

**Environmental Education Grants Program**

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| What’s New |

Changes to the 2016 Environmental Education Grants Program (EEGP) include:

**Application Due Date:** Applications must be postmarked to DEP no later than **Dec. 18, 2015**. Applications from ineligible organizations, faxes, emails and late submissions will not be accepted.

**Timeline:** All awards will be announced on or around Earth Day, April 22, 2016. Awarded projects may begin on or after July 1, 2016. All projects must be completed by June 30, 2017. Final reports must be submitted by July 15, 2017. No time extensions will be granted.

**Grant Amount:** Organizations may apply for up to $3,000. All projects are eligible for advance payment upon request.

**Financially Distressed Municipalities Act of 1987:** Preference will be given to applicants that are approved distressed municipalities under Act 47, Financially Distressed Municipalities Act of 1987. Such a municipality must be identified on the Department of Community and Economic Development’s website to be eligible.

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| Topics |

Applicants are encouraged to submit applications on the following topics designed for **any target audience.**

**Sustainable Living:**

Develop environmental education and outreach programs to encourage sustainable living and reduce environmental impacts. This includes outreach programs on rain gardens, rain barrels, clean energy, energy conservation and efficiency, transportation, improving indoor air quality/radon protection, composting, water conservation, and other related topics.

**Chesapeake Bay and Watershed Education:**

Develop environmental education and outreach programs to reduce non-point source pollution, along with other water-related educational programs. This includes educational programs on agricultural nutrient management, abandoned mine drainage/reclamation; water conservation; private water wells, groundwater, storm water management; cold water habitats and fisheries; and other related topics.

**Air Quality:**

Develop air quality educational and outreach programs, including ground level ozone, transportation and electricity generation issues.

**Energy Education:**

Develop educational and outreach programs on energy efficiency and conservation, as well as, natural gas, coal, wind, solar and other clean energy sources and technologies.

**Climate Change:**

Develop environmental education and outreach programs to address climate change and the potential socio-economic and environmental consequences and mitigation strategies.

**Brownfields:**

Develop educational and outreach programs on brownfield redevelopment and sustainable communities.

**Environmental Literacy Planning and Programming:**

Engage educators and stakeholders in content standards and field-based Environmental Education (EE). Areas of specific focus should include: graduation requirements, professional development on EE content knowledge and field-based pedagogy, assessment and evaluation, partnering to build capacity, identifying existing resources and sustainability of programs. Additionally, projects may focus on high performing green schools and buildings; providing high quality programming for children, youth and/or adults (programs to include Science, Technology, Engineering, and Mathematics (STEM), outdoor education, service learning and ensuring access for participants with disabilities); professional development for formal and non‑formal educators; environmental service learning programs for youth and adults; and environmental careers/green jobs.

**Formal and Non-formal EE Certification:**

Develop and implement institutionalized and community-based certification programs designed for teachers, naturalists and educators working in schools and environmental education facilities at parks, county conservation districts, nature and EE centers, conservancies, land trusts, and more.

**Natural Landscaping and Trees:**

Develop educational outreach programs on native plant landscaping; the social, economic and environmental benefits of trees; riparian buffers; and invasive plant management. This includes information on how to sustainably maintain these native landscapes.

**Connecting Children with Nature:**

Develop educational programs or infrastructure for regular, immersive outdoor education.

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| EE Guiding Principles |

The goal of environmental education is to have an environmentally literate culture, prepared to make wise, informed decisions and take positive action on behalf of the environment. The conservation of state resources for future generations depends on the effectiveness of the environmental literacy of its citizens.

The focus of environmental education should be on local and regional issues. It is crucial for students and adults to understand their neighborhoods, to connect and take ownership of local and regional issues before they focus on global issues like the tropical rain forests.

**Environmental Education:**

Is a lifelong learning process concerned with the interrelationships among components of the natural and human-made world. Key to this process is an awareness and understanding of ecology and of human-driven processes, such as agriculture, mining, energy production, economics, legislative procedures and more.

Includes a vast array of conceptual learning, critical thinking, values clarification, issues investigation, effective leadership, group interaction, environmental research methods and general problem solving, which leads to taking positive action on behalf of the environment.

Positive environmental actions may be private, involving subtle changes in an individual’s lifestyle or they may be joint efforts at the community, state or national level.

Programs in environmental education should focus on the level of the learner. For example, the focus for younger children should be on awareness activities where they begin to learn concepts at an age-appropriate level so they can practice the simplest of skills. Older students should be well versed on concepts enabling them to concentrate on more complicated skills. They can practice taking complex, positive, group action on behalf of the environment. Non-formal and adult education should inform the public about current and local environmental issues leading to informed decision making as it relates to the natural and built aspects of a community.

EE programs should focus heavily on science, technology, engineering and mathematics (STEM) education. STEM is a nationally recognized cornerstone of K-12 education. It is also becoming a primary focus of higher education.

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| Environmental Education Grants Program Description |

It is the intent of the Pennsylvania Environmental Education Act to promote EE principles to encourage the public to promote a healthy environment; foster an understanding of the natural world functioning; and promote an understanding of the necessity for environmental protection and sound resource management. Through funding and supporting identified needs and enhancing current EE in the state, it is Department of Environmental Protection’s (DEP) hope that the public will carry these guiding principles into their everyday lives.

Eligible Applicants (submissions by ineligible organizations will not be considered)

Public schools and school districts (K-12) (includes Intermediate Units)

Incorporated private schools (under limited circumstances, private religious schools may be exempted from the incorporation requirement)

Incorporated conservation and education organizations and institutions

Universities and colleges

County conservation districts

Incorporated nonprofit organizations

Municipalities and municipal authorities

Businesses

Grant Amount

Up to $3,000 may be requested.

A match is not required, although organizations are strongly encouraged to submit a match, which may be cash or an in-kind contribution.

Timeline

10/5/15 The grant round opens. Information is emailed to the organizations listed in the existing database and will be posted to DEP’s website with the 2015 Environmental Education Grants Program (EEGP) Manual.

11/6/15 Applicants submitting an optional one-page proposal summary must email it on or before this date.

12/18/15 Applications must be sent to DEP’s Grants Center no later than this postmark date. Late submissions will not be considered.

4/22/16 Awards announced by DEP on or about this date in conjunction with Earth Day.

6/01/16 Signed grant agreements due to DEP on or before this date.

7/01/16 Awarded projects may begin on or after this date.

6/30/17 Awarded Projects must be completed by this date.

7/15/17 Final report and reimbursement request and bank statement, if applicable, are due.

Project Options

**Keystone Energy Education Program (KEEP):** Form or enhance an energy team with teachers, students, building facility managers and administrators with the goal to reduce the school building’s energy use. Applying schools will coordinate energy education workshops focusing on energy basics, electricity generation and usage, efficiency and conservation, sustainability, alternative transportation fuels, career development, Energy Star Portfolio Manager benchmarking; purchase hands-on energy education classroom kits; and develop and implement school-centered energy conservation plans, including student-led energy audits. Schools may partner with colleges or universities, non-profit environmental education centers, STEM organizations, math and science collaborative or other organizations.

**Curriculum Integration Projects:** Articulate the Academic Standards for Environment and Ecology into the formal K-12 curriculum for the entire school district, private school or charter school. Schools may coordinate workshops to be attended by representatives from all schools and grade levels within the school district or private school. Any tentative workshop dates must be included in the application. Remember, the goal of this project is for permanent change.

**Curriculum Revision Projects:** Revise current (or write new) lesson plans or units to meet the changes identified in the alignment to the Environment and Ecology Standards, Energy Education and provide a means for classroom assessment. Applying schools will use their district’s fully-aligned matrix to revise or write new lesson plans to integrate the Environment and Ecology Standards into the school’s curriculum. Assessment of the integration is required. The district’s fully-aligned matrix must be submitted with the application.

**Outdoor Learning Resource Projects:** Develop resources such as trails, agricultural demonstration areas, energy demonstration areas, ponds, wetland areas, sheltered learning stations, etc., as well as similar nearby community resources as a framework from which students can learn about natural systems and the interrelationship among natural and human-made communities or other topics relating to the **Academic Standards for Environment and Ecology; STEM Education and Assessment Anchors** as listed on PDE’s website at <http://www.pdesas.org/standard/StandardsBrowser> .

**Field Trips and Hands-on Activity Supplies:** Schools and other organizations can conduct projects and are able to purchase EE hands-on activity supplies and/or coordinate field trips for student or adult learning, or by conducting teacher education/in-service programs.

**Other EE Projects:** EE for any target audience with the focus on any of the topics described on pages 1-2. This could include farmers, landowners, homeowners, municipalities, college students and others. Youth programs must relate to the Academic Standards for Environment and Ecology; Science and Technology and Engineering Education. Applicants are encouraged to integrate STEM (Science, Technology Engineering and Math) concepts.

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| General Information |

*Planned programs may not begin before July 1, 2016. This means that grant-related work may not begin before July 1, 2016. This includes the preparations, major events or programs (buying equipment or engaging in any activity associated with the proposed budget), if incurring expenses.*

Reimbursement Program

The EEGP is primarily a reimbursement program; however, grantees may apply to receive a 100 percent upfront, advance payment. Participating grantees must deposit and maintain the funds in a separate, interest-bearing account. Grantees will need to account for all expenses at the end of the grant and return any unused funds and unused interest. A bank statement will be required to verify the unused grant funds/interest.

Match Component

There is no match requirement, although organizations are encouraged to submit a match, which may be cash or an in-kind contribution. If submitting match, the budget sheet must display an amount that is more than grant money requested. The cash or in-kind services match will come from the organization or one of its partners. Matching funds may not be met with other state agency money or through state agency supplied services or materials.

Multiple Applications

Multiple applications may be submitted from the same organization, but *each application must stand alone* - and be feasible - if awarded.

Multi-Year Projects

While all projects must be completed within one year, applicants can apply for a second year of funding in a later grant round for projects with a larger scope of work. However, future funding is not guaranteed. No more than two years of funding can be awarded for a single project.

Partnerships

Partnerships are encouraged and can be made among school districts, private schools, universities, county conservation districts and other organizations to draw on the strengths of each entity.

If any organization, other than the grantee, supplies any of the matching funds or is responsible for assisting or completing some of the activities, the organization **must fill out and sign the partnering form** that is included with the application.

If a grantee plans to partner with another organization, the grantee will be legally responsible for the scope of work, maintaining records and submitting progress reports and expense reimbursement requests. Reimbursement or advance payments will only be payable to the grantee.

Subcontracts

Entering into a subcontract with another organization is different from partnering, because a subcontract usually involves a legal document between two entities. If a grantee enters into a subcontract with another organization, DEP retains the right to approve the subcontractor.

Product Ownership and Sharing

Any educational materials, curricula, training manuals, technology tool or other products of EEGP-funded programs must be made available in the public domain. DEP will retain a copy of all materials produced. Copyrighting is discouraged, but if absolutely necessary, the Commonwealth of Pennsylvania will hold the copyright.

*\* Grant applications are public documents and subject to disclosure to the public upon request. Any information included in the grant proposal that the applicant wishes the state to consider as proprietary must be on a separate sheet of paper and must be clearly marked as proprietary. Grant scoring sheets, scores, grant rater information and related information is confidential and will not be released to applicants.*

Act 48 Requirements for Teachers

Act 48 requires teachers to obtain 180 professional development hours in a given five-year period. Organizations interested in teacher professional development may become an approved Act 48 provider, which will greatly enhance program recruitment. For information on Act 48 Providers, visit PDE’s website at [www.education.pa.gov](http://www.education.pa.gov/); type “Act 48” in the search box.

**Act 168 Requirements**

Act 168 pertains to grantees holding field trips or events where hired staff may be in direct contact with children or minors. Staff must be sure to complete the employment history review process related to Act 168. For information on Act 168, visit PDE’s website at [www.education.pa.gov](http://www.education.pa.gov/); type “ACT 168” in the search box.

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| Completing the Grant Application |

Preparing the Application

Propos**a**l Summary: Applicants, particularly those who are new to the EEGP, are encouraged to email a one-page proposal summary with the total grant request amount requested to [RA-epEEgrants@pa.gov](mailto:RA-epEEgrants@pa.gov) by Nov.6, 2015. DEP will respond with comments to the applicant within seven days of email receipt. The final grant application should address any feedback or comments that DEP provided in the review process.

Permits: Projects involving construction, such as installing a foot trail, may require permits. The grantee is responsible for securing any permits that may be necessary. For information about DEP’s permits, visit the Permit Application Consultation Tool (PACT) at [www.ahs.dep.pa.gov/PACT/](http://www.ahs.dep.pa.gov/PACT/).

*Proof of proper permits must be on file prior to beginning the project.* The following information serves as a guideline only:

**Building permits** – Contact the project location municipality. Copy of the permit must be on file, or have a statement from the municipality stating that none is required.

**Drinking water supply** – Contact DEP’s Bureau of Point and Non-Point Source Management at the Regional Offices, or at P.O. Box 8467, Harrisburg, PA 17105-5017, or 717‑787‑8184.

**Erosion/sedimentation control projects** – Contact the appropriate local county conservation district.

**Projects located in a 100-year floodway** – Contact the appropriate local municipality.

**Sewage permits** (includes a comfort station) – Contact the appropriate municipality for an On-Lot Sewage Disposal System Permit.

**Trails that cross local highways** – Contact appropriate municipality. An approval letter must be on file.

**Trails that cross railroads, gas lines, power lines, or other utility rights-of-way** – Contact the appropriate office. Obtain a letter to keep on file that the project was approved.

**Trails that cross state roads** – Contact Pennsylvania Department of Transportation District Office. An approval letter must be on file.

**Water obstruction, wetlands and encroachment projects** – This includes constructing, operating, maintaining, enlarging or abandoning any obstruction (bridge, channel change, etc.) that will affect a watercourse, its 100-year floodway, any lake, pond, reservoir, swamp, marsh, or wetlands. Examples include stream dredging, changing stream channels, building a pier, working on stream restoration project, filling in wetlands, etc. Contact DEP Regional Offices for permit information.

Americans with Disabilities Act (ADA)

All proposed programs should take into consideration the needs of persons with disabilities, in accordance with the Americans with Disabilities Act of 1990. The applying organization must obtain the particular ADA information pertinent to its own project.

Subcontracting

Should an applicant choose to enter into a subcontract with another organization, DEP retains the right to approve the subcontractor.

Step One – Completing the Cover Page

1. Applying organization official name

The official name of the organization is the one that conducts the legal business. Therefore, if the applicant is an elementary teacher writing a grant for a classroom or school, this organization would be the school district. If unsure of the official name, check with the organization’s business office. **Be sure to not use a fictitious name.**

1. Applying organization EIN(Employer Identification Number) and SAP Vendor # if applicable.

The applying organization’s business office has this nine-digit number. The EIN **must** be the applying organization’s number.

1. Applying Organization Information Section

**Organization name:** Indicate the official name of the organization. **Address, city, state, zip code:** Complete. If the project is funded, the grant agreement will be executed with this organization. If the applicant currently has an SAP vendor number, this information must match the SAP information.

**Municipality:** Indicate the township, city, borough or town in which the organization is located. If the organization spans several municipalities, use the municipality where the main office is located.

**County:** Indicate the county where the main office is located.

**Chief officer’s name:** The person in charge of the daily operation of the workplace, i.e. school principal, executive director or county conservation district manager.

**Email address, phone number and fax number:** Complete.

1. Project director information and location section

If the project is funded, the project director will coordinate the grant activities. This person will be contacted for budget information and program details. Indicate the official name of the organization. In some cases this may be a different organization. Indicate the project director, including the director’s phone and fax numbers and email address. Establish lines of communication within the organization about the grant. **Indicate the actual project location including county and municipality.**

1. Topic area

Check off all topics that are the focus of proposal.

1. River basin/watershed location

Indicate the watershed where your project is located. Find the watershed at <http://cfpub.epa.gov/surf/locate/index.cfm> .

1. Project title and description

Complete.

1. Certification

The person in charge of the daily operation of the workplace, i.e. school principal, executive director or conservation district director must sign the application. This signature attests that the organization is supportive of the proposal and that the grant funds will not supplant existing funds.

1. Funding

Fill in the total grant amount requested and the total matching amount provided as shown at the bottom of the budget sheet.

1. Start and end dates

For contractual purposes, the proposal must have a start date and end date. The start date will be July 1, 2016. The end date will be June 30, 2017. No time extensions will be granted.

1. Grant linkage

Is the application linked to another application or grant award if the scope of work is similar and integral to the same project? Is the application linked to another application from another organization? Is the proposal linked to any other DEP grant? If applications from the same organization are not linked at all, please state. Use the space provided to explain, continue on the reverse side of the form, if necessary.

1. Indicate if the organization is submitting more than one proposal.

Multiple applications may be submitted from the same organization, but *each application must stand alone* – and be feasible – if awarded.

Step Two – Writing the Narrative

Narrative

The narrative should paint a clear picture of the proposed project. Be sure to address the following items in the narrative in **seven pages or less**:

Briefly describe the applying organization and its history of providing EE programming. If the applicant is a school district, private school or charter school, include a list or chart containing the number of individual schools in the district, the school names and the grade levels in each.

List the project steps or activities. Label each step or activity with **Activity Letters (A, B, C, etc. which will represent the activities that will be accomplished)**. Activity Letters also must be inserted on the project time line and budget sheet.

Identify the key people within the organization who will be completing the project. Describe their qualifications (no resumes) and duties.

Create a seasonal time line that is easy to follow, and briefly describe the activity (listing the applicable Activity Letter A, B, C, etc.).

Describe the specific goals and objectives. Remember, the goals focus on what the applicant intends to achieve. The objectives are the specific steps it will take to reach the goals.

List the project topics, Assessment Anchors and/or Academic Standards for Environment and Ecology; STEM (STEM standards only if the program is for children or youth).

Identify the target audience. If the target audience is students, learning must be hands-on.

Describe the project promotion to ensure program attendance.

Describe the program evaluation and any follow up assessment.

Topic-specific information may be required for the following projects:

* + **KEEP –** Applying will coordinate energy education workshops focusing on energy basics, electricity generation and usage, efficiency and conservation, sustainability, alternative transportation fuels, career development, Energy Star Portfolio Manager benchmarking; purchase hands-on energy education classroom kits; and develop and implement school-centered energy conservation plans, including student-led energy audits. Schools may partner with colleges or universities, non-profit environmental education centers, STEM organizations, math and science collaborative or other organizations.
  + **Curriculum integration projects –** Applying schools will articulate the Academic Standards into the curriculum. Schools may coordinate workshops to be attended by representatives from all schools and grade levels within the school district or private school. Any tentative workshop dates must be included in the application. Remember, the goal of this project is for permanent change.
  + **Curriculum revision projects –** Applying schools will use their district’s fully-aligned matrix to revise or write new lesson plans to integrate the Environment and Ecology Standards into the school’s curriculum. Assessment of the integration is required. The district’s fully-aligned matrix must be submitted with the application.
  + **Outdoor learning resource projects –** Applying schools develop outdoor learning projects for student learning *(see page 4 for more information)*. Project must include student involvement. The lessons, using the outdoor learning area, must be aligned with the Academic Standards for Environment and Ecology and Science and Technology and Engineering Education. A curriculum matrix showing how the learning area is/will be integrated into the curriculum must be provided with the application, as well as an assessment; maintenance plan (including during the summer months); landscape photos of the site; an aerial photo or map of the school referencing the site; and illustration(s) or schematic of the outdoor learning area site and the proposed plans. Also include the latitude and longitude decimal coordinates for the outdoor learning area.

**Field Trips and Hands-on Activity Supplies:** Schools and other organizations can conduct projects and are able to purchase EE hands-on activity supplies and/or coordinate field trips for student or adult learning, or by conducting teacher education/in-service programs.

* + **Other EE Projects:** EE for any target audience with the focus on any topic. This could include farmers, landowners, homeowners, municipalities, college students and others. Youth programs must relate to the Academic Standards for Environment and Ecology; Science and Technology and Engineering Education. Applicants are encouraged to integrate STEM (Science, Technology Engineering and Math) concepts.

Step Three – Completing the Detailed Budget Sheet *(see below for more details)*

When completing the Detailed Budget Sheet, be sure that the following items are addressed.

All line-item details must be provided. Applicants must complete all of the columns for each line item‑quantity, unit costs, number of people, number of hours and activity letters.

Line items must be whole numbers (fifty cents or greater, round up to the nearest dollar; less than fifty cents, round down). Each line item must have mathematical integrity, including any matching funds.

Activity letters must correlate with the narrative and the amount spent on a specific task or item.

If more space is needed than the Detailed Budget Sheet provides, please use another copy of the form and indicate page 1 of 4, page 2 of 4, etc.

The EEGP staff has the right to negotiate or deny any line item during the grant contracting process.

Eligible Grant Expenditures

Please follow these category guidelines when completing the detailed budget sheet.

People Costs

Stipends for school teachers and administrators for work done outside the normal work day. Do not pro‑rate their salary for work done on this grant.

Staff time (number of hours).

Clerical support (number of hours).

Substitute teacher pay.

Travel Costs

Personal mileage at the current GSA rate. The rate for 2015 was $ .575 per mile. For more information, visit <http://www.gsa.gov/portal/content/100715> .

Transportation costs at a flat fee rate.

Resource Costs

Educational resources, such as: books, library/research resources, software, test kits, field guides, native plants and trees, mulch, shovels, hoes, garden trowels, gloves, building materials, signage, nets.

Equipment, such as: microscopes, binoculars, handheld GPS units, weather stations, structures and equipment, such as energy audit equipment.

Laboratory equipment (details are required): if more than $1,500 is proposed for equipment, include: where the item(s) will be located and how the item(s) will be used after proposed program ends.

Other Costs

Photocopying, printing, binding, graphic layout

Phone charges

Facility rental (other than awardee)

Advertising/marketing

Website

Postage costs

Ineligible Grant Expenditures

Food or beverages

Lodging or airfare

Computer hardware for general office use (i.e., laptops, iPADs/tablet computers)

Award items (certificates, plaques)

Administrative fees, overhead fees or fringe benefits

Boats, kayaks, paddle boards, and canoes (to purchase or rent)

Cameras, including go-pros.

Clothing (t-shirts, hats)

Lawn mowers and other power equipment

Furniture for general office use

Promotional items, such as stress balls, laser pointers, etc.

Step Four – Completing the Partnering Form

If an organization other than the applicant/grantee, supplies any of the matching funds or is responsible for assisting or completing some of the activities, this must be included on the partnering form. This includes subcontracting organizations.

Fill in the organization’s name and appropriate information for each partner.

Secure a signature from either the chief officer of this organization, or the signature of someone within the organization who can speak for the organization from a fiscal and/or programming perspective.

Explain what role this organization will play in the proposed program. Summarize the organization’s commitment.

If entering into a subcontract with this organization, please note.

If any of the resources that the grantee intends to purchase is going to be housed with this partner organization, this will need to be mentioned as well.

Step Five – Assembling and Submitting the Application

The finished application must include:

Application cover page (first page)

Narrative

Seasonal Time Line (to indicate when each step of the project will take place)

Detailed Budget Sheet

Partnering Form (if applicable)

Curriculum Matrix (if applicable)

The pages should be two-sided and stapled in the upper left hand corner. Cover letters, binders/folders and letters of support*are discarded immediately.*

Mail the original and four copies to the address below. Applications must postmarked by Dec. 18, 2015. Mail to:

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| DEP Grants Center  Rachel Carson State Office Building  P.O. Box 8776  Harrisburg, PA 17105-8776 |

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| Award Requirements |

Applications delivered in person must be received by **Dec. 18, 2015. Fax, email and late submissions will not be accepted.**

Retain this manual and a copy of the application for future reference.

Awarded organizations will be notified on or about **April 22, 2016, in conjunction with Earth Day**. The EEGP reserves the right to make decisions about grant awards. DEP’s Grants Center will email instructions, Scope of Work Benchmarks and Budget, Detailed Budget Sheet and a DEP Grant Agreement (contract) to the individuals listed as the Chief Officer and Project Director on the Application cover page as soon as possible after that date. Please note that it takes approximately six weeks for the agreement to be fully executed after it is returned with the appropriate signatures. Advance payments are processed after the grant agreement is fully executed.

Since awarded projects may not begin work prior to **July 1, 2016**, it is possible that awarded organizations will not have an executed agreement until late summer of 2016. Work may begin without a fully executed agreement, but the grantee does so at its own risk. Please check the organization’s policy for beginning work without an executed agreement.

If awarded, grantees will receive a DEP Grant Agreement to be signed.

***Questions may be directed to***:

Department of Environmental Protection

EE Grants Program

EE Center, First Floor, RCSOB

P.O. Box 2063

Harrisburg, PA 17105-2063

Phone: 717-772-1644

Fax: 717-705-4093

AT&T Relay Service for the Deaf: 800-654-5984 (TDD)

[www.dep.state.pa.us](http://www.dep.state.pa.us), keyword: EE Grants

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| **0110-FM-EEIC0008 Rev. 8/2015 COMMONWEALTH OF PENNSYLVANIA**  **DEP Logo DEPARTMENT OF ENVIRONMENTAL PROTECTION** | | | | | | | | | | | | | | |
| **2016 ENVIRONMENTAL EDUCATION GRANTS PROGRAM**  **APPLICATION COVER PAGE** | | | | | | | | | | | | | | |
| **Applying Organization’s**  **Official Name** | | | | WATERLOO EDUCATIONAL CENTER | | | | | | | | | | |
| **Applying Organization EIN# and SAP Vendor #** | | | | | **2 5** | | **-** | | **1 1 2 2 3 3 4 / 123456** | | | | | |
| **EE Grant $3,000 Maximum** | | | | | | | | | | | | | | |
| **APPLYING ORGANIZATION INFORMATION** | | | | | | | | | | **PROJECT DIRECTOR INFORMATION AND LOCATION** | | | | |
| Organization Name Waterloo Educational Center | | | | | | | | | | Organization Name Land Developers Assoc. | | | | |
| Address 111 ABC Road | | | | | | | | | | Address 222 DEF Road | | | | |
| City Anyplace State PA Zip Code 9999-1111 | | | | | | | | | | City Anyplace State PA Zip Code 99999-2222 | | | | |
| Municipality Special Township | | | | | | | | | | Municipality Special Township | | | | |
| County Dauphin | | | | | | | | | | County Dauphin | | | | |
| Chief Officer Name Lilly Doe | | | | | | | | | | Project Director Name Dale Stapler | | | | |
| Email Address lillyd@state.pa.us | | | | | | | | | | Email Address dstap@state.pa.us | | | | |
| Phone Number (717) 555-4343 Ext. 201 | | | | | | | | | | Phone Number (717) 555-4545 Ext. 202 | | | | |
| Fax Number (717) 555-4242 | | | | | | | | | | Fax Number (717) 555-4646 | | | | |
| **TOPIC AREA (check all that apply)**  Watersheds  Chesapeake Bay Watershed Education  Air Quality  Brownfields  Energy Education  Sustainable Living  Environmental Literacy  Formal and Non-Formal EE Certification  Climate Change  STEM  Other (please write out): | | | | | | | | | | | | | | |
| **WHERE IS THE PROJECT LOCATED? (select appropriate river basin)** <http://www.pawaterplan.dep.state.pa.us/statewaterplan/docroot/default.aspx> Erie Basin  Ohio Basin  Genesee Basin  Potomac Basin  Susquehanna Basin  Delaware Basin  **LIST WATERSHED WHERE PROJECT IS LOCATED:** Swatara Creek | | | | | | | | | | | | | | |
| **PROJECT TITLE:** Water Quality Education Workshop Series | | | | | | | | | | | | | | |
| **PROJECT DESCRIPTION:** The Land Developers Association will conduct a series of five Water Quality Education Workshops for Land Developers and Municipal Zoning Officers about improving water quality through stormwater management best management practices. | | | | | | | | | | | | | | |
| **CERTIFICATION:** The undersigned agrees to participate in the Pennsylvania Environmental Education Grants Program, and certifies that no grant funding will supplant existing funding and that any required matching funds will be met. | | | | | | | | | | | | | | |
| Noah Copy, President | | | | | | Noah Copy | | | | | | 11/01/2015 | | |
| Print or Type Name of Chief Officer | | | | | | Signature of Chief Officer | | | | | | Date | | |
| **FUNDING:** | **Grant Request** | | **$**3,000 | | | | |  | | **Matching Funds** (if applicable)  Match is 20 % of Grant Request | | | **$**600 |  |
| **Project Start Date:** | | **July 1, 2016** | | | | | | | | **Project End Date:** | **June 30, 2017** | | | |
| **GRANT LINKAGE** *(for more information, see item 11, page 4)* | | | | | | | | | | Explain (use other side if necessary) | | | | |
| None | | | | | | | | | |
| Another DEP EE Grant proposal this round | | | | | | | | | |
| DEP Growing Greener Grant | | | | | | | | | |
| Currently-funded or formerly-funded DEP EE Grant | | | | | | | | | |
| Another Grant Program | | | | | | | | | |

**0110-FM-EEIC0030 Rev. 8/2015**

**Pennsylvania Environmental Education**

**Grants Program 2016**

**DEP LogoDETAILED BUDGET SHEET**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Applying Organization Name**  Waterloo Educational Center | | | | | | | **Project Director:**  Dale Stapler | | | | |
| **Budget Category** | | | | | | | | **Grant Request Amount** |  | **Matching**  **Funds**  **Amount** | **Matching Funds Source** |
| **PEOPLE COSTS** | **# of**  **People** | | **#**  **Hours** | | **Activity Letter** | | |
| Environmental Educators | 2 | | 60 | | A-E | | | $ 1,000 |  | $ 600 | Waterloo |
| Watershed Specialist | 1 | | 40 | | A-E | | | $ 500 |  | $ |  |
| Land Dev. Assoc. Clerical | 1 | | 20 | | B-C | | | $ 100 |  | $ |  |
| Clerical | 1 | | 20 | | A-C | | | $ 95 |  | $ |  |
|  |  | |  | |  | | | $ |  | $ |  |
| **Subtotal** | | | | | | | | $ **1695** |  | $ **600** |  |
| **TRAVEL COSTS (i.e., number of miles X 0.575/mile) Include Reason for Traveling.** | | | | | | **Activity Letter** | | 173 |  |  |  |
| 5 Evening Workshops (2 hrs. each)   * Educator * Watershed Specialist   2 people x 5 x 30 x 0.575/mile | | | | | | C | |
| **Subtotal** | | | | | | | | **$** **173** |  | **$** |  |
| **RESOURCE COSTS** | | **Units**  **(Qty.) #** | | **Unit**  **Cost** | | **Activity Letter** | |  |  |  |  |
| Rain Barrels | | 23 | | 29.83 | | D | | $ 686 |  | $ |  |
| Water Conservation DVDs | | 40 | | 2.50 | | D | | $ 100 |  | $ |  |
| Stormwater management materials for workshop attendees | | 40 | | 2.50 | | D | | $ 100 |  | $ |  |
|  | |  | |  | |  | | $ |  | $ |  |
|  | |  | |  | |  | | $ |  | $ |  |
|  | |  | |  | |  | | $ |  | $ |  |
|  | |  | |  | |  | | $ |  | $ |  |
| **Subtotal** | | | | | | | | $ **886** |  | **$** |  |
| **OTHER COSTS** | | | | | | **Activity Letter** | |  |  |  |  |
| Printing (2,920 at $.05) | | | | | | A-E | | $ 146 |  | **$** |  |
| Facility Rental (5 Locations away from Dist. Office) $20 per workshop | | | | | | C | | $ 100 |  | **$** |  |
|  | | | | | |  | | $ |  | **$** |  |
|  | | | | | |  | | $ |  | **$** |  |
| **Subtotal** | | | | | | | | **$ 246** |  | **$** |  |
| **GRAND TOTAL** | | | | | | | | **$ 3,000** |  | **$ 600** |  |

**0110-FM-EEIC0107 Rev. 8/2015**

**DEP Logo**

**PARTNERING FORM**

***Each of the undersigned certifies agreement to lend support for this proposed environmental education program, if awarded.***

|  |  |
| --- | --- |
| **Applying Organization Name**  Waterloo Educational Center | |
| **Partnering Organization(s)** | |
| Partner Name Land Developers Assoc..  Summary of Partner’s Commitment:  Representatives from this organization will assist by providing a database of the names and addresses of its members, who are architects, land developers, municipal zoning officers and others. One set of resource materials will be housed in their office to be used by its members. | Telephone (717) 555-4545  ***(Check Which is Applicable – can be both)***  Matching Funds Effort x  Programming Assistance x  Will there be a  Subcontract?  Yes  No  ***List Equipment or Resource Materials***  ***that will be housed with this Partner*** |
| Partner’s Signature Printed Name  *Nellie Loon* Nellie Loon | |
| **Partnering Organization(s)** | |
| Partner Name  Summary of Partner’s Commitment: | Telephone (   )  ***(Check Which is Applicable – can be both)***  Matching Funds Effort  Programming Assistance  Will there be a  Subcontract?  Yes  No  ***List Equipment or Resource Materials***  ***that will be housed with this Partner*** |
| Partner’s Signature Printed Name | |
| ***Use a duplicate of this form if more than two partners will be involved.*** | |

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| **DEP Logo0110-FM-EEIC0008 Rev. 8/2015 COMMONWEALTH OF PENNSYLVANIA**  **DEPARTMENT OF ENVIRONMENTAL PROTECTION** | | | | | | | | | | | | | | |
| **2016 ENVIRONMENTAL EDUCATION GRANTS PROGRAM**  **APPLICATION COVER PAGE** | | | | | | | | | | | | | | |
| **Applying Organization’s**  **Official Name** | | | |  | | | | | | | | | | |
| **Applying Organization EIN# and SAP Vendor #** | | | | |  | | **-** | | **/** | | | | | |
| **EE Grant $3,000 Maximum** | | | | | | | | | | | | | | |
| **APPLYING ORGANIZATION INFORMATION** | | | | | | | | | | **PROJECT DIRECTOR INFORMATION AND LOCATION** | | | | |
| Organization Name | | | | | | | | | | Organization Name | | | | |
| Address | | | | | | | | | | Address | | | | |
| City       State    Zip Code | | | | | | | | | | City       State    Zip Code | | | | |
| Municipality | | | | | | | | | | Municipality | | | | |
| County | | | | | | | | | | County | | | | |
| Chief Officer Name | | | | | | | | | | Project Director Name | | | | |
| Email Address | | | | | | | | | | Email Address | | | | |
| Phone Number       Ext. | | | | | | | | | | Phone Number       Ext. | | | | |
| Fax Number | | | | | | | | | | Fax Number | | | | |
| **TOPIC AREA (check all that apply)**  Watersheds  Chesapeake Bay Watershed Education  Air Quality  Brownfields  Energy Education  Sustainable Living  Environmental Literacy  Formal and Non-Formal EE Certification  Climate Change  STEM  Other (please write out): | | | | | | | | | | | | | | |
| **WHERE IS THE PROJECT LOCATED? (select appropriate river basin)** <http://www.pawaterplan.dep.state.pa.us/StateWaterPlan/DWA/DWAMain.aspx> Erie Basin  Ohio Basin  Genesee Basin  Potomac Basin  Susquehanna Basin  Delaware Basin  **LIST WATERSHED WHERE PROJECT IS LOCATED:** | | | | | | | | | | | | | | |
| **PROJECT TITLE:** | | | | | | | | | | | | | | |
| **PROJECT DESCRIPTION:** | | | | | | | | | | | | | | |
| **CERTIFICATION:** The undersigned agrees to participate in the Pennsylvania Environmental Education Grants Program, and certifies that no grant funding will supplant existing funding and that any required matching funds will be met. | | | | | | | | | | | | | | |
|  | | | | | |  | | | | | |  | | |
| Print or Type Name of Chief Officer | | | | | | Signature of Chief Officer | | | | | | Date | | |
| **FUNDING:** | **Grant Request** | | **$** | | | | |  | | **Matching Funds** (if applicable)  Match is       % of Grant Request | | | **$** |  |
| **Project Start Date:** | | **July 1, 2016** | | | | | | | | **Project End Date:** | **June 30, 2017** | | | |
| **GRANT LINKAGE** *(for more information, see item 11, page 4)* | | | | | | | | | | Explain (use other side if necessary) | | | | |
| None | | | | | | | | | |  | | | | |
| Another DEP EE Grant proposal this round | | | | | | | | | |  | | | | |
| DEP Growing Greener Grant | | | | | | | | | |  | | | | |
| Currently-funded or formerly-funded DEP EE Grant | | | | | | | | | |  | | | | |
| Another Grant Program | | | | | | | | | |  | | | | |

**0110-FM-EEIC0030 Rev. 8/2015**

**Pennsylvania Environmental Education**

**Grants Program 2016**

**DEP LogoDETAILED BUDGET SHEET**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Applying Organization Name** | | | | | | | **Project Director:** | | | |
| **Budget Category** | | | | | | | **Grant Request Amount** |  | **Matching**  **Funds**  **Amount** | **Matching Funds Source** |
| **PEOPLE COSTS** | **# of**  **People** | | **#**  **Hours** | | **Activity Letter** | |
|  |  | |  | |  | | $ |  | $ |  |
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| **Subtotal** | | | | | | | $ |  | $ |  |
| **TRAVEL COSTS (i.e., number of miles X 0.575/mile) Include Reason for Traveling.** | | | | | | **Activity Letter** |  |  |  |  |
|  | | | | | |  |
| **Subtotal** | | | | | | | **$** |  | **$** |  |
| **RESOURCE COSTS** | | **Units**  **(Qty.) #** | | **Unit**  **Cost** | | **Activity Letter** |  |  |  |  |
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| **Subtotal** | | | | | | | $ |  | **$** |  |
| **OTHER COSTS** | | | | | | **Activity Letter** |  |  |  |  |
|  | | | | | |  | $ |  | **$** |  |
|  | | | | | |  | $ |  | **$** |  |
|  | | | | | |  | $ |  | **$** |  |
|  | | | | | |  | $ |  | **$** |  |
| **Subtotal** | | | | | | | **$** |  | **$** |  |
| **GRAND TOTAL** | | | | | | | **$** |  | **$** |  |

**0110-FM-EEIC0107 Rev. 8/2015**

**DEP Logo**

**PARTNERING FORM**

***Each of the undersigned certifies agreement to lend support for this proposed environmental education program, if awarded.***

|  |  |
| --- | --- |
| **Applying Organization Name** | |
| **Partnering Organization(s)** | |
| Partner Name  Summary of Partner’s Commitment: | Telephone (   )  ***(Check Which is Applicable – can be both)***  Matching Funds Effort  Programming Assistance  Will there be a  Subcontract?  Yes  No  ***List Equipment or Resource Materials***  ***that will be housed with this Partner*** |
| Partner’s Signature Printed Name | |
| **Partnering Organization(s)** | |
| Partner Name  Summary of Partner’s Commitment: | Telephone (   )  ***(Check Which is Applicable – can be both)***  Matching Funds Effort  Programming Assistance  Will there be a  Subcontract?  Yes  No  ***List Equipment or Resource Materials***  ***that will be housed with this Partner*** |
| Partner’s Signature Printed Name | |
| ***Use a duplicate of this form if more than two partners will be involved.*** | |

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| **DEP Logo0110-FM-EEIC0105 Rev. 8/2015** | | **ENVIRONMENTAL EDUCATION GRANTS PROGRAM**  **EXPENSE REIMBURSEMENT REQUEST FORM**  **- SUMMARY PAGE -** | | | | | | | | | | | | | Location Code: 35GRNTGR2  Invoice Date:  Invoice No:  Invoice Amount:  SUBMIT FORM TO:  **Preferred Method:**  Email to [69183@pa.gov](mailto:69183@pa.gov) and [adevine@pa.gov](mailto:adevine@pa.gov)  **Alternative Method:**  DEP Grants Center  Location Code: 35GRNTCTR2  P.O. Box 69183  Harrisburg, PA 17106 | | |
|  | |  | | | | | | | | | | | | |
| **Grant Recipient Name**  (Administering Organization) |  | | | | | | | | | | | | | |
| **Street Address** |  | | | | | | | | | | | | | |
| **City, State, Zip Code** |  | | | | | | | | | | | | | |
| **Email Address** |  | | | | | **Phone #** |  | | | |  | | | |  | | |
| **EE #** |  | | **Grant Document #** (GR#) | | | |  | | | | **Vendor #** (located on signature page of agreement) | | | | | |  |
| **Invoice Period-From** |  | | | **To** |  | | | | **Total Amount** | $ | |  | | **Request #** | |  | |
| **Bank Routing Number** |  | | | | | | | **Bank Account Number** | | | | |  | | | | |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **GRANT FUNDS** | | | | **APPLICANT MATCH** | | | |
|  | **Total Grant Amount** | **Total Reimbursed**  **to Date** | | **Reimbursement Request for this Period** | **Total Match Amount** | **Match Previously Expended** | | **Match Expended this Period** |
| **TOTAL** |  |  | |  |  |  | |  |
|  | | |  | | | |  | |
| Signature of Project Director or Authorized Official    Printed Name of Project Director or Authorized Official | | | Title | | | | Date | |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| ***For Commonwealth Use Only*** | | | | | | | | | |
| Approved by: |  | |  | Fiscal Year | SAP FUND | GEN. LED. | COST CENTER | INT. ORDER |  |
| Match Required: |  | % | |  | 20097100000 | 6600  00 | 3590130000 | 350130130 |  |
|  |  |  | |  |  |  |  |  |  |
| JUSTIFICATION: To reimburse grantee for expenses, per DEP Grant Agreement, under the Environmental Education Grants Program. | | | | | | | | |  |

**Invoices and receipts should not be sent with the Expense Reimbursement Request Form unless listed in the Scope of Work Benchmarks and Budget (Attachment D). They should be kept in your files as per the record retention policy.**

**0110-FM-EEIC0105 Rev. 8/2015**

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| **ENVIRONMENTAL EDUCATION GRANTS PROGRAM**  **EXPENSE REIMBURSEMENT FORM - WORK PAGE 1** | | | | | | | | | | | | | | | |
| **Grant Recipient Name** |  | | | | **EE#** |  | **GR #** | |  | | **Request** **#** | | |  | |
|  |  | | | |  |  |  | | | | | | | |  |
| **PEOPLE COSTS** *(See notes box below)*  List personnel identified on the approved budget summary. (Use additional sheets if necessary.) | | | | | | | | | | | | | | | |
| **Name** | | **Role in the Program** | **Activity**  **Letter** | **Period of Payment** | **Total Time** | | | **Total Cost** | | **Matching Funds\*** | | | **Amount to be Reimbursed** | | |
| *Enter Mo-Day-Yr From-To* | *Enter Total Hours or Days Paid* | | | *Enter Rate x Hours or Rate x Days* | | *If Cash, Enter Amount* | | *If In-Kind, Enter Amount* |
|  | |  |  |  |  | | |  | |  | |  |  | | |
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| *If someone outside your organization is paid a flat fee, include a check number and date paid.* | | | | **Total People Costs:** | | | | **$** | | **$** | | **$** | **$** | | |
| **\*Notes for “Matching Funds” Columns** | | | | | | | | | | | | | | | |
| 1. If “Cash” or “In-Kind” is entered, deduct these amounts from “Total Cost” and enter the balance in the “Amount to be Reimbursed” column. 2. Appropriate documentation for all costs and matching funds or activities must be retained in your files. | | | | | | | | | | | | | | | |

All columns must be completed to receive reimbursement.

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|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **ENVIRONMENTAL EDUCATION GRANTS PROGRAM**  **EXPENSE REIMBURSEMENT FORM - WORK PAGE 2** | | | | | | | |
| **Grant Recipient Name** |  | **EE#** |  | **GR #** |  | **Request** # |  |
|  | | | | | | | |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **RESOURCE COSTS** | | | | | | | | | |
| **Materials/Supplies** | **Activity Letter** | **Unit Cost** | **Quantity Acquired** | **Total Cost** | **Matching Funds** | | **Amount  to be Reimbursed** | **Vendor Name** | **Check No. and Date Paid (if paid with credit card, enter “credit”)** |
| ***Name of Item*** | *Enter Unit Cost X Quantity Acq.* | *If Cash, Enter Amount* | *If In-Kind,*  *Enter Value* |
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| *If cash is paid by staff, include the check number and date used to reimburse.* | **Total Resource Cost** | | | **$** | **$** | **$** | **$** |  |  |

All columns must be completed to receive reimbursement.

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|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **ENVIRONMENTAL EDUCATION GRANTS PROGRAM**  **EXPENSE REIMBURSEMENT FORM - WORK PAGE 3** | | | | | | | | | | | | | | | | | |
| **Grant Recipient Name** | |  | | | | | | **EE#** |  | | **GR #** | |  | | **Request** # | |  |
|  | | | | | | | | | | | | | | | | | |
| **TRAVEL COSTS** | | | | | | | | | | | | | | | | | |
| **Name**  ***(Project Staff Person***  ***or Carrier)*** | **Activity Letter** | | **Dates Cost Incurred**  *(List Separately by Mo-Day-Yr)* | | **Carrier Cost**  *(Flat fee, per trip fee, etc.)* | **Personal Vehicles**  **(State’s mileage rate during invoice period)** | | | | **Total Cost**  *(Enter Rate x Mileage)* | | **Matching Funds** | | | | **Amount**  **to be**  **Reimbursed** | | |
| *If Cash, Enter Amount* | | *If In-Kind, Enter Value* | |
|  |  | |  | |  |  | | | |  | |  | |  | |  | | |
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| **Total Travel Cost:** | | | | | | **$** | | | | **$** | | **$** | | **$** | | **$** | | |
|  |  | | |  |  | | | | |  | |  | |  | |  | | |
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| **OTHER COSTS** | | | | | | | | | | | | | | | | | | |
| **Item** | **Activity Letter** | | | **Unit Cost** | **Quantity Acquired** | | **Total Cost** | | | **Matching Funds** | | **Amount to be Reimbursed** | | **Vendor Name** | | **Check No. and Date Paid (if paid with credit card, enter “credit”)** | | |
|  |  | | |  |  | |  | | |  | |  | |  | |  | | |
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| **Total Other Costs:** | | | | | | | **$** | | | **$** | | **$** | |  | |  | | |

**0110-FM-EEIC0106 Rev. 8/2015**

**DEP Logo**

**FINAL REPORT Department of Environmental Protection**

**2016 Grant Round** Phone: (717) 772-1644 Fax: (717) 705-4093

**Page 1 of 2** Email: adevine@pa.gov

**Final Report – due July 15, 2017**

**Organization Name EE Number Grant Document Number**

(Find on grant agreement) (Find on grant agreement—GR#)

**Final Narrative** - Please report on **“benchmarks”** and/or **“deliverables”** items from the proposal and **grant agreement**. Submit any completed deliverables with this Final Report. Please use additional paper if necessary. Complete and accurate information, signature and date will be required in order to process your reimbursement request.

***Benchmarks and/or Deliverables*** (find as **Attachment D** of the **grant agreement**)

1.

2.

3.

4.

5.

6.

7.

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**FINAL REPORT**

**2016 Grant Round**

**Page 2 of 2**

**Organization Name EE Number Grant Document Number**

Are you requesting a reimbursement of grant funds?  Yes  No

If yes, how much? $

Were you able to complete all the project activities by the end of the contract?

Yes  No - If no, please provide an explanation.

|  |
| --- |
|  |

Signature of Project Director or Authorized Official Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name of Project Director or Authorized Official