

# Chesapeake Bay Special Projects Funding Program Announcement and Application Webinar

February 7, 2017

## Question and Answer

1. Is the bidding threshold still under \$25,000 phone solicitation, and above \$25,000 sealed bids?
  - a. Yes. Follow the guidance in the most current Administrative Manual for Chesapeake Bay Special Projects, Technical Guidance Number 361-5500-001, Section F. BMP Procurement Procedure.
2. Even though these funds are federal funds are we still subject to the PA prevailing wage requirements? If so, then where do we locate the prevailing wage? What is the threshold?
  - a. Yes, they are subject to PA prevailing wage requirements. According to the Department of Labor and Industry, PA prevailing wages apply for projects of \$25,000 or more. There is no list of prevailing wage rates readily available; a form must be completed on the Department of Labor and Industry's website. More information can be found here: <http://www.dli.pa.gov/Individuals/Labor-Management-Relations/Ilc/prevailing-wage/Pages/default.aspx>
3. The \$25,000 sealed bid threshold. Is that total project cost or Cost share amount?
  - a. As per the Administrative Manual for Special Projects (page 14, letter c), the threshold applies to the total project cost, not the cost share amount. "This method of procurement shall be used when the estimated project cost (CBP-SP3 Attachment 1) exceeds \$25,000."
4. If we are developing projects with multiple landowners, should we group them into one application or submit separate applications?
  - a. If projects are being developed with multiple landowners, group them together into one application. This will show a more comprehensive approach, particularly if the District is including projects within the same watershed or targeted area.
5. If we were to have agricultural BMP implementation as a required output in a future Chesapeake Bay Program Technician contract and the implementation would be work done through EQIP, how would that be captured on a CBP-23? Could that be listed under other accomplishments?
  - a. Yes. Technical assistance towards BMP implementation where the practices are funded with NRCS monies could be captured under other accomplishments. Describe activities done to achieve implementation, such as attendance at meetings, onsite visits, etc.
6. Does the Greenport CB-32 have a place for a District signature similar to the hard copy of the CBP-32?
  - a. No. We are looking into enhancements of the Greenport to make this simpler and to accommodate this request.

## Chesapeake Bay Special Projects Funding Program Announcement and Application Webinar

February 7, 2017

### Question and Answer

7. If the CBP-32 requires a signature, do we fill out a hard copy of the CBP-32, scan, and submit by e-mail to Stephanie as well as submit the CBP-32 through Greenport?
  - a. Yes.
8. Why not fix the Greenport version to include a signature line? Doing both is inefficient.
  - a. We are working with the Conservation District Support staff to accommodate this request for future reporting. We will communicate any changes made to the forms to District staff when they occur.
9. Can we get a copy of the Chesapeake Bay Special project admin manual?
  - a. The link to the Administrative Manual for Chesapeake Bay Special Projects was sent out to the Chesapeake Bay Districts and webinar registrants on February 7. The manual can be found here: <http://www.elibrary.dep.state.pa.us/dsweb/Get/Document-64315/361-5500-001.pdf>
10. When does the regional office approve CBPSP-5s, before we pay the landowner or when we submit reimbursement to the bay office?
  - a. The CB-SP5 forms must be submitted with the Cost Verification Form to the Regional Office (Conservation District Field Rep) and Central Office, as per page 44 in the Administrative Manual (2007). The District should not pay the landowner prior to approval of the forms.
11. How quickly can we expect payments on requests?
  - a. Typically, payments will be made 30 days upon receipt of a complete request for reimbursement.
12. Please discuss matching funds. If we are partnering with a Conservancy on a project, do we have to identify their funding source for this particular project. The information provided in the Primer discusses a required match. Can you please clarify if a match is required?
  - a. While match is encouraged, it is not required. If the funding source is known, include it, but it is not a requirement. Partnering with other organizations, with and without match, will yield more points in the scoring of your project. While the Primer that was provided states that matching funds are required, they are not required for Bay Special Projects (match is required for other grant programs, like Growing Greener). The primer was provided as a means of determining and defining where and how to place items for budgeting purposes.
13. When will you be sending out CBP Technicians applications for the next fiscal year and what changes if any do you envision?
  - a. The answer to this is unknown at this point.