HWI projects will use existing data for projecting the trend of a condition or demographic that can be correlated to some loss of integrity to a waterbody or watershed. Trends in factors that are shown to be headed towards a threshold that will degrade environmental integrity are to be used in planning and applying practices. Projects should forecast and develop ways to keep the factors from crossing a described threshold that would cause identifiable harm or negative impacts to a healthy, intact ecosystem. A project might apply foresight in development of ordinances, protections or offsetting, but could instead endorse green technologies or changes in conduct and actions that will address identified pressures.

Watersheds with a recognized, important distinction (e.g., with a Source Water Protection Plan in place; designated as a Scenic River) or carrying an elevated designation (e.g., Exceptional Value Waters or High Quality Waters; Class A Wild Trout Streams) or carrying another verified special classification, use or intrinsic merit will be given priority. However, any waterbody that is threatened is a potential candidate for HWI projects. Examples of conditions of concern include threats associated with changing land use, nonpoint source pollution, invasive species, lack of green practices, non-sustainable development or other conditions that will reduce the environmental health or integrity of a waterbody if left unchecked. Additional consideration will be given to those projects and areas with demonstrated local interest and involvement in protection.

The applicant must describe and identify:

- The watershed under consideration and qualifying designation or distinctions.
- The threat, trend of threat and threshold to be avoided, documented with valid, existing data.
- Methods used to show that indicators of integrity are trending towards and projected to go beyond a reasonably established vulnerability point.
- Proposed practices or activities that will curtail threat of degradation and maintain or improve water quality.
- A reasonable time and activity schedule which includes planning and implementing practices to protect and preserve healthy waters.
- A strategy to inform and involve the public, officials, planners and/or other stakeholders on findings and recommendations for continued sustainability of healthy water bodies.

Surface Mining Conservation and Reclamation Act Grants (Bond Forfeiture and AMD Set-Aside) Project Categories

The primary focus of these grant categories is the design, construction and/or rehabilitation of treatment facilities on ABS Legacy AMD discharge sites, but grants may also be awarded for ABS bond forfeited land reclamation projects. Projects most likely to significantly address the impacts of AMD discharges in a cost-effective way will receive preference for funding.

SMCRA (Bond Forfeiture) Grants

Eligible Applicants

Eligible applicants must be one of the following types of organizations or obtain a sponsor that is one of the following types of organizations:

- County or municipality
- County conservation district
- Council of governments
- Municipal authority
- School district
- Other appropriate incorporated nonprofit organization including the following:
 - Incorporated watershed association
 - Entity whose mission it is to further the protection, enhancement, conservation or preservation of the Commonwealth's environmental resources

Applications submitted by ineligible applicants or ineligible sponsors will not be considered.

Eligible Projects

Projects eligible for grants under this grant program are limited to the sites that fit the definition of "ABS Legacy Sites" (i.e., bond forfeiture sites) in 25 Pa. Code § 86.1 (i.e., mine sites, permitted and bonded from July 31, 1982, to August 4, 2001, under the ABS where bonds have been forfeited). Applicants must contact the local DEP district mining office staff (see page 32 for contact information) to identify which ABS legacy bond forfeiture sites need remediation.

Letters of Commitment

If the project involves design and/or construction, the applicant must provide one of the following with the application: 1) a SMCRA landowner letter of commitment; 2) a consent of landowner to right of entry for study and design of mine reclamation project; 3) a consent to right of entry for design and study and for construction, operation and maintenance of mine drainage treatment facility.

Insurance Requirements

In the event a SMCRA bond forfeiture grant is awarded, the applicant shall require its subcontractors to purchase and maintain at their expense the following types of insurance, issued by companies licensed to do business in the Commonwealth or in jurisdictions with similar regulatory requirements:

- A. Worker's compensation insurance sufficient to cover all the employees of the subcontractor working to fulfill the grant agreement.
- B. Comprehensive general liability insurance, including bodily injury and property damage insurance, to protect the Commonwealth, the applicant and subcontractor from claims arising out of the performance of the grant activities. The amount of bodily injury insurance shall not be less than \$1,000,000 for injury to or death of persons in a single occurrence. The amount of property damage insurance shall not be less than \$500,000 per occurrence of property damage.
- C. Automotive liability insurance, including bodily injury and property damage insurance, to protect the Commonwealth, applicant and subcontractor from claims arising out of the performance of the grant activities. The amount of bodily injury insurance shall not be less than \$1,000,000 for injury to or death of persons in a single occurrence. The amount of property damage insurance shall not be less than \$500,000 per occurrence of property damage.

Required insurances shall include as named insured's property owners in the project area from whom consents for right of entry have been obtained. Such coverage shall be required unless coverage for lesser amounts is deemed sufficient and approved in writing by DEP. Prior to commencing work under any grant, the grantee will be required to provide to the Commonwealth certificates of insurance from its subcontractors.

Contact the DEP district mining office staff for the district where the site is located with any questions (contact information on page 32).

AMD Set-Aside Grants

Section 18(j) of the Surface Mining Conservation and Reclamation Act of 1977 allows DEP to award grants to municipalities, municipal authorities and appropriate nonprofit organizations from the SMCRA Fund. This includes AMD Set-Aside grants.

Eligible Applicants

Eligible applicants must meet be one of the following types of organizations or obtain a sponsor that is one of the following types of organizations:

- County or municipality
- County conservation district
- Council of governments
- Municipal authority
- School district
- Other appropriate incorporated nonprofit organization including the following:
 - Incorporated watershed association
 - Entity whose mission it is to further the protection, enhancement, conservation or preservation of the Commonwealth's environmental resources

Applications submitted by ineligible applicants or ineligible sponsors will not be considered.

Eligible Projects

Projects eligible for grants under this grant program must be located in watersheds covered by a Qualified Hydrologic Unit Plan (QHUP, formerly Hydrologic Unit Plan) or in areas where a QHUP is being developed as defined by the federal SMCRA under the 2006 reauthorization (www.dep.pa.gov, Search: Qualified Hydrologic Units).

The primary focus of the grants is abatement of AMD and/or treatment of AMD through treatment facility system construction. Grants may also be awarded for the design of treatment systems, or the operation and maintenance of existing passive and active treatment systems. Priority will be given to projects supportive of goals established in the appropriate QHU.

The selection of projects will closely follow DEP AMD Set-Aside Program Implementation Guidelines developed in 2016 (DEP document# 546-5500-001; www.dep.pa.gov/Business/Land/Mining/AbandonedMineReclamation/Pages/AMD-Set-Aside-Program.aspx), particularly with regard to costs versus benefits, treatment system selection and assurance of long-term (i.e., approximately 25 years) operation and maintenance of the treatment facility. Proposed passive treatment systems that would treat discharges that fall under the “High Risk” category in Table 1 (Risk Analysis Matrix for Category (4) Passive Treatment Systems) in the DEP AMD Set-Aside Guidelines will not be funded in most circumstances. Assurance of long-term operation and maintenance is acceptable if it identifies a schedule of monitoring and maintenance as well as the responsible party. Relying on future state funding is unacceptable as assurance for routine monitoring and maintenance.

Table 1 - Risk Analysis Matrix for Category (4) Passive Treatment Systems

Risk Analysis Matrix				
Summation of Fe and Al Concentration	Design Flow Rate for each treatment cell			
	< 25 gpm	≥ 25 < 50 gpm	≥ 50 < 100 gpm	≥ 100 < 200 gpm
< 5 mg/L	Low	Low	Low	Low
≥ 5 but < 15 mg/L	Low	Medium	Medium	Medium
≥ 15 < 25 mg/L	Low	Medium	Medium	Medium
≥ 25 < 50 mg/L	Medium	Medium	Medium	High
≥ 50 mg/L	High*	High*	High	High
Summation of Fe and Al Concentration	Design Flow Rate for each treatment cell			
	≥ 200 < 400 gpm	≥ 400 < 800 gpm	≥ 800 < 1600 gpm	≥ 1600 gpm
< 5 mg/L	Medium	Medium	Medium	High
≥ 5 but < 15 mg/L	Medium	High	High	High
≥ 15 < 25 mg/L	High	High	High	High
≥ 25 < 50 mg/L	High	High	High	High
≥ 50 mg/L	High	High	High	High

* Systems in consideration for discharges in these two categories will drop to “Medium” risk if the following conditions are met:

- A thorough analysis of the proposed system determines that the design addresses plugging and short-circuiting concerns
- An O&M plan is developed that details added attention to O&M (including identification of personnel who will provide O&M, and identification of responsibilities) to address plugging and short-circuiting concerns and sludge management
- Total treatment system costs are <\$400,000 OR the Applicant indicates in writing that they will purchase a performance bond for an amount at least equal to the Engineer’s cost estimate for construction and will maintain said bond for a period of no less than five (5) years from the date the system is placed into service. The level of performance guaranteed by the bond will be the design standard, which is what will be rated/considered during the evaluation.

AMD Set-Aside General Priority Activities

- Completion of AMD abatement and treatment projects that will assist in meeting the restoration goals in watersheds where Hydrologic Unit Plans and Qualified Hydrologic Unit have been established.
- Projects that address maintenance needs and upgrades of existing AMD passive and active treatment systems where the failure to do so will result in loss of restored stream miles. Systems must be within approved Hydrologic Unit Plans or Qualified Hydrologic Units.
- Projects that will create new restoration plans or expand existing restoration plans for consideration as a Qualified Hydrologic Unit.

Priority Watersheds

Cambria District

- West Branch Susquehanna River (headwaters to Emigh Run, Cambria County)
- Sugar Run (Blair County)
- Clearfield Creek (headwaters to Brubaker Run, Cambria County)
- Stonycreek River (Beaverdam Creek to Paint Creek, Somerset County)
- Chartiers Creek (from South Fayette Township line downstream to Heidelberg, Allegheny County)
- Little Conemaugh River (Cambria County)

Wilkes-Barre District

- Schrader Creek (Bradford County)
- Rausch Creek (Schuylkill County)
- Swatara Creek (headwaters to the Schuylkill-Lebanon county line)
- Tioga River (Tioga County)
- Schuylkill River (headwaters to Schuylkill-Bucks county line)
- Black Creek (Carbon County)

If you have any questions concerning AMD Set-Aside Grants, please contact the following DEP staff:

Bituminous Region
Cambria Office
Dave Leiford
814-472-1886
dleiford@pa.gov

Anthracite Region
Wilkes-Barre Office
Todd Wood
570-830-3171
twood@pa.gov

How to Complete the Application

The application document and attachments must be completed and uploaded into the Commonwealth eGrants system (www.esa.dced.state.pa.us) by 5 p.m. on Friday, December 20, 2019.

For assistance with the eGrants system, please contact the Pennsylvania Department of Community and Economic Development's Customer Service Center by phone at 800-379-7448 or by email at ra-dcedcs@pa.gov.

1. Short Title

Provide a short, descriptive title for the project. The title should be 10 words or less and clearly communicate the project type, such as "Orange Creek AMD Treatment System Construction" or "Muddy Run Stream Bank Stabilization Design and Permitting".

2. Project Description

Provide a brief, concise project description of no more than two sentences.

3. Applicant/Sponsor Information

Provide information for the project applicant or, if applicable, project sponsor. To be eligible, the applicant must meet one of the criteria listed below or the applicant must partner with a sponsor that meets one of the following criteria to act as grantee on the applicant's behalf. When a sponsor is used, the sponsor is the entity that enters into the grant agreement and is responsible for all aspects of the project, including payment for work performed. Provide the applicant organization/sponsor's legal entity name.

- Watershed organization, recognized by DEP, that promotes local watershed conservation efforts (organization must be incorporated).
- County, including county planning commission, or municipality.
- County conservation district.
- Other authorized organization involved in research, restoration, rehabilitation, planning, acquisition, development, education or other activities that further the protection, enhancement, conservation, preservation or enjoyment of Pennsylvania's environmental, conservation, recreation or similar resources. The organization must be:
 - A nonprofit, tax-exempt corporation under Section 501(c)(3) of the Internal Revenue Code and registered with the Pennsylvania Bureau of Charitable Organizations. If an applicant/sponsor is claiming an exemption from registering with the Bureau of Charitable Organizations, the applicant/sponsor must provide proof of such exemption with the application. Conservation commissions or foundations created by state or federal legislation or action are exempt from the incorporation requirement.
 - An educational institution.
 - A municipal authority.

4. Organization Type

Choose the organization type for the applicant/sponsor.

5. Project Location

Enter the latitude and longitude (in decimal degrees) for the project location, along with the county/counties and municipality/municipalities where the project is located. Select the appropriate DEP region or office. If the project location is statewide, enter “All” in the county field and leave the municipality blank. If the project location does not cover the entire state but does include a select watershed(s) or another regionally defined area, please identify all the counties in the area selected; no municipality identification is needed in this case.

Mapping is not required for statewide projects. For regional or countywide projects, the location map and aerial photo are required; however, a site map is not required if project spans a complete watershed or other defined project area. Indicate latitude and longitude coordinates. Indicate the percentage of the project occurring in the Chesapeake Bay watershed. Projects whose entire watershed area included in the Chesapeake Bay watershed is less than 50% of the total will be considered non-Chesapeake Bay projects.

6. Project Type

Choose the appropriate box.

7. Tier Level (Chesapeake Bay Only)

If proposed project is in the Chesapeake Bay watershed, fill in the county tier level; if not in the Chesapeake Bay watershed, select “not applicable”.

Tier 1	Tier 2	Tier 3	Tier 4
Lancaster York	Bedford Centre Cumberland Franklin Lebanon	Adams Bradford Clearfield Clinton Columbia Fulton Huntingdon Juniata Mifflin Lycoming Northumberland Perry Schuylkill Snyder Susquehanna Tioga	Berks Blair Cambria Cameron Carbon Chester Dauphin Elk Indiana Jefferson Lackawanna Luzerne McKean Montour Potter Somerset Sullivan Union Wayne Wyoming

8. Impairment Sources and Causes and Environmental Benefits

List the impairment source(s), cause(s) and reach code(s) for the receiving waters of your project. Use DEP’s 2018 Integrated Water Quality Report to obtain this information. If a Healthy Waters Initiative, Technical Assistance, Watershed Group Organization/Support, Education and Outreach or a statewide, regional or countywide project, summarize the sources and causes of impairment (reach codes not needed). Complete the measurable environmental benefits section.

9. Contacts

Applicants in all counties are strongly encouraged to contact their county conservation district when developing projects and preparing their grant application. Additionally, applicants in Adams, Franklin, Lancaster or York counties should contact their Pennsylvania Phase 3 Chesapeake Bay WIP Countywide Action Team point of contact (see page 33 for contact list) to share the proposed application; applicants in all other Chesapeake Bay counties should contact their conservation district watershed specialist in lieu of a Countywide Action Team point of contact.

Applicants must contact the appropriate DEP staff prior to preparing the grant application (see pages 31 and 32 for contact information). DEP staff can provide technical assistance and administrative insight. Applicants should contact the appropriate DEP staff as soon as possible, but no later than Friday, December 6, 2019.

Grant Program	DEP Contact
Growing Greener	Regional Watershed Managers
Growing Greener (statewide or multiple regions)	Office of Water Resources Planning staff
AMD Set-Aside	Bureau of Abandoned Mine Reclamation staff
SMCRA Bond Forfeiture	District Mining Office staff

10. Budget Summary

Complete the Task and Deliverable Budget Worksheet (DEP document # 1010-FM-GC0001e; dep.pa.gov/growinggreener) and use the information to complete the budget summary on the application's budget tab with clear and concise information about the match sources. Growing Greener funds from another project cannot be used as a match. Administrative costs are limited to five percent.

The dollar amounts for each of the categories in the budget summary must match those developed in the Task and Deliverable Budget Worksheet. Projects whose budgets do not match may not be considered for funding. Projects must be cost-efficient.

11. Prevailing Wage

If the grant project includes construction work where the total project cost is greater than \$25,000, the Act of 1961 (P.L. 987, No. 442), as amended, known as the Pennsylvania Prevailing Wage Act (43 P.S. §§ 165-1—165-17), may apply. Construction is defined to mean public work projects including construction, reconstruction, demolition, alteration and/or repair work other than maintenance work. It is the responsibility of the applicant or sponsor to contact the Pennsylvania Department of Labor and Industry, Bureau of Labor Law Compliance. Visit www.dli.pa.gov, Search: prevailing wage quick links, for more information.

12. Projects on Grantee-/Non-Grantee-Owned Lands

If the project is located on land that is not owned or controlled by the grantee, a Landowner Letter of Commitment (DEP document # 1010-FM-GC0001m for non-AMD projects; DEP document # 1010-FM-GC0001n for AMD projects; dep.pa.gov/growinggreener) is required to be submitted with the application for all design and/or construction and operation, maintenance and repair/replacement projects. The Landowner-Grantee Agreement (LGA) (DEP document # 1010-FM-GC0076; dep.pa.gov/growinggreener) will be required before any reimbursable work

commences on project. For monitoring projects, the Landowner Access Authorization (DEP document # 1010-FM-GC0001o; dep.pa.gov/growinggreener) is required. If the grantee owns/controls the land, grantee landowner conditions (GLCs) will be made part of the grant agreement. Both the LGA (DEP document # 1010-FM-GC00076; dep.pa.gov/growinggreener) and GLCs will include an OM&R Plan identifying maintenance tasks and responsible parties ensuring that the conservation practice/BMP is properly maintained throughout the lifespan of the practice.

If the landowner is known at the time of application, the applicant must provide a Landowner Letter of Commitment (DEP document # 1010-FM-GC0001m for non-AMD projects; DEP document # 1010-FM-GC0001n for AMD projects; dep.pa.gov/growinggreener) or an executed LGA (DEP document # 1010-FM-GC00076; dep.pa.gov/growinggreener) with the application. Once an award is made, the grantee must provide the executed LGA along with their signed grant documents if not included in the original application or indicate in the scope of work that an executed LGA will be provided prior to commencement of work.

If the landowner is not known at the time of application submittal, this should be identified by the applicant. If an award is made, the grantee must indicate in the scope of work that the LGA will be provided prior to commencement of work.

Work on lands owned by the Pennsylvania Department of Conservation and Natural Resources (DCNR) will require an activities agreement (AA); the AA serves in lieu of a LGA and must be submitted in accordance with LGA submittal requirements described above.

13. Projects on State-Owned Lands

If the project is located on land owned or controlled by the Commonwealth of Pennsylvania (e.g., Bureau of Forestry, Bureau of State Parks, Pennsylvania Game Commission, Pennsylvania Fish and Boat Commission), the appropriate agency must be contacted for landowner consent and submit a Landowner Letter of Commitment Landowner Letter of Commitment (DEP document # 1010-FM-GC0001m for non-AMD projects; DEP document # 1010-FM-GC0001n for AMD projects; dep.pa.gov/growinggreener) with the application.

DCNR Bureau of Forestry: Ryan Szuch – rszuch@pa.gov

DCNR Bureau of State Parks: Rachel Reese – rareese@pa.gov

Pennsylvania Game Commission: Mike DiMatteo – mdimatteo@pa.gov or 717-787-4250 x3602

Pennsylvania Fish and Boat Commission: Bernie Kiesnoski – bkiesnoski@pa.gov or 814-359-5108

14. Sustainable Forestry

The Environmental Stewardship and Watershed Protection Act requires that no monies shall be used for any purpose that directly or indirectly precludes access to or use of any forested land for the practice of sustainable forestry and commercial production of timber or other forest products.

15. Land Use Planning

Grant applications are evaluated for consistency with the DEP Policy for Consideration of Comprehensive Plans and Zoning Ordinances in DEP Review of Grants and Funding for Facilities and Infrastructure (DEP document # 012-0200-002; www.dep.pa.gov/Citizens/GrantsLoansRebates/Growing-Greener/Pages/Act-67--68.aspx) under Acts 67 and 68 of 2000. Grant applicants must complete and submit the appropriate form or letter(s) as identified in the Land Use Policy for projects involving Design and/or Construction, Technical Assistance or Developing a Watershed Plan (DEP document # 012-0200-004; www.dep.pa.gov/Citizens/GrantsLoansRebates/Growing-Greener/Pages/Act-67--68.aspx).

The Land Use Planning Form (DEP document #1000-FM-OA0081; dep.pa.gov/growinggreener) and Multi-Municipal Planning Form (DEP document #012-0200-004; dep.pa.gov/growinggreener) are available at dep.pa.gov/growinggreener. Questions concerning project consistency with local land use regulations should be directed to the relevant county planning agency.

16. Commonwealth Investment Criteria

The Commonwealth has established criteria to promote sustainable development. Additional consideration will be given to projects that address the Commonwealth Investment Criteria (files.dep.state.pa.us/PublicParticipation/Public%20Participation%20Center/lib/pubpartcenter/Keystone_Principles_and_Criteria.pdf). Choose the “Yes” box and complete the table if the project will:

INCREASE JOB OPPORTUNITIES. Retain and attract a diverse, educated workforce through the quality of economic opportunity and quality of life offered in Pennsylvania's varied communities. Integrate educational and job training opportunities for workers of all ages with the workforce needs of businesses. Invest in businesses that offer good paying, high quality jobs that are located near existing or planned water and sewer infrastructure, housing, existing workforce and transportation access (highway or transit).

FOSTER SUSTAINABLE BUSINESSES. Strengthen natural resource-based businesses that use sustainable practices in energy production and use, agriculture, forestry, fisheries, recreation and tourism. Increase our supply of renewable energy. Reduce consumption of water, energy and materials to reduce foreign energy dependence will lead by example: support conservation strategies, clean power and innovative industries. Construct and promote green buildings and infrastructure that use land, energy, water and materials efficiently. Support economic development that increases or replenishes knowledge-based employment or builds on existing industry clusters.

Provide the number of anticipated new jobs created and the number of anticipated jobs that will be retained from the project in the appropriate box, if applicable.

17. Environmental Justice

A list of Environmental Justice (EJ) communities, can be found at www.dep.pa.gov/PublicParticipation/OfficeofEnvironmentalJustice, click on “PA Environmental Justice Areas”.

18. Act 47 Financially Distressed Municipality Act

A list of financially distressed municipalities can be found at www.newpa.com/local-government/act-47-financial-distress.

19. AMDTreat Output (AMD projects only)

A printed report from AMDTreat must be included in the proposed scope of work. The AMDTreat software is available to the public on the Office of Surface Mining website at amd.osmre.gov.

For AMD Remediation Projects, the Western Pennsylvania Coalition for Abandoned Mine Reclamation (WPCAMR) or the Eastern Pennsylvania Coalition for Abandoned Mine Reclamation (EPCAMR) may be contacted for technical guidance. Coalition contacts are: WPCAMR, Andy McAllister at andy@wpcamr.org; EPCAMR, Robert Hughes at rhughes@epcamr.org.

20. Online Submittal

Within the Commonwealth eGrants system, complete the online application. Upload the Detailed Project Description with the Checklist for Application Completeness, Task and Deliverable Budget Worksheet, project location or site maps and aerial or site photos. Additional uploads, depending on project, may include: AMDTreat output report, Landowner Access Authorization form, Letters of Commitment or Support, Landowner-Grantee Agreement form, Land Use Planning form or Landowner Consent to Right of Entry for Study and Design of Mine Reclamation (construction and maintenance).

Grant Proposal Requirements

Detailed Project Description

The following outline must be used for all applications to prepare a detailed project description of no more than 10 pages in length. The project description must be easy to understand, concise and complete with information included for each of the following components. As appropriate, include other specific project type requirements with the Proposed Scope of Work as listed beginning on page 6 of this guide. Include a “Not Applicable” statement for appropriate sections.

- 1. Executive Project Summary**—Briefly summarize the proposed project.
- 2. Environmental Need**—Describe in concise detail how the project will address or support the following in relation to improving water quality or remediating environmental degradation:
 - a. Improvement of water quality.
 - Sources and causes of impairment, if applicable.
 - Listed on the 303(d) list of impaired waters, if applicable.
 - Total Maximum Daily Loads (TMDLs), if applicable.
 - b. Restoration or protection of designated uses of water, according to water quality standards in 25 Pa. Code Chapter 93 (www.dep.pa.gov, Search: Designated Uses).
 - c. Pollutant load reductions.
 - Baseline assessment and measuring changes.
 - d. Improvement or protection of riparian corridors.
 - e. Existing watershed restoration and/or protection plans or other community or regional efforts.
- 3. Justification of Funding**—Explain why the project should be funded, including information that:
 - a. Supports Pennsylvania Nonpoint Source Management Plan (2014 update) (DEP document #3700-BK-DEP4490; www.dep.pa.gov/Business/Water/PlanningConservation/NonpointSource/Pages/default.aspx) and local watershed initiatives.
 - b. Implements any TMDL, alternative TMDL or Chesapeake Bay Phase 3 WIP Countywide Action Plan.
 - c. Addresses priorities, as listed beginning on page 3 of this guide.
 - d. Describes coordination efforts with partners, such as municipalities and/or watershed organizations.
 - e. Continues success of past projects.
 - f. Describes previous work performance with Growing Greener grants.
- 4. Match**

Briefly describe each source of match (i.e., cash or in-kind services) provided by the individual, staff or contractor; these amounts must be itemized and listed on the Task and Deliverable Budget Worksheet (DEP document # 1010-FM-GC0001e; dep.pa.gov/growinggreener). Describe the task to be performed and/or the item provided. Documentation of match should be provided in the form of a letter from each source or, if not available, an explanation of why this documentation is not available.

For Growing Greener and AMD Set-Aside projects, a 15% match of the grant request is required from other sources. Eligible match contributions will be permitted for up to three years prior to the grant submittal deadline date through the life of the grant agreement as long as the eligible match expenditures are directly related to the project. Only cash and in-kind match funds already committed and reserved for the project can be included within the budget and deliverables worksheet. All applied for match dollars yet to be confirmed by the provider may be described in the project description section including an indication of their status for approval, understanding that these uncommitted match funds may not be authorized for inclusion when calculating the 15% match obligation. If the project is relying on applied for match funds to meet the 15% match obligation, indicate this in the budget summary section of the task and deliverables worksheet and provide documentation and justification in the application package.

Match contributions cannot include other DEP funding sources or DEP in-kind services, including laboratory analysis. If a grant is awarded, any match identified as “Applied For” in the application must be secured and a letter of commitment must be provided when the grant agreement is developed. A grant agreement will not be executed for projects with “Applied For” match or for projects where match cannot be appropriately documented at the time of grant agreement development, except when approved by the Grants Center.

5. Proposed Scope of Work

The narrative should address the items within each project type. Applicants need to:

- State the goal or purpose of project, along with the source(s) and cause(s) of impairment according to the 303(d) list; baseline loadings, including how they were derived; how the improvement will be monitored; and the loadings at the project’s conclusion to determine success.
- List the project’s expected environmental results. The scope of work must discuss how improvement will be measured (e.g., nitrogen load reduced, pH change expected, feet of impaired streambank restored, sediment load reduced).
- Describe the project deliverables. The deliverables should directly relate to the activities on the Task and Deliverables Budget Worksheet (DEP document # 1010-FM-GC0001e; dep.pa.gov/growinggreener).
- Include the type and amount of the various practices or activities planned to be implemented under the project.
- Describe the landowner’s interest in the project, complete DEP’s Landowner Letter of Commitment (DEP document # 1010-FM-GC0001m for non-AMD, 1010-FM-GC0001n for AMD; dep.pa.gov/growinggreener) or Landowner-Grantee Agreement (DEP document # 1010-FM-GC0076; dep.pa.gov/growinggreener) and submit it with the application materials.
- Describe any special approvals or permits needed to complete the project.
- Describe any long-term operation and maintenance activities to be carried out and funded.
- Provide an implementation schedule timeline for all significant tasks under the project, including a list of all parties involved with completing tasks.
- Identify contractor involvement, contracting procedures and construction inspection provisions. Describe the process that will be used for selecting contractors.

- Describe data that are expected to be collected during the project’s implementation and how that data will be provided to DEP. Any GIS data or electronic databases produced from the grant must be identified and provided to DEP without restrictions by the conclusion of the project.
- Include AMDTreat output, if applicable.
- Describe, if applicable, how the project will result in increased job opportunities and how the project will foster sustainable businesses as described in the Commonwealth Investment Criteria.
- Describe, if applicable, how the project will have a direct or indirect impact on an environmental justice community.
- Describe how property or equipment acquired with the grant will be disposed of or converted for continued use by the grantee.
- Include a disclosure of any potential conflicts of interest relating to personal financial gains from the proposed project’s implementation.
- Include photos of the existing conditions at the site(s). Additionally, include photos showing examples of similar improvement or remediation techniques to those being proposed.
- Provide a detailed plan that identifies the operational, maintenance and repair/replacement needs, responsible parties and established financial resources to the DEP project advisor before any reimbursable work is begun for all projects. Long-term project repair/replacement must also be addressed in the OM&R plan, including: responsible parties, anticipated cost and an estimated schedule for when repair and replacement is expected.
- BMP verifications and reporting must be made to DEP once every five years or as stipulated in contract documents to satisfy federally approved verification and reporting protocols for specified BMPs constructed in the Chesapeake Bay watershed. This verification and reporting requirement begins with the completion of the project and will be expected of grantees to ensure project integrity throughout its expected lifespan.

6. Contractor Provisions

Preference will be given to projects that use a competitive selection process, such as requests for proposals (RFP) and/or competitive bidding. The applicant will select the process, but the intent is to encourage the most cost-effective and efficient use of funding without mandating unnecessary requirements. Contractor involvement, contracting procedures and construction inspection provisions should be identified. Applicants choosing not to use a competitive selection process must provide adequate justification in the project description.

DEP encourages grant applicants and recipients to solicit and use small, diverse businesses as prime contractors and encourages all prime contractors to make a significant commitment to use small, diverse businesses as subcontractors and suppliers. For more information about the Pennsylvania Department of General Services’ Bureau of Diversity, Inclusion and Small Business Opportunities, visit www.dgs.pa.gov or email GS-BDISBO@pa.gov.

7. Project Data Submission

Grantees are required to submit data, information and applicable project deliverables. All submittals must be done in accordance with DEP's *Guidance for Data Management*, which can be viewed at www.dep.pa.gov, Search: Growing Greener, click on "Help for Grant Recipients".

8. AMD Remediation Projects

For AMD remediation projects, the Western Pennsylvania Coalition for Abandoned Mine Reclamation (WPCAMR) or the Eastern Pennsylvania Coalition for Abandoned Mine Reclamation (EPCAMR) may be contacted for technical guidance. Coalition contacts are: WPCAMR, Andy McAllister at andy@wpcamr.org; EPCAMR, Robert Hughes at rhughes@epcamr.org.

9. Equipment Disposition

All equipment purchases revert to the Commonwealth unless a written request for conversion is received and approved prior to approval of the final report.

Additional Attachments

One of the following forms may be required as an attachment to the application.

Landowner Authorization

Landowner Access Authorization (DEP document # 1010-FM-GC0001o; dep.pa.gov/growinggreener) (required if the project involves only monitoring) – The applicant or sponsor organization shall obtain landowner authorization to access the property to perform the monitoring. This is the only signed form allowed; no substitutions are permitted.

Landowner Letter of Commitment (DEP document # 1010-FM-GC0001m; dep.pa.gov/growinggreener) (required if the project involves design and/or installation/replacement of a conservation practice/BMP) – A signed letter of commitment from the landowner(s) must be included in the application. If the project is located on land owned or controlled by the Commonwealth, contact the appropriate Commonwealth representative. This is the only signed form allowed; no substitutions are permitted.

Landowner Letter of Commitment (SMCRA) (DEP document # 1010-FM-GC0001n; dep.pa.gov/growinggreener) (required if the project involves design and/or construction on a bond forfeiture site) – A signed letter of commitment from the landowner must be provided with the application. This is the only signed form allowed; no substitutions are permitted.

Photos and Maps

1. Project location map – A map showing the location of the project site relative to a nearby population center.
2. Project site map – A map(s) showing site level detail to include locations of proposed BMPs, receiving waters, existing civil and natural features and any other useful information.
3. Project site photo – Photo(s) of the existing site and aerial photo of site.

Confirmation of Application Sharing Within the Chesapeake Bay Watershed

Applicants proposing design and/or construction projects to implement BMPs to reduce nutrient and sediment loads in the Chesapeake Bay Watershed should send the proposed application to the appropriate point of contact (Countywide Action Team point of contact for Adams, Franklin, Lancaster and York Counties or the county conservation district watershed specialist in all other Chesapeake Bay counties) and request confirmation of receipt to include with the application. Items needed to confirm receipt include either a read receipt (if the application is sent via electronic mail) or a certified letter receipt (if the application is sent via mail).

Award Requirements

If Your Project Is Funded....

- A formal grant agreement will be developed by the DEP Grants Center that includes a scope of work, budget and terms and conditions.
- The period of performance for the grant award will commence with the date of the official announcement of the grant awards. The project must be completed by December 31, 2022.
- Reimbursement will only be for actual project costs authorized in the budget and scope of work and incurred within the grant period of performance.
- An application for reimbursement package must be submitted quarterly. This package will consist of an Application for Reimbursement (AFR), an Application for Reimbursement Supplemental Sheet (AFR-Supplemental), and a Work Progress Report (WPR) outlining the progress made throughout the quarter. The AFR package is required quarterly based upon the schedule below or more frequently if authorized by DEP. Even if no work was completed in the quarter, a WPR must be submitted. Delinquent reports may be rejected. The report submission schedule is as follows:

Quarter	Reporting Period	Submission Deadline (on or about)
1	January - March	April 15
2	April - June	July 15
3	July - September	October 15
4	October - December	January 15

- BMP verifications and reporting must be made to DEP once every five years or as stipulated in the contract documents to satisfy federally approved verification and reporting protocols for specified BMPs constructed in the Chesapeake Bay watershed. The verification and reporting requirement will begin with the project's completion and will be expected of grantees to ensure project integrity through its expected lifespan.
- Any nutrient reduction credits realized from the Commonwealth-funded portion of the project and recognized by DEP are the property of the Commonwealth, which maintains full ownership thereof. The grantee recognizes and releases all rights, claims, title or ownership to the nutrient reduction credits that are generated by the Commonwealth-funded portion of the work specified in the grant agreement, for the time period covered by the GLCs or the LGA as applicable.
- Any aquatic resource compensation credits, including but not limited to wetland, waterway, aquatic habitat, floodplain or riparian credits, realized from the Commonwealth-funded portion of the project, and recognized by DEP, are the property of the Commonwealth, which maintains full ownership thereof. The grantee recognizes and releases all rights, claims, title or ownership to the aquatic resource compensation credits, in perpetuity, that are generated by the Commonwealth-funded portion of the work specified in the grant agreement.
- Any GIS data or electronic databases produced by the grant must be provided to DEP without restrictions in accordance with DEP's *Guidance for Data Management*.

- Lab analysis done under the grant must be provided by a state-certified lab.
- For any construction of AMD passive treatment systems, grantees will be required to include with the final report one digital copy of the AMDTreat form, the OM&R Plan that includes the “As-Built” drawings and site schematics in PDF format along with any water quality information in Excel format.

Applicants or sponsors chosen for funding under the grant programs will be required to execute a formal grant agreement with DEP. The agreement will include a detailed scope of work, project schedule, budget and other requirements.

Right-to-Know

DEP’s amended *Public Access to Information and Right-to-Know Law Policy* (DEP document # 012-0200-005; www.dep.pa.gov/Citizens/PublicRecords/RightToKnowLaw/Pages/default.aspx) clarifies the existing records management procedures of DEP to fulfill obligations under the Pennsylvania Right-to-Know Law as amended by Act 3 of 2008. The policy informs the public how to obtain DEP records. The policy can be viewed at www.dep.pa.gov, Search: Public Records and click on “Right-to-Know Law”.

Data Management

Any GIS data or electronic databases produced as result of the grant must be provided to DEP without restrictions. Grantees also are required to submit data, information and document deliverables in a format consistent with DEP’s established funding program guidelines to support the tracking of program accomplishments. All submittals must be done in accordance with DEP’s *Guidance for Data Management*, which can be viewed at www.dep.pa.gov/growinggreener, click on “Help for Grant Recipients”.

page intentionally left blank



GROWING GREENER PLUS GRANT APPLICATION

Checklist for Application Completeness

(Complete and submit as the last page of your application package.)

Short Title:

Applicant/Sponsor:

APPLICATION

Check the appropriate box. Check the N/A Box if "Not Applicable".

Those designated with an asterisk (*) are required with all applications.

	Included	N/A	
1.	<input type="checkbox"/>		Detailed Project Description.*
2.	<input type="checkbox"/>		Project Location Map in proper format (PDF).
3.	<input type="checkbox"/>		Project Site Map in proper format (PDF).
4.	<input type="checkbox"/>		Project aerial photo in proper format (PDF).
5.	<input type="checkbox"/>		Completed Task and Deliverable Budget Worksheet (DEP document #1010-FM-GC0001e) for each deliverable.*
6.	<input type="checkbox"/>	<input type="checkbox"/>	Copy of the AMD Treat report (Mining projects only).
7.	<input type="checkbox"/>	<input type="checkbox"/>	Signed Landowner Access Authorization Form (DEP document #1010-FM-GC0001o) (for monitoring projects only) Not required for SMCRA grants (Bond Forfeiture).
8.	<input type="checkbox"/>	<input type="checkbox"/>	Signed Letter of Commitment (DEP document #1010-FM-GC0001m for non-AMD or DEP document #1010-FM-GC0001n for AMD) or Landowner – Grantee Agreement (DEP document #1010-FM-GC0076) from landowner(s) (for design/construction, OM&R projects only).
9.	<input type="checkbox"/>	<input type="checkbox"/>	Confirmation of Application Sharing within the Chesapeake Bay Watershed (email or certified mail receipt).
10.	<input type="checkbox"/>	<input type="checkbox"/>	Land Use (for design/construction, technical assistance, watershed management plans projects only). A. Planning Form or approval letter. B. Multi-Municipal Planning Form or letters from the municipalities or appropriate planning offices.

The following are optional items that you may want to include with your application:

- | | | | |
|-----|--------------------------|--------------------------|---|
| 11. | <input type="checkbox"/> | <input type="checkbox"/> | Current Letters of Commitment from project partners for identified match. |
| 12. | <input type="checkbox"/> | <input type="checkbox"/> | Consent of Landowner to Right of Entry for Study and Design of Mine Reclamation Project or a Consent to Right of Entry for Design and Study and for Construction, Operation and Maintenance of Mine Drainage Treatment Facility. (SMCRA Bond Forfeiture projects only). |

Application information must be uploaded & submitted no later than 5 p.m. on December 20, 2019. Late submissions will not be considered. All submissions must be made through eGrants. Any additional materials submitted after the submission deadline will not be accepted. Hand-delivered, faxed, emailed or incomplete applications will not be accepted.

Applications submitted by ineligible applicants or ineligible sponsors (in the event a sponsor is identified) will not be considered.

Applications failing to demonstrate the required amount of match will not be considered.

Reminder: Applicants are encouraged to submit an additional copy of the application to the county conservation district where the project is located. Submittal method acceptable by the county conservation district is at the discretion of each individual county conservation district.

page intentionally left blank



PENNSYLVANIA DEPARTMENT OF ENVIRONMENTAL PROTECTION CONTACT INFORMATION

DEP Regional Watershed Managers

Northwest Regional Office
230 Chestnut St.
Meadville, PA 16335-3481
814-332-6894
rlbrook@pa.gov

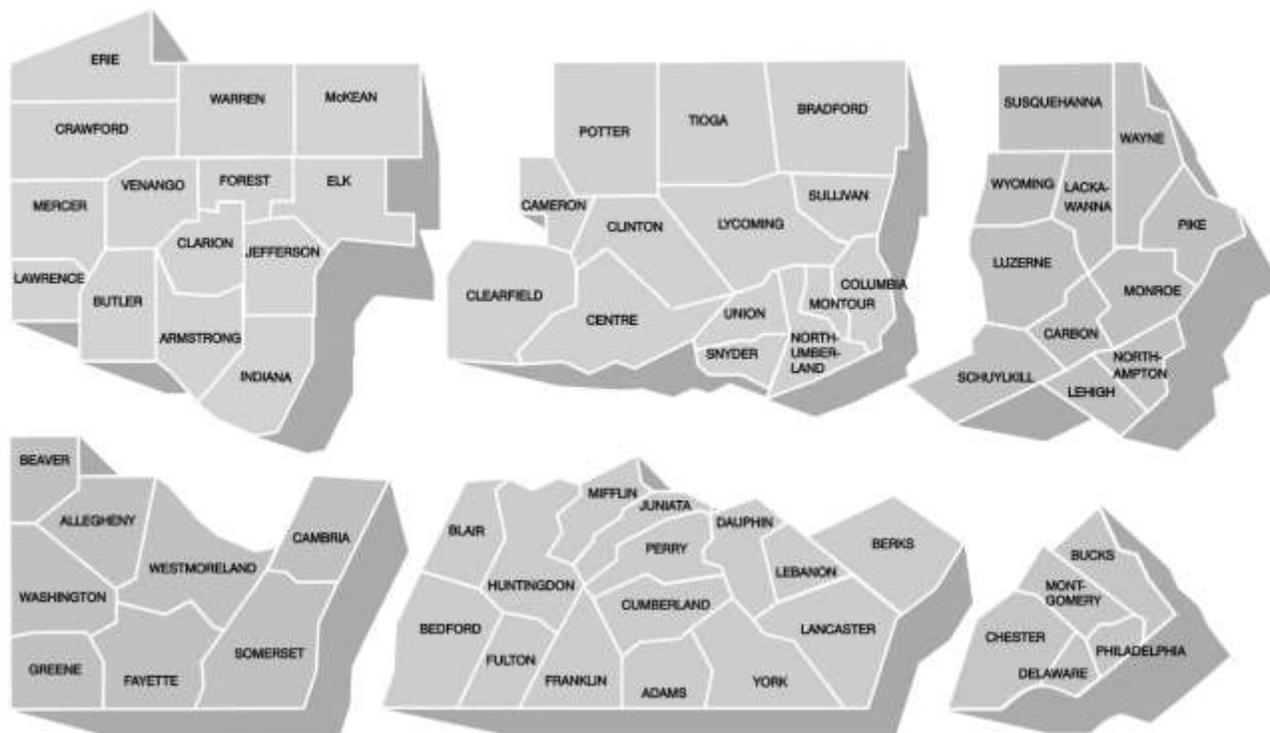
Environmental Group
Manager
Ron Lybrook

Northcentral Regional Office
208 W. Third St., Suite 101
Williamsport, PA 17701-6448
570-327-3593
jfellow@pa.gov

Watershed Manager
Jason Fellon

Northeast Regional Office
2 Public Square
Wilkes-Barre, PA 18701-1915
570-826-2597
shkleiner@pa.gov

Watershed Manager
Shane Kleiner



Southwest Regional Office
400 Waterfront Drive
Pittsburgh, PA 15222-4745
412-442-5807
sdemanski@pa.gov

Watershed Manager
(Temporary)
Stuart Demanski

Southcentral Regional Office
909 Elmerton Avenue
Harrisburg, PA 17110-8200
717-705-4916
jjboyle@pa.gov

Watershed Manager
Jineen Boyle

Southeast Regional Office
Two East Main Street
Norristown, PA 19401
484-250-5822
daburke@pa.gov

Watershed Manager
David Burke

DEP Mining Staff

District Mining Offices

Pottsville District Mining Office (Contact, Dan Koury)

5 W. Laurel Blvd.
Pottsville, PA 17901-2522
570-621-3466
dkoury@pa.gov

Counties Served: Berks, Bucks, Carbon, Chester, Columbia, Dauphin, Delaware, Lackawanna, Lancaster, Lebanon, Lehigh, Luzerne, Monroe, Montgomery, Montour, Northampton, Northumberland, Pike, Philadelphia, Schuylkill, Susquehanna, Wayne, Wyoming and York

Moshannon District Mining Office (Contact, Eric Rosengrant)

186 Enterprise Drive
Phillipsburg, PA 16866
814-342-8200
erosengran@pa.gov

Counties Served: Bradford, Cameron, Centre, Clearfield, Clinton, Lycoming, Potter, Snyder, Sullivan, Tioga and Union,

Knox District Mining Office (Contact, Christopher Yeakle)

White Memorial Building, P.O. Box 669
Knox, PA 16232-0669
814-787-0842
cyeakle@pa.gov

Counties Served: Beaver, Butler, Clarion, Crawford, Elk, Erie, Forest, Jefferson, Lawrence, McKean, Mercer, Venango and Warren

Cambria District Mining Office (Contact, DJ Chverchko)

286 Industrial Park Road
Ebensburg, PA 15931-4119
814-472-1890
dchverchko@pa.gov

Counties Served: Adams, Bedford, Blair, Cambria, Cumberland, Franklin, Fulton, Huntingdon, Indiana Juniata, Mifflin, Perry, and Somerset

New Stanton District Mining Office (Contact, Jeff Parr)

131 Broadview Road
New Stanton, PA 15672
724-925-5500
jeparr@pa.gov

Counties Served: Allegheny, Armstrong, Fayette, Greene, Washington and Westmoreland

Bureau of Abandoned Mine Reclamation

Wilkes-Barre District Office (Contact, Kim Snyder)

2 Public Square
Wilkes-Barre, PA 18701-1915
570-830-3176
kisnyder@pa.gov

Counties Served: All anthracite counties

Cambria District Office (Contact, Dean Baker)

286 Industrial Park Road
Ebensburg, PA 15931-4119
814-472-1821
deabaker@pa.gov

Counties Served: All bituminous counties

Bureau of Abandoned Mine Reclamation – AMD Set-Aside Grants

Anthracite Region (Contact, Todd Wood)

2 Public Square
Wilkes-Barre, PA 18701-1915
570-830-3171
twood@pa.gov

Bituminous Region (Contact, David Leiford)

286 Industrial Park Road
Ebensburg, PA 15931-4119
814-472-1886
dleiford@pa.gov

DEP Central Office

Statewide Projects

(Contact, Scott Carney)

DEP Office of Water Resources Planning
717-783-2944
rscarney@pa.gov

**Pennsylvania Chesapeake Bay Phase 3 Watershed Implementation Plan Countywide
Action Teams**

Adams County

Adam McClain
District Manager
Adams County Conservation District
670 Old Harrisburg Road, Suite 201
Gettysburg, PA 17325
717-334-0636 x3044
amclain@adamscounty.us

Franklin County

Tammy Piper
Watershed Specialist
Franklin County Conservation District
185 Franklin Farm Lane, Suite 201
Chambersburg, PA 17202
717-264-5499
tpiper@franklinccd.org

Lancaster County

Matthew W. Kofroth
Watershed Specialist
Lancaster County Conservation District
Farm & Home Center
1383 Arcadia Rd., Room #200
Lancaster, PA 17601
District Phone: 717-299-5361 x2523
Direct Line: 717-874-2523
MattKofroth@lancasterconservation.org

York County

John H. Seitz
Senior Planner
York County Planning Commission
28 East Market Street
York, PA 17401-1580
717-771-9870 x1764
jseitz@ycpc.org

page intentionally left blank



COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF ENVIRONMENTAL PROTECTION
GRANTS CENTER

LANDOWNER LETTER OF COMMITMENT

I, _____ (property owner) do hereby authorize and agree to permit _____ (Applicant) to enter my property, with the intent to design and/or install/replace Conservation Practices/Best Management Practices (CP/BMPs) on my property for the purpose of improving water quality on _____ (specific waterway).

I understand that if an Environmental Stewardship and Watershed Protection (Growing Greener or Section 319) grant award is made by DEP, I will be required to execute a Landowner–Grantee Agreement with an Operation and Maintenance Plan. This Agreement will identify specific maintenance tasks and the parties that will be responsible to perform those tasks to ensure that the CP/BMP is properly maintained.

Property Owner Signature

Applicant Signature

Property Owner Name (Printed)

Applicant Signature (Printed)

Date

Date

page intentionally left blank



LANDOWNER LETTER OF COMMITMENT (SMCRA)

I, _____ (property owner)
do hereby authorize and agree to permit _____ (Applicant) to enter
my property, with the intent to design and/or install Conservation Practices/Best
Management Practices (CP/BMPs) on my property for the purpose of improving water quality on
_____ (specific waterway).

I understand that if a Surface Mine Conservation and Reclamation Act award is made by DEP,
I will be required to execute a Consent to Right of Entry Agreement.

Property Owner Signature

Applicant Signature

Property Owner Name (Printed)

Applicant Signature (Printed)

Date

Date

page intentionally left blank



LANDOWNER ACCESS AUTHORIZATION

I, _____(property owner) do hereby authorize and agree to permit
_____ (Applicant) to enter my property for the purpose of
conducting a water monitoring program on _____ (specific waterway)
accessible from my property beginning _____ (specific date). This
permission allows the above-named individual or his/her designee(s) to carry out
monthly/semiannual/annual water quality tests while exercising due diligence in protecting my
property and personal safety and health.

I understand that if an Environmental Stewardship and Watershed Protection (Growing Greener or
Section 319) Grant is awarded by DEP, this form will serve as authorization to access my property.

Property Owner Signature

Applicant Signature

Property Owner Name (Printed)

Applicant Signature (Printed)

page intentionally left blank

LANDOWNER – GRANTEE AGREEMENT

This Agreement, made this _____
(Date)

by _____

(Landowner(s))

residing at _____ telephone # _____

_____, PA _____
(city) (ZIP)

and _____
(Grantee)

Project description: _____

The Project is located at: _____

Latitude: _____ Longitude: _____

Section 1 – Agreement Provisions

- A. In consideration of the benefits that incur from the investment in the property, and/or monies received, the Grantee and the undersigned Landowner agree to participate in the Pennsylvania Department of Environmental Protection (“PA DEP”) Grant Program and comply with the terms set forth in this Agreement.
- B. Landowner represents and agrees that he/she is the sole owner of the real property on which the Project is to be performed, or has secured a sufficient property interest, including any easements or right-of-ways, necessary to grant access for the completion and maintenance of the Project. A map of the Project site, including adjacent streams and roads, is attached hereto as Exhibit A (“Premises”).
 - 1. Landowner agrees that the PA DEP and/or Grantee, its employees, agents and contractors shall have the right to enter upon the Premises to perform the work described in “Attachment D, Scope of Work” of the DEP Grant Agreement. The right to enter shall also include periodic monitoring visits for the life of this Agreement.
 - 2. By offering the Premises for implementation of this Project, Landowner agrees to allow access, design preparation and implementation and repair of the Project for the duration of construction and for the time period identified in Section 1, Paragraph B (11) of this Agreement.

3. Grantee agrees that the Conservation Practices/Best Management Practices (“CP/BMPs”) needed to correct the problems identified in "Attachment D, Scope of Work" of the DEP Grant Agreement shall be performed according to the *(Check all that apply)*:
 - a) The NRCS Pennsylvania Field Office Technical Guide,
 - b) The Guidelines for Natural Stream Channel Design in Pennsylvania,
 - c) The USDA NRCS National Engineering Handbook,
 - d) A Handbook for Constructed Wetlands, Volume 4, Coalmine Drainage,
 - e) The Stormwater Best Management Practices Manual,
 - f) Plans developed by or certified by a Registered Professional Engineer and approved by PA DEP,
 - g) Manure Management or Nutrient Management plan developed for the operation.
4. The CP/BMPs shall be maintained pursuant to Section 2, Paragraph C of this Agreement.
5. The Landowner Grantee shall be responsible for adherence to the standards set forth in Section 2, Paragraph C and shall not act in any manner inconsistent with the terms of this Agreement.
6. The Landowner Grantee agrees not to destroy, alter or modify the CP/BMPs, except to perform needed repairs, for the period covered by this Agreement, nor to undertake any action on land under the Landowner's control which tends to defeat the purposes of this Agreement.
7. Any marketable credits toward nutrient effluent limits (nutrient reduction credits) that may be realized on account of the Commonwealth funded portion of this Project and recognized by the DEP, are the property of the Commonwealth of PA, which maintains full ownership thereof. The Landowner and Grantee recognize and release all rights, claims, title or ownership to the nutrient reduction credits that are generated as a result of the Commonwealth funded portion of the work specified in this Agreement, for the time period covered by this Agreement.
8. Any aquatic resource compensation credits, including but not limited to wetland, waterway, aquatic habitat, floodplain or riparian credits, realized from the Commonwealth funded portion of the project, and recognized by the Pennsylvania Department of Environmental Protection, are the property of the Commonwealth of Pennsylvania, which maintains full ownership thereof. The Landowner and Grantee recognize and release all rights, claims, title or ownership to the aquatic resource compensation credits, in perpetuity, that are generated as a result of the Commonwealth funded portion of the work specified in this Agreement.
9. Landowner agrees to refund all or a portion of the value of the CP/BMPs installed, as determined by the Grantee and DEP, if before the expiration of the term of this Agreement, the Landowner (a) destroys, alters or modifies the CP/BMPs installed, or (b) voluntarily relinquishes control or title to the land on which the CP/BMPs have been established, and the new landowner and/or operator of the land does not agree to maintain the CP/BMPs for the remainder of the term of this Agreement. If the new landowner agrees to assume Landowner's obligations and to maintain the CP/BMPs for the remainder of the term of this Agreement, then a new Landowner-Grantee Agreement shall be executed by the new landowner.
10. This Agreement shall be binding on the parties, their heirs, legal representatives, successors, and assigns.
11. The term of this Agreement shall be for the duration of Project construction and a period of 20 years thereafter.

Section 2 – Additional Agreement Provisions

A. Tenant provision

“Landowner” is a Tenant under a _____	
(Term of Lease)	(Oral/Written)
Lease agreement effective _____, with _____	
(Date)	(Landlord Name)
as Landlord, covering property located at _____	
(Address)	
Landowner enters this Agreement subject to the superior rights of the landlord in the Premises, and for a term subject to the duration of Landowner's leasehold interest.	

B. Special Conditions (Site specific concerns)

C. Operation, Maintenance and Repair Plan (To be attached)

Section 3 – Agreement Signatures

(Landowner Signature)

(Date)

(Landowner Name Please Print)

(Date)

(Landowner Signature)

(Date)

(Landowner Name Please Print)

(Date)

(Grantee Representative Signature)
Must be an officer of the organization

(Date)

(Grantee Representative Please Print)

(Date)

Document Number

OPERATION, MAINTENANCE AND REPAIR PLAN

Proper operation and maintenance of Best Management Practices “(BMPs)” is critical for their success and longevity. The goal of this project is the establishment of _____

(List BMPs)

for improvement of water quality.

- 1) Components of the Project (List all practices being installed within this project):

- 2) Parties agree to perform all Maintenance Tasks as described in the chart at the end of this document.

- 3) Allowed activities:

-
-
-

Prohibited activities:

-
-
-

- 4) The Landowner(s) Grantee shall be considered to be in breach of this Agreement if he/she does not maintain and repair the project in compliance with this plan or willfully neglects any other terms of this agreement.

- 5) The Landowner(s) Grantee agrees to comply with all Federal, State, local laws, rules and regulations. This would include noxious weed control.

- 6) The Landowner(s) Grantee shall be responsible for all normal, routine maintenance and normal, routine repair of the site and project.

- 7) Other Special Conditions:

-
-
-
-

Maintenance Tasks

Practice	
Maintenance required	
Schedule	
Responsible Party	
Practice	
Maintenance required	
Schedule	
Responsible Party	
Practice	
Maintenance required	
Schedule	
Responsible Party	



TASK AND DELIVERABLE BUDGET WORKSHEET

Duplicate this worksheet for additional Deliverables

For each deliverable-identify title, associated tasks, and dollar amounts. Tasks listed should include quantifiable units (e.g. feet of stream restoration, miles of riparian buffer, number and type of BMP, etc.) and must be itemized. Budgets without sufficient information may not be considered for funding.

Deliverable # _____	Title: _____	Est. Date of Completion: _____
----------------------------	---------------------	---------------------------------------

Category	Individual, Staff, or Contractor	Task or Item	Costs	Grant Request	+	Match Amount & Type *(C or I)	=	Total
Salaries/Benefits – Grantee Staff Only								
				\$	+	\$	=	\$
				\$	+	\$	=	\$
				\$	+	\$	=	\$
				\$	+	\$	=	\$
				\$	+	\$	=	\$
Subtotal Salaries				\$	+	\$	=	\$
Travel								
Miles			Miles @ / mile	\$	+	\$	=	\$
Meals				\$	+	\$	=	\$
Lodging				\$	+	\$	=	\$
Subtotal Travel				\$	+	\$	=	\$
Equip. & Supplies								
				\$	+	\$	=	\$
				\$	+	\$	=	\$
				\$	+	\$	=	\$
				\$	+	\$	=	\$
				\$	+	\$	=	\$
Subtotal Equip. & Supplies				\$	+	\$	=	\$
Administration								
				\$	+	\$	=	\$
				\$	+	\$	=	\$
				\$	+	\$	=	\$
				\$	+	\$	=	\$
				\$	+	\$	=	\$
Subtotal Admin.				\$	+	\$	=	\$

Deliverable # _____		Title:			Est. Date of Completion:				
Category	Individual, Staff, or Contractor	Task or Item	Costs	Grant Request	+	Match Amount & Type *(C or I)	=	Total	
Contractual									
A. Contractor Salaries				\$	+	\$	=	\$	
				\$	+	\$	=	\$	
				\$	+	\$	=	\$	
				\$	+	\$	=	\$	
				\$	+	\$	=	\$	
				\$	+	\$	=	\$	
B. Other Contractual				\$	+	\$	=	\$	
				\$	+	\$	=	\$	
				\$	+	\$	=	\$	
				\$	+	\$	=	\$	
				\$	+	\$	=	\$	
Subtotal Contractual				\$	+	\$	=	\$	
Construction			Cost/Unit		+		=		
A. Materials				\$	+	\$	=	\$	
				\$	+	\$	=	\$	
				\$	+	\$	=	\$	
				\$	+	\$	=	\$	
				\$	+	\$	=	\$	
B. Labor				\$	+	\$	=	\$	
				\$	+	\$	=	\$	
				\$	+	\$	=	\$	
				\$	+	\$	=	\$	
Subtotal Construction				\$	+	\$	=	\$	

Deliverable # _____	Title:			Est. Date of Completion:				
Category	Individual, Staff, or Contractor	Task or Item	Rates and Costs	Grant Request	+	Match Amount & Type *(C or I)	=	Total
Other								
				\$	+	\$	=	\$
				\$	+	\$	=	\$
				\$	+	\$	=	\$
				\$	+	\$	=	\$
				\$	+	\$	=	\$
Subtotal Other				\$	+	\$	=	\$
Total				\$	+	\$	=	\$

* C = CASH I = IN-KIND

BUDGET SUMMARY (COMPLETE ONCE SUMMARIZING ALL DELIVERABLES)

1. Salaries/Benefits	\$ _____
2. Travel	\$ _____
3. Equipment and Supplies	\$ _____
4. Administration	\$ _____
5. Contractual	\$ _____
6. Construction	\$ _____
7. Other	\$ _____
Subtotal (DEP Grant Award)	\$ _____
Match (15% cash and/or in-kind)	\$ _____
TOTAL Grant Project Costs	\$ _____

page intentionally left blank



A Primer for Fitting Charges within Budget Categories

If a grant is awarded, reimbursement of costs will only be for project costs incurred within the grant period of performance.

1. Salaries and Benefits – This category is for grantee staff only.

Salaries and benefits itemized by name and tasks of grantee staff members, for those contributing to the direct work of the project, not including administrative functions. With the exception of benefits, this category cannot include any mark-up above the salary actually paid to employees for direct labor hours worked on the project, documented by timesheets. Benefits commonly include, among other items, health insurance, retirement, FICA withholding, workers compensation, vacation, and sick leave. Vacation and sick leave cannot be logged on time sheets as contributing to the work of the project but can be included pro rata as part of this category. Other items of overhead are covered under “Administrative Costs” below.

Students/graduate assistants, etc., - If proposing the use of students/graduate assistants, etc., and requesting reimbursement of tuition/course credits in addition to an hourly rate, justify how it is in the best interest of DEP to do so. Otherwise, reimbursement for students/graduate assistants, etc., will only be on an hourly basis for actual work performed on the project. Tuition should be identified in the “Other” category.

2. Travel and Lodging

These costs must be directly associated with implementation of the project and in accordance with current Commonwealth travel policies.

Allowable items include:

- Hotel/motel rooms (limited to current state rate)
- Food (only for overnight trips and limited to current state rate)
- Car expenses (limited to current state rate), taxi, bus, train, rental car, gas for rental car, tolls, parking

Current state rates can be found at www.dep.pa.gov , Search: Growing Greener. Click on “Tips for Travel Reimbursement”.

3. Equipment

Reimbursement for any single item cannot exceed \$5,000. Amounts in excess of \$5,000 for any single item may be credited toward match for the project.

Some typical examples of allowable items include:

- Field equipment dedicated to the project (owned by the Commonwealth following grant close-out). Field equipment needed for the project but not used exclusively for the project must be appropriately prorated in the budget.
- Office equipment dedicated to the project (owned by the Commonwealth until grant close-out)
- Small tools dedicated to the project

Supplies

Supplies not dedicated to the project are to be charged as administrative expenses. Materials and supplies that are incorporated into the construction site and remain as an integral part of the construction should be listed under construction rather than under this category. Items of clothing (t-shirts, caps, etc.) are not authorized grant expenditures, but can count as match if offered for volunteer services and/or advertisement for the organization.

Some typical examples of allowable items include:

- Office supplies dedicated to the project
- Educational materials used solely for the project, e.g.:
 - Brochures
 - Printing and copying costs
- Postage for project mailings
- Long-distance telephone charges directly attributable to the project
- Other office costs dedicated to the project
- Materials that can travel from site to site that are used for the project (see construction category)
- Clothing and other items necessary for the safe performance of work on the project, e.g.:
 - Hard hats
 - Safety glasses
 - Protective chain saw chaps
 - Vaccinations related to work
- Project signs

4. Administrative Costs

These costs must be itemized with corresponding estimated dollar amounts (i.e., rent @ \$1,000/month with the total dollar amount identified in the Grant Request and/or Match Amount columns as applicable; utilities @ 400/month with the total dollar amount identified in the Grant Request and/or Match Amount columns as applicable, etc.). The total of all administrative items charged to the grant cannot exceed 5% of the grant for Watershed Protection or AMD Set-Aside Grants.

In order to direct the maximum amount of funding toward the project, preference will be given to applications requesting low administrative costs (i.e., less than 5%).

Some typical examples of allowable items include:

- Salaries and benefits for personnel managers, legal counsel, accountants, secretaries, trainers, professional staff for time spent in training to manage the grant and other time related to the grant in only a general managerial way
- Contractual services for any of the above categories
- Fees for professional certification

- Organizational filing fees, e.g., to the Bureau of Charitable Organizations
- Office equipment not dedicated to the project
- General office equipment maintenance costs unless equipment is dedicated to the project
- Office supplies not dedicated to the project (paper, pencils, pens)
- Insurance coverage for regular operation of the organization (i.e. standard and general liability, errors and omissions, officers and directors) (only through completion of project)
- Audit fees
- Office cleaning costs
- Small tools not dedicated to the project
- Educational materials not unique to the project
- Registration fees for training purposes
- Office printing costs
- Postage for general purposes
- General liability insurance as part of a grant for watershed group organization or support.
- Other office costs not dedicated to the project:
 - Rent
 - Utilities
 - Monthly telephone charges including internet provider fees on pro-rated basis
 - Computer and copier maintenance
 - Filing fees for professional groups not related to a specific project

5. Contractual

If contractors are proposed, preference will be given to those projects that use a competitive selection process such as Requests for Proposals (RFP) or competitive bidding. The selection process utilized is up to the applicant; the intent is to encourage the most cost-effective and efficient use of funding without mandating unnecessary requirements to all applicants. Contractor involvement, contracting procedures and construction inspection provisions should be identified. Applicants choosing not to use a competitive selection process for contractors must provide adequate justification for not using a competitive process. In general, for a construction grant, the contractual category should not exceed 25% of the construction costs.

If a contract is bid as time and materials, typical costs include:

- Salaries and benefits for direct work on the project when such services are not available from volunteers or regular sponsor's staff (itemized by names and duties of the consultant firm's staff members)
- Legal services (only for startup watershed associations)

- Expenses for materials directly attributable to the project i.e., substances that are incorporated into the project and left on site

Contractors are required to follow current Commonwealth travel regulations (limited to current state rate). For more information, visit www.dep.pa.gov, Search: Growing Greener Travel. In addition, contractor administrative charges shall not exceed those allowable for the grantee (i.e., 5%).

All contractors are required to be cleared for outstanding obligations to the Commonwealth, prior to their beginning work on the project. Grantees must refer the name, work function, address and Employer Identification Number (EIN) information for any contractors planned to be used to complete the project, to their project advisor for the clearance that is needed before work commences.

6. Construction

If contractors are proposed to perform the construction, preference will be given to those projects that use a competitive selection process such as RFPs or competitive bidding. The selection process utilized is up to the applicant; but, the intent is to encourage the most cost-effective and efficient use of funding without mandating unnecessary requirements to all applicants. Contractor involvement, contracting procedures and construction inspection provisions should be identified. Applicants choosing not to use a competitive selection process for contractors must provide adequate justification for not using a competitive process.

All contractors are required to be cleared for outstanding obligations to the state, prior to their beginning work on the project. Grantees must refer the name, work function, address and EIN information for any contractors planned to be used to complete the project, to their project advisor for the clearance.

Restrictions on administrative expenses and state travel rates described under “Contractual” apply here as well.

If a contract is bid as time and materials, typical costs include:

- Salaries/benefits for construction work not available from volunteers or regular sponsor's staff (itemized by names and duties of construction firm's staff members)
- Rental charges for construction equipment
- Mobilization/demobilization of equipment/materials
- Materials that are expended, consumed or integral to construction, that is, those that remain on a construction site, e.g.:
 - Trees
 - Grass seed
 - Mulch
 - Rocks
 - Concrete
 - Gasoline or diesel fuels for equipment used in construction
- Native plants and trees need to be used. If native plants and trees cannot be used, provide a justification.

Nutrient Reduction Credits: If a grant is awarded, any nutrient reduction credits, from nutrient trading, realized from the Commonwealth funded portion of the project, and recognized by DEP, are the property of the Commonwealth, which maintains full ownership thereof. The grantee recognizes and releases all rights, claims, title or ownership to the nutrient reduction credits that are generated as a result of the Commonwealth-funded portion of the work specified in the contract, for the time period covered by the contract.

Aquatic Resource Compensation Credits: If a grant is awarded, any aquatic resource compensation credits, including but not limited to wetland, waterway, aquatic habitat, floodplain or riparian credits, realized from the Commonwealth funded portion of the project, and recognized by DEP, are the property of the Commonwealth of Pennsylvania, which maintains full ownership thereof. The grantee recognizes and releases all rights, claims, title or ownership to the aquatic resource compensation credits, in perpetuity, that are generated as a result of the Commonwealth-funded portion of the work specified in the Grant Agreement.

Prevailing Wage: If the grant project includes construction work where the cost of the total project is greater than \$25,000, the Act of August 15, 1961 (P.L. 987), as amended, known as the Pennsylvania Prevailing Wage Act (43 P.S. 165-1 *et seq.*) may apply. Contact the Pennsylvania Department of Labor and Industry, Bureau of Labor Law Compliance at 1-800-932-0665 for guidance.

7. Other

This category should be used to a minimum extent.

Some typical examples of allowable items include:

- Conference registration fees necessary for the project
- Fishing license if necessary to the project for sample collection or education and not used except for the project
- Room rental for project-related meetings
- Membership costs for business/professional organizations if necessary for performance of grant
- Filing fees related to the project, e.g. permit fees
- Short-term, project-specific insurance needed for the work proposed under the grant
- Bank charges and fees directly related to the grant

8. Match

For Watershed Protection and AMD-Set Aside Grant applications, a minimum 15% match of the grant request will be required. For SMCRA grant applications, the percentage of match identified in the application will be included in the grant agreement. Although documentation for match claimed in the grant application is not required when submitting the application, only match funding that is already fully secured is able to be included within the detailed line items in the budget and Task and Deliverable Budget Worksheet (Document #1010-FM-GC0001e). All "Applied For" match dollars needed to meet the required 15% match obligation are to be noted in the "Budget Summary" section at the end of the Task and Deliverable Budget Worksheet and in the Section 4 and explained in detail in the "Project Description" section. All "Applied For" match will be evaluated for acceptance in the application budget by DEP based on the description and justification provided in the "Project Executive Summary". Current letters of commitment are required for all accepted match identified in the Budget Summary

when the grant agreement is executed. The letters of commitment must identify the dollar amount to be provided by the entity, the work that they are intending to do or what the funding is to go toward, and how they arrived at the dollar amount. Any match identified as “Applied For” in the application must be secured and a letter of commitment must be provided when the grant agreement is developed. A grant agreement may not be fully executed for projects with “Applied For” match or for projects where match cannot be appropriately documented when the grant agreement is being developed.

Successful grantees will be required to identify and document all match contributions on Applications for Reimbursement. For Watershed Protection and AMD Set-Aside Grant projects, eligible match contributions will be permitted for up to three years prior to the grant submittal deadline date through the life of the grant agreement. For SMCRA projects, all match must be expended during the grant period of performance. All eligible match expenditures must be directly related to the project.

Cash Match: Examples of documentation include but are not limited to:

- Copy of check from donor
- Federal grant award letter

Non-Cash Match: Charges allowed for match (rules for federal funds may differ):

- Value of volunteers' donated time, including time to travel to work sites. Dollar values may be obtained at www.independentsector.org/valuevolunteers. Scroll down to state table.
- Rate related to nature of work, not to volunteer's usual charge rate, i.e.:
 - Manual labor would be calculated at prevailing rate for manual labor or donated professional engineer's time would be at prevailing engineer's rate.
- Any single item of equipment, up to \$5,000, dedicated to the project, is eligible for Growing Greener Plus funding. If the total cost of equipment exceeds \$5,000, the difference can be claimed as in-kind match.
- Any entertainment costs, whether associated with attracting volunteers to work days, with travel or with any other aspect of the project
- Food not associated with official travel
- Administrative costs
- Clothing not associated with safe performance of work, such as:
 - Hats
 - T-shirts
 - Other articles given as a reward for volunteering or as a means of advertising members of a work crew
- Costs of recognition, i.e., awards, plaques, specific to a single individual or a limited audience
Publicity charges, public relations costs, advertisement fees, unless specific to the project
- Indirect costs not otherwise listed under an eligible category

- Land acquisition to the extent it is associated with the project
- Travel associated with the project. Costs cannot exceed Commonwealth rates as identified in the Commonwealth travel regulations (www.dep.pa.gov, Search: Growing Greener Travel).

Costs claimed as match can be paid for from the organization's normal operating budget, out of special fundraising specific to the project or from other sources of funding, including grants from the federal government, Pennsylvania Department of Conservation and Natural Resources, private foundations, and federally-funded DEP grant programs, such as 319 grants. Grants utilizing state funds may not be used as match.

Charges not allowed for match or for reimbursement (rules for federal funds may differ):

- Any costs associated with lobbying, alcoholic beverages or allowance for bad debts
- Contract contingency costs and other rate factors that do not reflect actual expenses
- Costs associated with legal action against the Commonwealth
- Costs associated with illegal activities or substances
- Costs associated with goods or services for personal use of board members, officers or others



pennsylvania
DEPARTMENT OF ENVIRONMENTAL
PROTECTION

1010-BK-DEP3193 Rev. 11/2019