



**pennsylvania**  
DEPARTMENT OF ENVIRONMENTAL PROTECTION



Office of Water Programs

# Chesapeake Bay Program Special Projects

February 7, 2017

**Dial-in number for audio: 1-650-479-3208**

**Access Code: 640 959 654**

**For WebEx Technical Support: 866-229-3239**

# Agenda

- Overview
- Announcement Funding Priorities
- Submitting a Successful Application
- Budgeting and Invoicing

# Overview

Approximately \$2.5 to \$3 million is available for two years

Application deadline is **February 28, 2017**

Encourage Districts to work with DEP Regional Staff and Field Reps in development of project applications

Project deadline is **June 30, 2019 (no extensions)**

# ▶ Announcement Funding Priorities

- Clearly state how the project meets one or more elements in Chesapeake Bay Restoration Strategy
  - Address pollution reduction deficiencies
    - BMP implementation as a result of inspection strategy
  - Focus on local water quality improvement and protection
    - Locating and quantifying previously undocumented BMPs (follow CBP Verification Framework Guidance)
    - High-impact, low-cost projects on the ground in impaired watersheds
      - Includes: implementation of conservation tillage, no-till/high residue management; increased implementation of cover crop; livestock stream exclusion; barnyard runoff controls; riparian forest buffers
  - Improve reporting, record keeping and data systems
    - Collecting and reporting plan implementation (Manure Management, Ag E&S/Conservation Plans)
    - Verification and reporting of non-cost shared BMPs

# Submitting a Successful Application

- Review the Announcement
  - Focus on one or more of the three Restoration Strategy goals identified in the announcement
    - The more goals are included in a project, the higher it ranks
    - Ex: Stream fencing on an operation that was previously inspected (or is located within the targeted inspection area) would meet Goal #1 and Goal #2
- Focus on DEP defined impaired watersheds and/or county priority watersheds  
[http://www.depgis.state.pa.us/Chesapeake\\_Bay/index.html](http://www.depgis.state.pa.us/Chesapeake_Bay/index.html)
- Familiarize yourself with PA BMP Verification Program Plan  
[http://files.dep.state.pa.us/Water/ChesapeakeBayOffice/PADEP%20BMP%20Verification%20Program%20QAPP%20Addendum\\_FINAL.pdf](http://files.dep.state.pa.us/Water/ChesapeakeBayOffice/PADEP%20BMP%20Verification%20Program%20QAPP%20Addendum_FINAL.pdf)

# Submitting a Successful Application

- Focus on holistic, comprehensive implementation
  - **Ex: Implementing a suite of BMPs on one operation that will improve the operation, provide nutrient and sediment reductions, and will enable operation to be compliant with state regulations**
    - Waste storage, barnyard runoff controls, stream fencing/crossings, nutrient management
    - Field practices such as terraces, diversions, grassed waterways
  - **Ex: Implementing livestock exclusion stream fencing on multiple neighboring operations along an ag impaired stream**
    - May be less than 35 feet from bank, but 35 feet or greater will be higher priority
    - May or may not include forest buffers (with forest buffers will be higher priority)
  - **Ex: Focus on habitat along with water quality improvement**
    - Floodplain/stream restoration, wetland restoration, legacy sediment removal, riparian forest buffer

# Submitting a Successful Application

- Present goals in terms of measurable outputs
  - Budget section and in the narrative section
- Identify any partnering organizations/entities in application
  - May or may not include additional funding
- Shovel-ready projects
  - Willing landowner, design in-hand if possible
- Focus on cost-effective solutions
  - Cost-effective based on nutrient and sediment reductions
    - Ex: Increasing the implementation of no-till and cover crop in an impaired watershed
    - Ex: Stream fencing multiple neighboring operations in an impaired watershed
    - Ex: Tracking and reporting the implementation of Manure Management Plans

# In Summary

- Deadline for Submittal is Close of Business **February 28** to:  
Jill Whitcomb  
Chesapeake Bay Program Office  
Rachel Carson State Office Building  
P.O. Box 8555  
Harrisburg, PA, 17105-8555  
717-783-5205  
[jiwhitcomb@pa.gov](mailto:jiwhitcomb@pa.gov)
- 2 hard copies mailed, or 1 emailed
- Encourage Districts to work with DEP Regional Staff and Field Reps in development of project applications
- Available funding is \$2.5 to \$3 million (2 years funding)
- Projects **MUST** be completed by **June 30, 2019**.




# Budget Categories

- Use Growing Greener Guidance, “*A Primer for Fitting Charges with Budget Categories*”
- Supplies
  - Items Needed to Complete the Work, Dedicated to the Project
    - Field Supplies, Specialized Safety Equipment
    - Materials used to complete a project but transfer from site to site
- Equipment
  - Permanent, Higher Cost Items
  - Must be listed in Project Application/Scope of Work or Pre-Approved
- Administrative (max 5-10%)
  - Office Supplies, Rent, Postage, Phone, Utilities
- Construction
  - Competitive Bidding Process
  - Equipment that is incorporated into the Project

# Invoicing – CBP-SP5

3910-FM-WM0469 2/2007



COMMONWEALTH OF PENNSYLVANIA  
DEPARTMENT OF ENVIRONMENTAL PROTECTION  
BUREAU OF WATERSHED MANAGEMENT

### Chesapeake Bay Special Projects Funding Program Cost Verification Form (CBP-SP5)

<b>1. General Information</b>						
Operator/Landowner Name:			Document Number:			
Street Address:			District Contract Number:			
Telephone Number:			FSA Farm Number:			
<input type="checkbox"/> The landowner will do some or all of the work.			<input type="checkbox"/> Contractor to do some or all of the work.			
Specify:			Specify:			
<b>2. Units Planned/Installed</b>						
(a) BMP No.	(b) Project Item	(c) Unit of Measure	(d) BMP Units Planned		(e) Performed (Installed)	(f) Charge Amount
			Units	Est. \$		
Columns (a), (b), (c), and (d) are to be completed prior to construction/implementation; (e) and (f) are to be completed after construction/implementation.						
<b>3. Performance Report</b>						
The BMP shown above has been implemented to the extent indicated in Section 2, Column (e), and has been installed to meet project plans and to meet or exceed the standards and specifications as per the Special Project Agreement. (Title Signature must have approving authority, i.e. NRCS, if design approval; Technician when appropriate.)						
Signature:			Date:			
Title:						
Landowner Certification: I hereby certify that the above described items have been completed and the charges are accurate.						
Landowner Signature:			Date:			
(DISTRICT USE ONLY)						
Check to Landowner:			Cost Breakdown:			
Check Number:			Landowner Cost:			
Date Paid:			CBP Cost Share:			
Amount Paid:			Other Cost Share: (if any)			
			Cost of Practice/Project:			

- Landowner Name
- Amount of Practice Match
- Request for Reimbursement
- Signature of Technician/NRCS/Engineer and Landowner

Regional Office Sign Off








# Invoicing – CBP - 32

8900-FM-WM6401 4/2016

 COMMONWEALTH OF PENNSYLVANIA  
DEPARTMENT OF ENVIRONMENTAL PROTECTION  
CHESAPEAKE BAY OFFICE

Mail to: Stephanie Wifong  
Chesapeake Bay Office  
P.O. Box 8555  
Harrisburg, PA 17105-8555

CHESAPEAKE BAY PROGRAM  
CERTIFICATION FOR PAYMENT (CBP-32)

County Conservation District: \_\_\_\_\_ Document #: \_\_\_\_\_  
Address: \_\_\_\_\_ SAP Vendor ID #: \_\_\_\_\_  
\_\_\_\_\_ Quarter Ending Date: \_\_\_\_\_

Educational Assistance Funding Program  
 Planning Assistance Funding Program  
 Technical Assistance Funding Program

Expenditures:

A. Salaries	\$ _____
B. Benefits	\$ _____
C. Travel Costs	\$ _____
D. Equipment Costs	\$ _____
E. Supply Costs	\$ _____
F. Contractual Service	\$ _____
G. Other	\$ _____
H. Program Administration	\$ _____
Total	\$ _____

I hereby declare that the information reported above is true and accurate.

\_\_\_\_\_  
District Official Signature Title Date

FOR DEPARTMENT USE ONLY

Approved for Payment \_\_\_\_\_ \$ \_\_\_\_\_  
\_\_\_\_\_ \$ \_\_\_\_\_  
\_\_\_\_\_ \$ \_\_\_\_\_  
\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_  
Chesapeake Bay Office Date

- Need this with all CBP-23 and CBP-35 forms
- Separate 32 for Technician vs Engineer
- Make sure to SIGN the form
- Check your math

NE and SC Regions -- Regional Office Sign Off  
NC Region – Send to Harrisburg

# To Make Things Easier

- Email Requests for Reimbursement to Stephanie Wilfong ([swilfong@pa.gov](mailto:swilfong@pa.gov)) , copying the appropriate regional office
- Don't need to send in hard copies, do NOT send copies to Fred Fiscus
- Please use current version of the forms (2016)
- Using the DEP Standard Contract Agreement for ALL contracts



Office of Water Programs

## Contact Information:

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Program Manager  
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717-783-5205

Stephanie Wilfong  
Administrative Officer  
[swilfong@pa.gov](mailto:swilfong@pa.gov)  
717-772-5662

### DEP Chesapeake Bay Website:

<http://www.dep.pa.gov/Business/Water/Pages/Chesapeake-Bay-Office.aspx>