ADAMS COUNTY COMMUNITY CLEAN WATER IMPLEMENTATION TOOLBOX

Implementing a County-Based Action Plan for Clean Water

January 2020

ADAMS COUNTY IMPLEMENTATION TOOLBOX
The Local Implementation Guide to Implementing Your Countywide Action Plan

Introduction

Welcome to your Community Clean Water Implementation Toolbox.

This document has been prepared to help you implement your Countywide Action Plan. This collaborative effort between state and local partners is to assist you in meeting the goals outlined within your county's plan. The tools and resources outlined in the document will assist your county with the implementation process.

What is the Implementation Toolbox?

This toolbox has been developed to provide resources and technical support for the implementation of your Countywide Action Plan. It contains useful and specific technical support and information relevant to your county to assist you with reaching the goals of your Countywide Action Plan.

No county is required to use every tool in this toolbox. You are encouraged to add other tools to fit your local situation. This toolbox serves as a *guide* to assist with collaborative efforts.

Pennsylvania's State Action Team will continue to provide technical support to best assist your local action team.

The Local Story: How do we Implement our Countywide Action Plan?

Information is available that can help support local planning strategies. This information can help answer questions like:

- What funding is available to help support my Countywide Action Plan?
- How can I track, report, and verify my data?
- What is required of my county through the implementation process?
- What trainings and webinars are available to support the Implementation Process?
- Who can I contact for additional support?

This Technical Toolbox provides tools and support for successful implementation of your Countywide Action Plan. Your county may not use all of the tools provided in this toolbox and will most likely need additional tools for implementation of your Countywide Action Plan. This document will be updated quarterly to provide additional information and new opportunities available to your county for implementation.

The information in this Technical Toolbox and the guidance provided for its use are meant to act as a starting point to help support your county in areas of common concern. Local groups can utilize whichever pieces of information they find most useful, supplement with their own local knowledge, and use the additional resources listed to find more information. The Pennsylvania Department of Environmental Protection (DEP) Internal Coordinator and the Community Clean Water Action Plan Coordinator assigned to each county, will help answer your questions and provide additional support tools.

We hope this Technical Toolbox gives you a foundation to build from when implementing Adam County's Countywide Action Plan.

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Funding Opportunities to Support Implementation of Your Countywide Action Plan
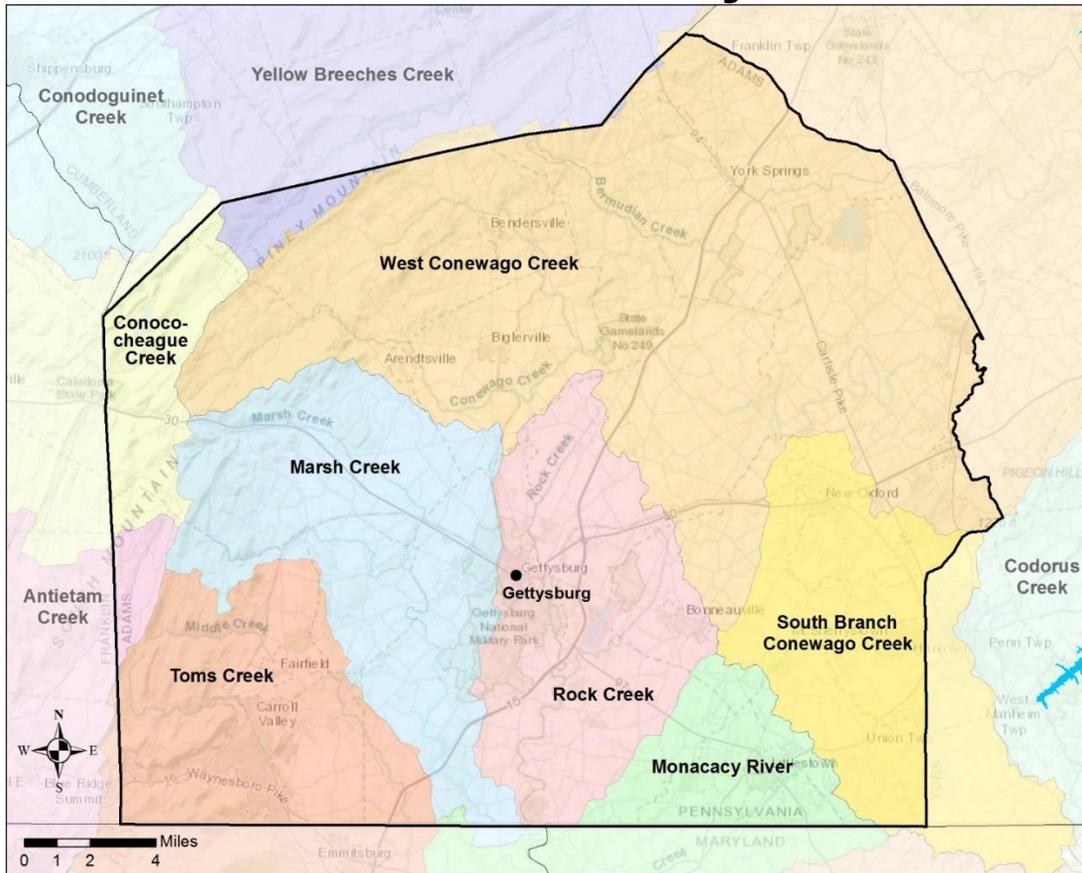
This section includes funding sources targeted toward the implementation of your Countywide Action Plan. This list includes only some of the state and federal funding sources available. Your county is not limited to funding sources provided in this section. You are encouraged to add local and private funding sources to support implementation.

- National Fish and Wildlife Foundation (NFWF) Pennsylvania Local Government Implementation Grants
- Growing Greener
- United States Environmental Protection Agency Section 319 Grant
- Agriculture Plan Reimbursement Funds
- Resource Enhancement and Protection Tax Credit Program (REAP)
- Agriculture-Linked Investment Program (AgriLink)
- Conservation Excellence Grants
- PENNVEST
- Chesapeake Bay Ag Inspection Pilot Implementation Grants – Proposed
- National Resource Conservation Services (NRCS) Funding & Resources

National Fish and Wildlife Foundation (NFWF)
Pennsylvania Local Government Implementation Grants

The purpose of the National Fish and Wildlife Foundation (NFWF) Local Government Implementation Grants is to advance local government implementation of pollution reduction practices and projects in priority counties consistent with Pennsylvania's Phase 3 WIP and associated Countywide Action Plans (CAP). Approximately $1.2 million dollars will be awarded to local government entities within the Pilot and Tier 2 Counties (Adams, Bedford, Centre, Cumberland, Franklin, Lancaster, Lebanon, and York counties).

- *Award Amount:* $20,000 - $200,000 per proposal, 15% match requirement
- *Due Date:* Proposal is due Thursday, April 16, 2020
- *Awards Announced:* anticipated September 2020

The NFWF grant may be used for implementation of priority best management practices such as: Animal Waste Management Systems, Barnyard Runoff Controls, Loafing Lot Management, Forest and Grass Buffers, Urban Tree Planting, Bioretention, Raingardens, Bioswales, Stream Restoration, Stormwater Wetlands and Wet Ponds, Traditional Cover Crop, Nutrient Management, etc.

When applying, applicants are encouraged to consider the following:

- Focus proposed implementation efforts to priority areas identified in CAP, Pollutant Reduction Plan, TMDL, or other resource management plan.
- Maximize multiple goals and outcomes for water quality, species and habitat.
- Proposals capable of yielding immediate implementation outcomes.
- Submit an additional letter of support or acknowledgment from their local Countywide Action Planning Team (if applicable).

For more information and to apply for the grant please visit the National Fish and Wildlife Foundation website https://www.nfwf.org/programs/chesapeake-bay-stewardship-fund/pennsylvania-local-government-implementation-grants-2020, or contact:

Jake Reilly
Director, Chesapeake Bay Programs
National Fish and Wildlife Foundation
1133 15th Street, NW, Suite 1000 – Washington, DC 20005
Office: (202) 595-2610 – Cell: (301) 908-7997 – Email: jake.reilly@nfwf.org

NFWF 2020 CBSF Grant Program Cheat Sheet

Focus	Chesapeake Bay Innovative Nutrient and Sediment Reduction	Chesapeake Bay Small Watershed Grants – Implementation	Chesapeake Bay Small Watershed Grants – Planning	Pennsylvania Local Government Implementation
Project Focus	Regional-scale programs, partnerships, and collaboratives capable of scaling up water quality improvements	On-the-ground actions to protect and restore water quality, species, and habitats in the Bay watershed	Enhancing local capacity through assessment, planning, design, and other technical assistance-oriented activities	Rapid implementation of high-priority nutrient and sediment load reduction practices in selected Pennsylvania communities
Award Size	$500,000 – 1,000,000	$50,000 – 500,000	Up to $50,000	$20,000 – 200,000
Match Requirements	1:1	One-third of grant request	None	15 percent of grant request
Eligible Applicants	State agencies, post-secondary institutions, local governments, nonprofits, tribes	Local governments, nonprofits, tribes	Local governments, nonprofits, tribes	Local governments*; state agencies, post-secondary institutions, nonprofits**
Geographic Focus	Chesapeake Bay Watershed and priority subwatersheds	Chesapeake Bay Watershed and priority subwatersheds	Chesapeake Bay Watershed and priority subwatersheds	Adams, Bedford, Centre, Cumberland, Franklin, Lancaster, Lebanon and York counties
Annual Program Timeline (est.)	Jan. – RFP released Feb. – Pre-proposals due Mar. – Full proposals invited May – Full proposals due Aug. – Awards announced Fall – Grants issued	Feb. – RFP released Apr. – Proposals due Aug. – Awards announced Fall – Grants issued	Feb. – RFP released Apr. – Proposals due Aug. – Awards announced Fall – Grants issued	Feb. – RFP released Apr. – Proposals due Aug. – Awards announced Fall – Grants issued

* Include counties, municipalities, cities, towns, townships, and boroughs as well as local public authorities or districts (including conservation districts or regional planning commissions/districts

** Working on behalf of local governments

NFWF
National Fish and Wildlife Foundation
Chesapeake Bay Stewardship Fund
Chesapeake Bay Program — Science. Restoration. Partnership.

The Department of Environmental Protection's (DEP) Growing Greener Plus refers to three grant programs, including Growing Greener (Watershed Restoration and Protection), Surface Mining Conservation and Reclamation Act (SMCRA) Bond Forfeiture and Abandoned Mine Drainage (AMD) Set-Aside grants.

The primary purpose of the program is to restore impaired waters and protect degraded waters within the Commonwealth. 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.

Growing Greener grants may be used for design and construction projects (BMP implementation) to:

- Directly address causes and sources of impairment as listed in DEP's most recent Integrated Water Quality Report.
- Implement watershed restoration priority projects as listed in DEP's most recent Integrated Water Quality Report's Restoration Priorities.
- 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 from abandoned mine drainage.
- Implement stream restoration, bank stabilization and/or stormwater management projects to reduce runoff volumes, increase infiltration and improve water quality.
- Implement Chesapeake Bay Countywide Action Plans in pilot counties as identified in Pennsylvania's Phase 3 WIP – Adams, Franklin, Lancaster, and York counties.
- Restore floodplains.
- Implement projects that support municipal separate storm sewer system (MS4) communities implementing BMPs consistent with an approved Pollution Reduction Plan (PRP).

Eligible applicants include: incorporated watershed associations, counties or municipalities, county planning commissions, county conservation districts, council of governments or other authorized organizations including non-profit organizations, educational institutions, and municipal authorities.

Applicants applying for a Growing Greener Grant in a county with Countywide Action Plans are required to obtain a letter of acknowledgement from the Countywide Action Team.

For more information, visit www.dep.pa.gov (search "Growing Greener").

Funded in part by the United States Environmental Protection Agency under Section 319(h) of the federal Clean Water Act, DEP's Section 319 Nonpoint Source Management Program administers a grants program to fund watershed projects that are part of approved watershed implementation plans (WIP). The grants are designed to improve and protect Pennsylvania's waters from nonpoint source pollution associated with agricultural activities, abandoned mine drainage (AMD), stormwater runoff, energy resource extraction, and streambank and shoreline degradation.

Eligible applicants include: incorporated watershed associations, counties or municipalities, county conservation districts, council of governments or other authorized organizations including non-profit organizations, educational institutions, and municipal authorities.

DEP focuses the grants on projects that reduce nonpoint source pollution in targeted watersheds with WIPs, especially projects that reduce nitrogen, phosphorous, and sediment pollution from agricultural and stormwater runoff, along with AMD-related pollution from iron, aluminum, and acidity. DEP is particularly interested in projects that implement effective BMPs that reduce or eliminate stream impairments within WIP areas, leading to local water quality improvements.

Examples of eligible projects include: design and construction of BMPs including riparian forest buffers, streambank fencing, and erosion/sedimentation/nutrient control practices on cropland; animal waste storage systems; and design and construction of stormwater management BMPs and AMD treatment systems. Other examples of eligible projects include: projects that will reduce nonpoint source pollution in watersheds where streams are impaired and integrating stormwater management BMPs into watershed management strategies.

For more information about the Section 319 Nonpoint Source Grants Program, visit DEP's website at www.dep.pa.gov (search "Nonpoint Source").

Agricultural operators/landowners in Pennsylvania's portion of the Chesapeake Bay watershed are eligible to be reimbursed for fees they've paid to consultants to create manure management plans, nutrient management plans, and agricultural erosion and sediment control plans. Implementation of these plans brings numerous benefits to agricultural operators/landowners, such as cost-effective use of farm resources and long-term farm sustainability, as well as improved herd and soil health. One or more of the following plans developed after January 1, 2019 are eligible for reimbursement:

- *Manure Management Plans* and *Agriculture Erosion and Sediment Control Plans* (Ag E&S Plans) required by and meet Pennsylvania's Chapter 91 and Chapter 102 regulations.

- *Act 38 Nutrient Management Plans* (required if the operation meets certain animal density and/or animal number thresholds) or NRCS 590 Plans.

- *Conservation Plans* that are used in place of Ag E&S Plans (only if the Conservation Plans also meet the State requirements outlined in Chapter 102).

Reimbursement funds are allocated based on impact to the Chesapeake Bay and are available on a first-come, first-served basis. Contact the coordinator (below) for your county to register for fee reimbursement. You'll complete a short registration form to (1) select the plan(s) for which you'd like reimbursement and agree to develop the plan(s) and (2) acknowledge that any information obtained for the purposes of the Agricultural Planning Reimbursement Program may be subject to Pennsylvania's Right to Know Law. Reimbursements will be allocated after the eligible plan(s) has been submitted and approved by the coordinator.

- Registration Deadline: April 1, 2020
- Plan Submission Deadline: May 30, 2020

For more information and to apply for the reimbursement please visit www.dep.pa.gov/Business/Water/Pennsylvania%E2%80%99s%20Chesapeake%20Bay%20Program%20Office/agriculture/Pages/Funding-Programs.aspx.

Coordinator Contact Information:

Northeast and Northcentral Counties:

(Bradford, Cameron, Carbon, Centre, Clearfield, Clinton, Columbia, Elk, Jefferson, Lackawanna, Luzerne, Lycoming, Montour, Northumberland, Potter, Schuylkill, Snyder, Sullivan, Susquehanna, Tioga, Union, Wayne, and Wyoming.)

Josh Glace, Larson Design Group, Inc
jglace@larsondesigngroup.com
570-374-5700 x4011
1780 State Route 522
Selinsgrove, Pa 17870

Southeast and Southcentral Counties:

(Adams, Bedford, Berks, Blair, Cambria, Chester, Cumberland, Dauphin, Franklin, Fulton, Huntingdon, Indiana, Juniata, Lancaster, Lebanon, Mifflin, Perry, Somerset, and York.)

Jedd Moncavage, TeamAg Inc.
jeddm@teamaginc.com
717-721-6795
120 Lake St.
Ephrata, Pa 17522

The Resource Enhancement and Protection (REAP) Program allows farmers, businesses, and landowners to earn state tax credits in exchange for the implementation of conservation best management practices (BMPs) on Pennsylvania farms. These practices protect natural resources, reduce nutrient and sediment pollution in waterways, and enhance farm production. REAP applicants cover up-front costs of installation of the practice or purchase of eligible conservation equipment. Upon completion of the REAP-eligible project, tax credits are awarded.

REAP is a **first-come, first-served** program. An applicant's eligibility is determined by the operation's compliance with the PA Clean Streams Law. REAP also allows other PA businesses/entities to participate in the program by sponsoring a farmer's project in exchange for tax credits.

Thirteen million ($13.0M) in REAP tax credits is available annually to individuals and businesses that meet the eligibility requirements for the program. REAP is administered by the State Conservation Commission.

Any individual or business who is subject to taxation by the Commonwealth of Pennsylvania is eligible to participate in REAP. Eligible applicants receive 50%-75% of out-of-pocket project costs in the form of state tax credits - up to $250,000 in any 7-year period, per agricultural operation. The amount of REAP credits available to an eligible applicant depends on the type of BMP implemented.

The most common projects approved for tax credits are no-till planting and precision ag equipment, waste storage facilities, conservation plans, nutrient management plans, and protecting animal heavy-use areas, like barnyards. Cover crops and riparian stream buffers are also common REAP-eligible practices.

Farmers and landowners can utilize awarded tax credits several ways:

- Tax credits can be used in conjunction with other funding sources such as the Environmental Quality Incentive Program (EQIP) or the Chesapeake Bay Program to help install BMPs

- Use the tax credits directly to **reduce** a state tax bill. *REAP credits can be used incrementally for up to 15 years from the date of issuance to pay any of the PA income taxes*.

- **Sell** tax credits to another Pennsylvania taxpayer 1 year after the award of credits.

- Work with a **sponsor** that will help finance a farmer's BMPs. The sponsor helping to finance the project receives the tax credits upon its completion.

For more information and to apply for the REAP program, please visit
www.agriculture.pa.gov/Plants_Land_Water/StateConservationCommission/REAP/Pages/default.aspx.

The AgriLink program was developed to offer an incentive to implement agricultural best management practices (BMPs) as part of an approved nutrient or odor management plan, manure management plan, agricultural erosion and sedimentation plan or federal conservation plan to prevent the migration of nutrients from farm fields and animal concentration areas from entering surface and ground water; prevent soil erosion; and reduce or mitigate odor migrating from animal operations. The incentive developed under AgriLink is a 'low-interest' loan in exchange for the implementation of approved BMPs.

The AgriLink loan program was re-established to provide a "targeted" low interest loan for agriculture producers up to 3 to 4 percentage points below current market interest rates. Eligible borrowers may apply for a loan up to $250,000, up to a 12-year term through participating commercial lending institutions and the Farm Credit lending organizations.

An eligible borrower is an individual farmer, partnership, corporation, or legal entity that owns and/or operates an agricultural operation in Pennsylvania. The borrower must have an approved nutrient or odor management plan, manure management plan, agricultural erosion and sedimentation plan, or federal conservation plan.

The availability of AgriLink Program funds to an eligible farmer is at the discretion of the lender based on a financial review of the farmers loan application. It is the intent of the AgriLink Program to offer a low-interest loan alternative if a conventional loan is not practical for the farmer. However, it is not the intent of the program to replace a conventional commercial loan that may be offered by a lender.

Participating lenders retain the right to evaluate all loan applications according to their usual lending standards and offer a loan program (other than AgriLink) from their portfolio which best fits the needs of the farmer.

BMPs that are effective and practical in managing nutrients listed in an approved nutrient or manure management plan; effective and practical in managing soil erosion identified in an agricultural erosion and sedimentation plan or federal conservation plan are eligible for AgriLink Program funding.

The State Conservation Commission's Conservation Excellence Grant (CEG) Program was created for the purpose of providing financial and technical assistance for the implementation of conservation best management practice (BMP) projects on agricultural operations in high-priority locations within the Commonwealth. Current priority locations are Tier 1 Chesapeake Bay counties as identified in Pennsylvania's Chesapeake Bay Phase 3 Watershed Implementation Plan (Phase 3 WIP) followed by Tier 2 and 3 counties in the Bay watershed, followed by all other counties (Delaware and Ohio watersheds).

As a pilot for fiscal year 2019-20, the Commission is making program funds available to the Lancaster and York County Conservation Districts. Lancaster and York counties are "Tier 1" Chesapeake Bay counties in the Phase 3 WIP.

The CEG Program will utilize grants, loans and tax credits, or a combination of all three, to finance BMPs. The goal of the CEG Program is to create an innovative opportunity to provide financial and technical assistance to farmers maximizing implementation resources by "bundling" a financial assistance package for producers with a mix of these financial assistance tools. For fiscal year 2019-2020, CEG Program is funded at $2.5 million.

An eligible applicant is any person, individual or entity who engages in the management of an agricultural operation and has either a nutrient management plan, manure management plan, Ag Erosion and Sedimentation plan or conservation plan with conservation BMPs for implementation. Applications will be received by the pilot counties and ranked considering if 1) the priority location (county or watershed), 2) the project is a 'priority BMP' as defined by the program guidelines; 3) the technical readiness of the project and 4) the applicant's willingness to use a mix of financial assistance tools to complete the project. Districts will be given the flexibility to tailor the ranking process to target high priority watersheds or BMPs in each county, consistent with the Phase 3 WIP or Countywide Action Plan.

Priority BMPs include:

- Livestock exclusion fencing
- Stream-side buffers
- Streambank restoration
- Barnyard and feedlot runoff abatement
- Stream crossings
- Off-stream watering
- Manure storage facilities

- Nutrient management plans and manure management plans
- Conservation plans or agricultural erosion and sedimentation plans
- Cover crops
- Any other priority practices approved by the Commission

Pennsylvania Infrastructure Investment Authority (PENNVEST)

PENNVEST's mission is "To serve communities and the citizens of Pennsylvania through capital funding for drinking water, sewer, storm water, non-point source pollution prevention and other related projects that benefit the health, safety, environment, promote economic development and improve water quality."

- *Primarily low interest loans, with some grant opportunities*
- *Projects with a water quality benefit are eligible for financing*
- *Applications due October, February, May, and August*
- *Funding awards: January, April, July, and October*
- *Can be used as a match for most federal and state programs*
- *Online application and disbursement system*
- *Before you start an application contact your Regional PENNVEST Project Specialist*
- *Homeowner On-Lot Sewage Disposal and Lateral Repair Loans, administered by PA Housing Finance Agency, please call 1-855-827-3466 or visit www.pennvest.pa.gov/Information/Funding-Programs/Pages/On-Lot.aspx*

To discuss your project or schedule a Planning Consultation, contact:

- **Dave Henning (717) 783-4490** dahenning@pa.gov Region 1 - Butler, Bradford, Cameron, Centre, Clarion, Clearfield, Clinton, Columbia, Crawford, Elk, Erie, Forest, Jefferson, Lawrence, Lycoming, McKean, Mercer, Montour, Northumberland, Potter, Snyder, Sullivan, Tioga, Venango, Union, Warren

- **Daniel Mikesic (717) 783-6673** dmikesic@pa.gov   Region 2 - Allegheny, Armstrong, Beaver, Cambria, Fayette, Greene, Indiana, Somerset, Washington, Westmoreland

- **Tesra Schlupp (717) 783-8618** tschlupp@pa.gov Region 3 - Adams, Bedford, Berks, Blair, Cumberland, Dauphin, Franklin, Fulton, Huntingdon, Juniata, Lancaster, Lebanon, Mifflin, Perry, York

- **Rebecca Kennedy (717) 783-4488** rebkennedy@pa.gov   Region 4 - Bucks, Carbon, Chester, Delaware, Lackawanna, Lehigh, Luzerne, Monroe, Montgomery, Northampton, Philadelphia, Pike, Schuylkill, Susquehanna, Wayne, Wyoming

For more information and to apply, please visit www.pennvest.pa.gov.

The initial phase of the Chesapeake Bay Agricultural Inspection program resulted in bringing 96% of those inspected into compliance without the need for an enforcement action due to the planning resources (i.e., funding and tools) available to County Conservation Districts and DEP Regional Offices. The purpose of this Phase 2 Pilot is to support farmers into the implementation phase of their plans as a next logical step. This program proposes to fund BMPs needed to comply with state and federal environmental regulations within select counties in the Chesapeake Bay watershed, consistent with Pennsylvania's 2016 Chesapeake Bay Restoration Plan and the Pennsylvania Phase 3 Chesapeake Bay Watershed Implementation Plan.

DEP intends to provide funding to select County Conservations Districts (CCDs), chosen by DEP based on performance, engagement, and readiness to proceed, among other factors. The select CCDs will distribute funding to farmers using eligibility criteria provided by DEP.

The details of this program are still under development. No funding has been awarded or distributed at this time.

For more information about the Chesapeake Bay Agricultural Inspection Program, please visit www.dep.pa.gov/Business/Water/CleanWater/AgriculturalOperations/Pages/Agricultural-Compliance.aspx.

The National Resource Conservation Service (NRCS) offers a variety of financial and technical assistance to help agricultural producers make and maintain conservation improvements on their land. These resources may help to support implementation of your Countywide Action Plan. For more information on NRCS financial and technical assistance programs, visit www.nrcs.usda.gov/wps/portal/nrcs/main/pa/programs/financial.

Regional Conservation Partnership Program (RCPP)
RCPP promotes coordination of NRCS conservation activities with partners that offer value-added contributions to expand our collective ability to address on-farm, watershed, and regional natural resource concerns. Through RCPP, NRCS seeks to co-invest with partners to implement projects that demonstrate innovative solutions to conservation challenges and provide measurable improvements and outcomes tied to the resource concerns they seek to address. For more information on RCPP, visit
www.nrcs.usda.gov/wps/portal/nrcs/main/national/programs/financial/rcpp.

Conservation Innovation Grants (CIG)
CIG is a voluntary program that uses Environmental Quality Incentives Program (EQIP) funds to award competitive resource conservation grants to non-Federal governmental or non-governmental organizations or individuals from Pennsylvania. CIG does not fund research projects. Instead, CIG is a vehicle to stimulate the development and adoption of conservation approaches or technologies that have been studied sufficiently to indicate a likelihood of success and to be candidates for eventual technology transfer. For more information on CIG, visit
www.nrcs.usda.gov/wps/portal/nrcs/detail/pa/programs/financial/cig.

Agricultural Conservation Easement Program (ACEP)
ACEP provides financial and technical assistance to help conserve agricultural lands and wetlands and their related benefits. Under the Agricultural Land Easements (ALE) component, NRCS helps state and local governments and non-governmental organizations protect working agricultural lands and limit non-agricultural uses of the land. Under the Wetlands Reserve Easements (WRE) component, NRCS helps to restore, protect, and enhance enrolled wetlands. For more information on ACEP, visit www.nrcs.usda.gov/wps/portal/nrcs/main/national/programs/easements/acep.

Agricultural Management Assistance (AMA)

AMA helps agricultural producers use conservation to manage risk and solve natural resource issues through natural resources conservation. NRCS administers the AMA conservation provisions while the Agricultural Marketing Service and the Risk Management Agency implement other provisions under AMA. For more information on AMA, visit www.nrcs.usda.gov/wps/portal/nrcs/detail/pa/programs/financial/ama.

Conservation Stewardship Program (CSP)

CSP helps agricultural producers maintain and improve their existing conservation systems and adopt additional conservation activities to address priority resources concerns. Participants earn CSP payments for conservation performance – the higher the performance, the higher the payment. For more information on CSP, visit www.nrcs.usda.gov/wps/portal/nrcs/detail/pa/programs/financial/csp.

Environmental Quality Incentives Program (EQIP)

EQIP provides financial and technical assistance to agricultural producers to address natural resource concerns and deliver environmental benefits such as improved water and air quality, conserved ground and surface water, reduced soil erosion and sedimentation, or improved or created wildlife habitat. For more information on EQIP, visit www.nrcs.usda.gov/wps/portal/nrcs/detail/pa/programs/financial/eqip.

Emergency Watershed Protection (EWP)

The purpose of the EWP program is to undertake emergency measures, including the purchase of flood plain easements, to prevent runoff and soil erosion to safeguard lives and property from floods, drought, and erosion on any watershed whenever natural occurrence(s) cause a sudden impairment of the watershed. For more information on EWP, visit www.nrcs.usda.gov/wps/portal/nrcs/detail/pa/programs/financial/ewp.

Conservation Reserve Program (CRP) & Conservation Reserve Enhancement Program (CREP)

CRP and CREP provide technical and financial assistance to eligible landowners to address soil, water, and related natural resource concerns on their lands in an environmentally beneficial and cost-effective manner. The programs encourage landowners to convert highly erodible cropland and other environmentally sensitive areas to permanent cover, such as introduced or native grasses, trees, filter strips, riparian forest buffers, wetlands, and shallow water habitats. For more information on CRP and CREP, visit www.nrcs.usda.gov/wps/portal/nrcs/detail/pa/programs/financial/?cid=nrcseprd1124008.

Tracking, Reporting, and Verifying the Implementation of Your Countywide Action Plan
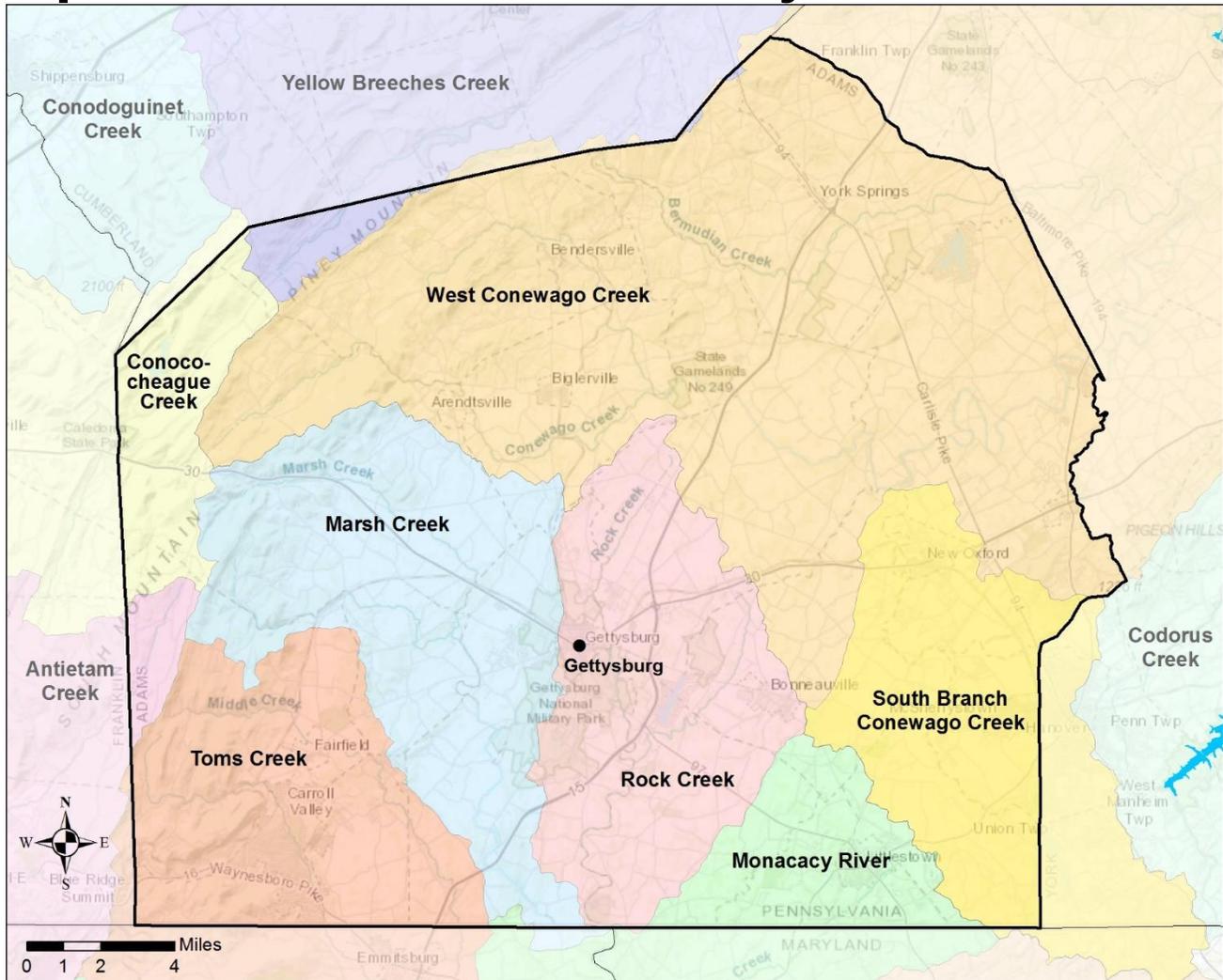
This section includes tools and support to help with tracking, reporting, and verifying the implementation of your Countywide Action Plan. This section will provide your county with tools to help track implementation of best management practices (BMPs), as well as what needs to be reported to the Department of Environmental Protection (DEP) as part of your Countywide Action Plan.

- PA Clean Water Tool: Countywide Action Plan Progress
- FieldDoc: Reporting, Tracking, and Verifying
- DEP Annual Reporting
    - Progress and Milestones Reporting Template
- 2-Year Milestone Updates

- Progress and Milestones Reporting Template

PA Clean Water Tool: Countywide Action Plan Progress

DEP, in partnership with the United States Environmental Protection Agency, Chesapeake Conservancy and Chesapeake Commons, has created the *PA Clean Water Tool* (www.pacleanwatertool.com) to assist your county with tracking the progress of your Countywide Action Plan.

The *PA Clean Water Tool* provides an overview of Pennsylvania's progress toward achieving the Phase 3 WIP planning targets. This tool will be updated frequently to represent "real-time" progress toward achieving the Pennsylvania Phase 3 WIP planning targets. In addition, your county's individual Countywide Action Plan and progress toward achieving your plan is available through the *PA Clean Water Tool*. Your County Coordinator can provide you a password to access your county page on the *PA Clean Water Tool*.

Your County page in the *PA Clean Water Tool* will act as the hub for all information, reporting, and progress toward the implementation of your Countywide Action Plan. In the heading you will find a Report WIP Milestones button that will take you to a secure link for reporting progress on your Countywide Action Plan. This will be used to report progress on your Countywide Action Plan to DEP on an annual basis. Under the heading are your county's Countywide Action Plan and relevant documents. Beneath your county plan is the progress your county is making toward achieving your Countywide Action Plan. Below the progress is prioritization mapping, which can be used to prioritize installation of best management practices (BMPs) based on various GIS mapping layers. Under the prioritization is a link to *FieldDoc*, which is where your county will report and track specific BMPs not reported through another state or federal program.

FieldDoc: Reporting, Tracking, and Verifying

DEP, in partnership with the United States Environmental Protection Agency, Chesapeake Conservancy and Chesapeake Commons, has created *FieldDoc* (http://fielddoc.org) to assist your county with reporting, tracking, and verifying practices identified in your Countywide Action Plan.
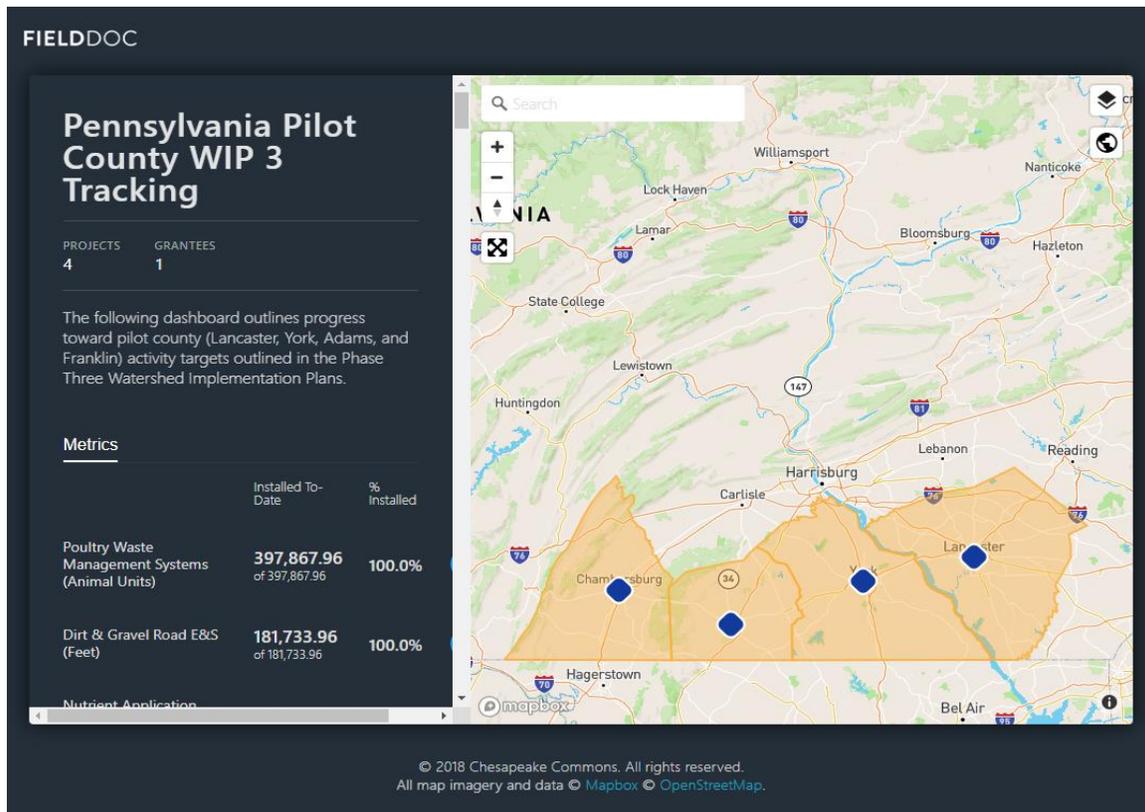
The numeric best management practice goals outlined in your Countywide Action Plan can be found in your *FieldDoc* county dashboard. The dashboard will be updated frequently to display progress toward achieving your Countywide Action Plan in real time. Tracking project implementation is a critical component of successful implementation of your Countywide Action Plan. The *FieldDoc* platform was designed to streamline project management and documentation.

FieldDoc is a project management tracking tool developed for the restoration community. The platform is set up so that the program administrators can track not only the location of restoration work but also the impacts of those investments on reducing sediment and nutrient loads. *FieldDoc* was created as one of many solutions to help support quality and consistency of data and information shared by implementers of Pennsylvania's Phase 3 WIP.

In an effort to visualize current efforts to date, all progress has been reported and integrated into the Pilot County Dashboard located at https://dashboard.fielddoc.org/dashboards/112.

Collecting, Tracking, and Reporting BMPs

- For Best Management Practices (BMPs) to be counted toward your Countywide Action Plan (CAP), they must be reported to a state or federal agency.

- Currently the only reported BMPs occur between cost-shared programs with the state or federal agencies.

- Examples include: NRCS, Chapter 102, Chapter 105, REAP, PennVest, PracticeKeeper, etc.

- BMPs that are not cost-shared with a state or federal agency are currently not reported for credit toward your CAP.

- *FieldDoc* is the new tool that will allow you and your partners to report previously unreported BMPs.

- State and federal programs that currently require various forms of data reporting will continue to use their existing reporting requirements and systems.

- Data that is not reported through a state or federal program will need to be entered into *FieldDoc*.

Integrated Data Management

- *FieldDoc* is an integrated tool that visually shows all of the currently reported data and the information in one place.

- State and federal programs without an e-reporting system will be integrated on an annual basis. This data is aggregated at the county level.

- *PracticeKeeper* will be integrated monthly. The data from *PracticeKeeper* will be aggregated at the HUC-12 watershed level.

- Data from various sources will be kept confidential by being aggregated to the HUC-12 or county level.

- Future enhancements to *FieldDoc* will integrate state and federal e-reporting systems as they become available.

Getting Started

1. To begin tracking your site and practice-specific implementation work with *FieldDoc*, please start by registering for an account at www.fielddoc.org/register.

2. After registering your account, please contact *FieldDoc* support by accessing the chat box through the help tab. You will be added to your personalized County Tracking Dashboard and *FieldDoc* Project for progress reporting.

After completing the registration, please take a moment to familiarize yourself with the various tracking capabilities and workflows in the *FieldDoc* platform. Instructions on how to use *FieldDoc* for Phase 3 WIP tracking can be downloaded at https://help.fielddoc.org.

For users requiring full platform help documentation as well as support ticketing and chat, please utilize *FieldDoc* help documentation available at https://help.fielddoc.org.

Prioritization Layers

Working in close partnership with the Chesapeake Conservancy, a variety of helpful planning layers will be made available in identifying localized opportunity areas for specific practices. In the latest release, *FieldDoc* contains the Forest Buffer Opportunity Area layer in each project, site, and practice overview map.

Additional prioritization layers such as high-resolution hydrologic flow paths and management practice opportunities will be brought online in future releases of the *FieldDoc* platform.

Instructional Webinars

DEP and Chesapeake Commons will be hosting *FieldDoc* instructional webinars. These webinars will be recorded and posted online to http://fielddoc.org.

- Introduction to FieldDoc and the Pa Clean Water Tool
- Instructional Webinar on the Pa Clean Water Tool
- Instruction Webinar on FieldDoc
- Instruction Webinar 2 on FieldDoc

Individual webinars can be arranged with the *FieldDoc* support team. To schedule your own webinar, please send an email request to support@fielddoc.org.

DEP Annual Reporting on Countywide Action Plan Progress

DEP requires annual reporting on the progress of your Countywide Action Plan. To report progress, your county is expected to fill out the Progress and Milestones Template using the *PA Clean Water Tool* (www.pacleanwatertool.com/). This template should look identical to the planning template used to draft your Countywide Action Plan. The same information in the Planning and Progress Template was used to fill out columns 1-11 in the Progress and Milestones Template. Column 12 is an additional column that will track the current progress of your Countywide Action Plan.

- *Due Date for Annual Report:* **March 31st**, 2020-2025

- The "Progress to Date" column is used to track progress for on the Countywide Action Plan.

- Numeric commitments do not need to be reported, but can easily be pulled from *FieldDoc,* or use "See *FieldDoc*" under the reporting column "Progress to Date".

	Phase 3 Watershed Implementation Plan (WIP) Progress and Milestones Template											
	Green - action has been completed or is moving forward as planned Yellow - action has encountered minor obstacles Red - action has not been taken or has encountered a serious barrier											
Action #	Description	Performance Target(s)	Responsible Party(ies) and Partnerships	Geographic Location	Expected Timeline	Potential Implementation Challenges or Recommendations	Resources Available		Resources Needed		Progress to Date	Justification for Change to Action Item
							Technical	Financial	Technical	Financial		
Priority Initiative 1:												
1.1												
1.2												
1.3												
1.4												
1.5												
1.6												
1.7												
1.8												
1.9												

For more information, visit your County page in the *PA Clean Water Tool.*

- Scroll down and find your County Link. This will take you to your County's homepage.
- Once on your County's homepage, click on the Report Progress and Milestones button in the heading of the page.
- This page is password protected. Your Community Clean Water Action Plan Coordinator will have access to report annual progress.

Countywide Action Plan 2-Year Milestone Updates

Your county can adaptively manage your Countywide Action Plan every two years based on your County's progress. To report changes to your Countywide Action Plan, your county is expected to fill out the Progress and Milestones Template found on your county's *PA Clean Water Tool* page. This template should look identical to the planning template used to draft your Countywide Action Plan. The same information in the Planning and Progress Template was used to fill out columns 1-11 in the Progress and Milestones Template. Column 12 is an additional column that will track the current progress of your Countywide Action Plan, and this will be done annually. Column 13 will be used to track updates based on your two-year milestones; use this column to adapt your Countywide Action Plan based on the "Progress to Date".

- *Due Date for 2-Year Milestone Updates:* **March 31st**, 2021 and 2023
- The "Justification for Change to Action Items" column is used to track changes to the planning and progress template for your Countywide Action Plan.

Phase 3 Watershed Implementation Plan (WIP) Progress and Milestones Template												
Green - action has been completed or is moving forward as planned Yellow - action has encountered minor obstacles Red - action has not been taken or has encountered a serious barrier												
Action #	Description	Performance Target(s)	Responsible Party(ies) and Partnerships	Geographic Location	Expected Timeline	Potential Implementation Challenges or Recommendations	Resources Available		Resources Needed		Progress to Date	Justification for Change to Action Item
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1.8												
1.9												

For more information visit your County page in the *PA Clean Water Tool* www.pacleanwatertool.com.

- Scroll down and find your County Link. This will take you to your County's homepage.
- Once on your County's homepage, click on the Report Progress and Milestones button in the heading of the page.
- This page is password protected. Your Community Clean Water Action Plan Coordinator will have access to report annual progress.

Permitting to Support Implementation of Your Countywide Action Plan
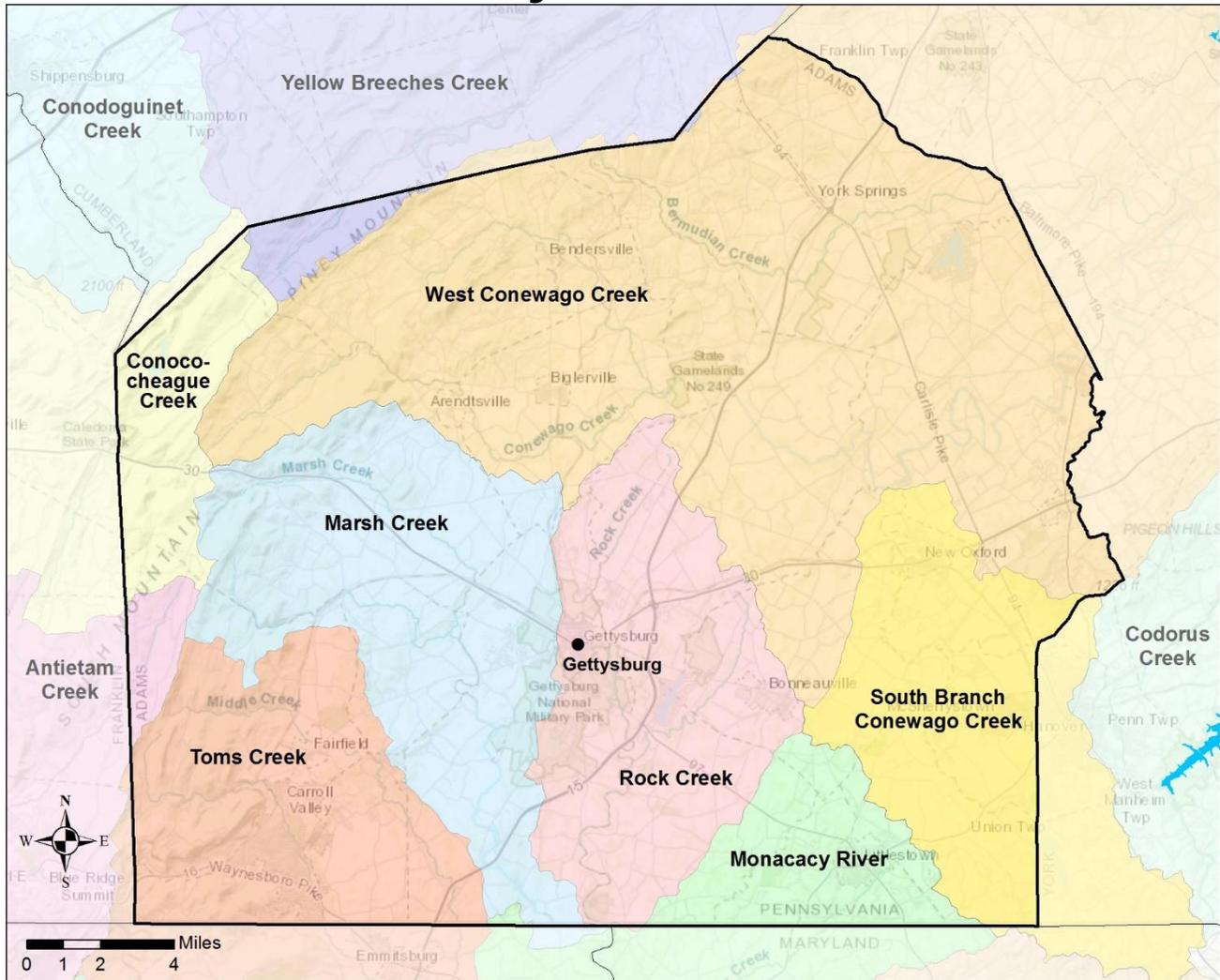
Many of the action items and practices identified in your Countywide Action Plan will require some sort of permit from DEP. To help ensure that Countywide Action Plan projects can be implemented as quickly and responsibly as possible, DEP created this guide to assist you in understanding DEP's permitting processes, the types of permits your project might need, and what tools and resources are available to help you.

- **Step 1:** Use DEP's Permit Application Consultant Tool (PACT).
- **Step 2:** Schedule a pre-application meeting with your DEP regional office.
- **Step 3:** Prepare and submit your permit application(s) to your DEP regional office (or county conservation district, if applicable).

Step 1: Use DEP's Permit Application Consultation Tool (PACT)

DEP's Permit Application Consultation Tool (PACT) can help you figure out what permits your project may require. The type of permit(s) that may be needed for a project depends on the activities involved. While the specific location and activities involved with each project may determine which permits are required, PACT can point applicants in the right direction to get started with the permitting process.

PACT is an optional tool for anyone considering a project that may require a permit from DEP. While the use of PACT is not mandatory, anyone seeking a permit from DEP is strongly encouraged to use PACT. Using PACT can help expedite the implementation of your project by directing you to applications for the right permits and other resources early in your permit application process.

Before using PACT, potential applicants should have determined the proposed location of the project and should be familiar with the general plans for both construction and operation of the project. These plans need not be final to use PACT, but changes to your project plan or location may influence which permits your project needs. After starting PACT, you will be presented with a series of questions about your project; answer these questions by filling in the appropriate project information and checking "yes" when a statement applies to your project on the PACT questionnaire.

Tip: Who should use PACT?
While anyone can access and utilize PACT, DEP recommends a representative directly overseeing the installation and implementation of a project submit the project's information because they are most likely to include all of the correct details needed. This person may be a landowner or a hired contractor or consultant acting on the landowner's behalf. **The Community Clean Water Action Plan Coordinator is not expected to submit projects to PACT, but should encourage project owners or landowners to use PACT, should be able to walk potential permit applicants through PACT, and should attend pre-application meetings whenever possible.**

To access PACT, visit www.ahs.dep.pa.gov/PACT.

DEP Permit Application Consultation Tool

| Project Information | Questionnaire | DEP Resources |

The information you provide will serve as a useful foundation for a Pre-Application Conference, where you and DEP can discuss and verify tool results and permit coordination. Please provide as much information as possible to ensure that all appropriate programs and staff are present at the Pre-Application Conference and that the outcome of the conference effectively outlines expectations and communicates next steps.

Project Overview
* = required

Date: 11/5/2019

*Project Name: [   ]

When you associate one or more municipalities with your project, it determines for us the specific DEP offices that need to see your information. Use the *Select Municipality* dropdown box below to do so. You can limit the number of items seen in that dropdown box by using "Filter Municipalities by County" so that you only see one county's list of municipalities at a time. The municipalities you select and their associated DEP offices appear in the *Selected Municipalities* and *Associated DEP Offices* lists.

Select County: [⌄]
Select Municipality: [⌄]
*Selected Municipalities: [⌄]
Associated DEP Office: [⌄]

Applicant Information

Applicant Company: [   ]
*Address 1: [   ]
Address 2: [   ]
*City: [   ]   State: [PA ⌄]   *Zip Code: [   ]
Contact Salutation: [   ] (for example, Mr., Mrs., or Ms.)
*Contact First Name: [   ]
Contact Middle Name: [   ]
*Contact Last Name: [   ]
*Contact e-mail: [   ]
*Contact phone: [   ]

DEP Permit Application Consultation Tool

| Project Information | Questionnaire | DEP Resources |

Based on your responses to the following questions the tool will generate a report that provides further information on permits, authorizations, or notifications that may be necessary. The report will also provide references that can be consulted for further information about the applicability of identified requirements, as well as links to application forms and relevant instructions.

#	Question	Check if 'Yes'
20	Will the project involve a point source discharge to waters of the Commonwealth?	☐ yes
21	Will the project involve a construction activity that results in earth disturbance greater than 1 acre?	☐ yes
22	Does the project involve any of the following: placement of fill, excavation within or placement of a structure, located in, along, across or projecting into a watercourse, floodway or body of water (including wetlands)?	☐ yes
23	Will this project involve construction, modification, removal or destruction of a highway obstruction or an obstruction in a floodplain constructed, owned or maintained by the Commonwealth or a political subdivision of the Commonwealth?	☐ yes
24	Does the project involve construction, modification or removal of a dam or interfere with the flow from or otherwise impact a dam?	☐ yes
25	Will the construction or operation of this project involve the generation of Hazardous, Residual or Municipal waste including contaminated soil or contaminated dredged material?	☐ yes
26	Will the construction or operation of this project involve the transportation, treatment, storage, processing, reuse or recycling, or disposal of Hazardous, Residual or Municipal waste including contaminated soil or contaminated dredged material?	☐ yes
27	Will the project involve construction/demolition and deconstruction operations?	☐ yes
28	Will the project involve the use or disposal of a radiation source (e.g. radioactive material or X-ray equipment)?	☐ yes
29	Does the project include abandonment, removal, or plugging of water lines or water wells?	☐ yes
30	Will the project include infiltration of storm water or waste water to ground water within one-half mile of a public water supply well, spring or infiltration gallery?	☐ yes

Based on your responses, PACT will generate a report that provides further information on permits, authorizations, or notifications that may be necessary. The report will also provide references you can consult for further information about the applicability of identified requirements, as well as links to application forms and relevant instructions.

Submitting information through PACT is not the same as submitting a permit application. Submitting information through PACT will only provide you with the report which will inform your permit application process. PACT will also provide information about contacting your DEP regional office to schedule a pre-application meeting or to contact with questions. During the pre-application phase of a project, project owners or landowners should stay in contact with the Community Clean Water Action Plan Coordinator to ensure that the planned project will be eligible for BMP credits under your Countywide Action Plan.

Tip: General permits can streamline your project.
Many DEP regulations (such as those in Chapters 102 and 105 of the environmental protection title of the Pennsylvania Code) include provisions for a general permit. A general permit covers a range of similar activities with similar environmental impacts, meeting certain criteria laid out in the permit application. Pre-application meetings may not be necessary for projects eligible for general permits. ***If your project qualifies for coverage under a general permit, applying for coverage under the general permit will often expedite the permitting process. If your project does not meet the criteria of the general permit, you may still apply for an individual permit.***

Tip: Some activities typically regulated under Chapter 105 are eligible for permit waivers.
Under DEP's Chapter 105 regulations, which govern waterway management and dam safety, waivers can be obtained for a wide variety of activities considered "environmentally-friendly" and that have a minimal or positive impact on water quality and public safety. A permit waiver for eligible activities may significantly expedite implementation of your project. For a complete list of waiver-eligible activities under DEP's Chapter 105 regulations, see 25 Pa. Code § 105.12.

Tip: Some county conservation districts have permitting authority for certain regulations.
Coordinate with your county conservation district during your project planning process to ensure you apply for permits through the appropriate channels.

Step 2: Schedule a pre-application meeting with your DEP regional office

After you review your PACT results, DEP strongly encourages you to schedule a pre-application meeting. To assist in this process, when you submit project information through PACT, the tool will automatically forward a report to the DEP Assistant Regional Director (ARD) in the appropriate regional office. Although your DEP regional office may inform you that your PACT results were submitted, DEP will not initiate further action nor set up a meeting; scheduling a pre-application meeting is up to you!

Calling your DEP regional office's general phone line or emailing the office will connect you to the appropriate contact – typically your DEP region's ARD – to set up a pre-application meeting. Pre-application meetings may occur by phone or in-person. While pre-application meetings are not mandatory, they are the simplest way to ensure that your project applies for the correct permits with all pertinent information on the first attempt, which can significantly expedite the permitting process. For more information about DEP regional offices, visit www.dep.pa.gov/About/Regional.

If your DEP regional office provides you with additional materials after scheduling a pre-application meeting, fill out these materials and submit them to the DEP regional office prior to the day of your meeting so the regional office can review, provide feedback, and better help you navigate the permitting process. Bring any additional relevant materials with you to your pre-application meeting. Community Clean Water Action Plan Coordinators should know about any meetings or conversations you have scheduled with your DEP regional office, and should attend whenever possible; this will facilitate reporting to the DEP Internal Coordinator and ensuring BMPs are properly credited.

Tip: You can get more out of a pre-application meeting if the appropriate people attend.
Often, only the contractors and consultants overseeing the physical installation of a project/BMP will attend the pre-application meeting. While DEP recognizes that everyone is busy, DEP strongly encourages landowners to attend pre-application meetings. Landowners often understand critical information about their property and projects that may not come up in conversations without their presence at pre-application meetings. Ensuring everyone is on the same page in terms of project plans and permitting saves time and resources for everyone involved.

NORTH-CENTRAL
570-327-3636

SOUTH-CENTRAL
717-705-4700

Step 3: Prepare and submit your permit application(s) to your DEP regional office (or county conservation district, if applicable)

Based on the results of PACT and the feedback provided in your pre-application meeting, submit the appropriate permit application materials. DEP will work as efficiently as possible to process permit application materials for your project. Filling out all forms completely and including any information DEP staff recommends can greatly increase the likelihood that your permit application will be approved quickly. If you have any questions while completing a permit application, contact your DEP regional office for assistance. If your permit is not approved, make any changes to your application or project required by DEP, and resubmit the application. If you are submitting an e-permit (electronic permit) application and have not already done so, create a DEP GreenPort account at www.depgreenport.state.pa.us and complete the New Client Registration and Electronic Filing Administrator (EFA) form. If your county conservation district has been delegated by DEP to issue specific permits, such as Chapter 102 or Chapter 105 permits, submit your permit application(s) to your conservation district.

Begin your project upon DEP approval.
The Community Clean Water Action Plan Coordinator should be updated throughout your project lifecycle as important events occur, such as submission or approval of a permit application, and when project installation begins or is completed. This will facilitate reporting to the DEP Internal Coordinator and ensure your BMPs are properly credited.

Tip: Your priorities are DEP's priorities.
DEP, other state partners, and partners in each county all have strong interests in successful and timely implementation of Pennsylvania's Phase 3 WIP and the Countywide Action Plans. As such, ***DEP encourages you to highlight that your project is part of Pennsylvania's Phase 3 WIP and your Countywide Action Plan in any permit application packages you submit***. This will alert DEP staff to prioritize the review process for your application so you can get to work quickly on the projects you want to see completed.

Tip: e-Permitting is expanding.
At present, only applications for Chapter 105 permits are submitted and issued through DEP's e-Permitting initiative. DEP is working to expand e-Permitting as one way to help streamline permit application and review processes. For more information about Chapter 105 e-Permitting, visit www.dep.pa.gov/Business/Water/Waterways/Pages/ePermitting.aspx.

Tip: Permit requirements are revised regularly.
Permit requirements, fees, and technical guidance can change over time as new permits are developed and issued. Communication with DEP can help you stay apprised of any changes to your permit requirements when renewing permits.

Additional DEP Permitting Resources

Chapter 102 permitting
For more information on permits required for erosion and sediment control under DEP's Chapter 102 regulations, visit
www.dep.pa.gov/Business/Water/CleanWater/StormwaterMgmt/Stormwater%20Construction.

Chapter 105 permitting
The following resources can assist you in applying for water obstruction and encroachment permits under DEP's Chapter 105 regulations:

- *Chapter 105 e-Permitting for General Permits* (includes training webinar, user guides)
  www.dep.pa.gov/Business/Water/Waterways/Pages/ePermitting.aspx

- *Chapter 105 Fee Calculation Worksheet*
  www.depgreenport.state.pa.us/elibrary/GetFolder?FolderID=4046

DEP GreenPort
DEP GreenPort (www.depgreenport.state.pa.us) has may functions, one of which is applying for Chapter 105 e-permits. After following the simple steps to register a GreenPort account, click the "enroll" button at the bottom of the screen, then "e-Permitting" on the next page; then enter the appropriate information to gain access to e-Permitting as an administrator.

Pennsylvania Clean Water Academy
Pennsylvania Clean Water Academy is a hub for DEP training and educational materials. While some content is available without creating an account, access to most Clean Water Academy content requires creating a free account, which you can do at
http://pacleanwateracademy.remote-learner.net/login/signup.php. Once you've created an account and logged in, you can access helpful content such as:

- *Introductory Erosion and Sediment Technical Review*
  (https://pacleanwateracademy.remote-learner.net/course/view.php?id=37)
  This course covers a basic technical review process for the Chapter 102/NPDES Construction Stormwater Program. After completing this course, you will be able to identify the technical components of an application and evaluate if all regulatory requirements have been met. You will also be able to review the erosion & sediment control plan requirements and determine if they meet the requirements of Chapter 102

Feel free to browse and search the Pennsylvania Clean Water Academy for other educational and training materials of interest to you.

Key Contact Information

The following contacts can assist and support you in implementing your Countywide Action Plan.

Adam County Support Team Members	Phase 3 WIP Planning Role	Organization	E-mail	Phone
Kristen Wolf	DEP Chesapeake Bay Office, Overall WIP Lead for Adam County	DEP	kwolf@pa.gov	717-772-1675
Kate Beats	DEP Chesapeake Bay Office – WIP Support	DEP	kmckelvey@pa.gov	717-722-5631
Jordan Baker	Technical Support	Susquehanna River Basin Commission (SRBC)	c-jorbaker@pa.gov	717-772-5802