

# ***CENTRE COUNTY COMMUNITY CLEAN WATER IMPLEMENTATION TOOLBOX***

## **Implementing a County-Based Action Plan for Clean Water**

**February 2021**



# **CENTRE 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.

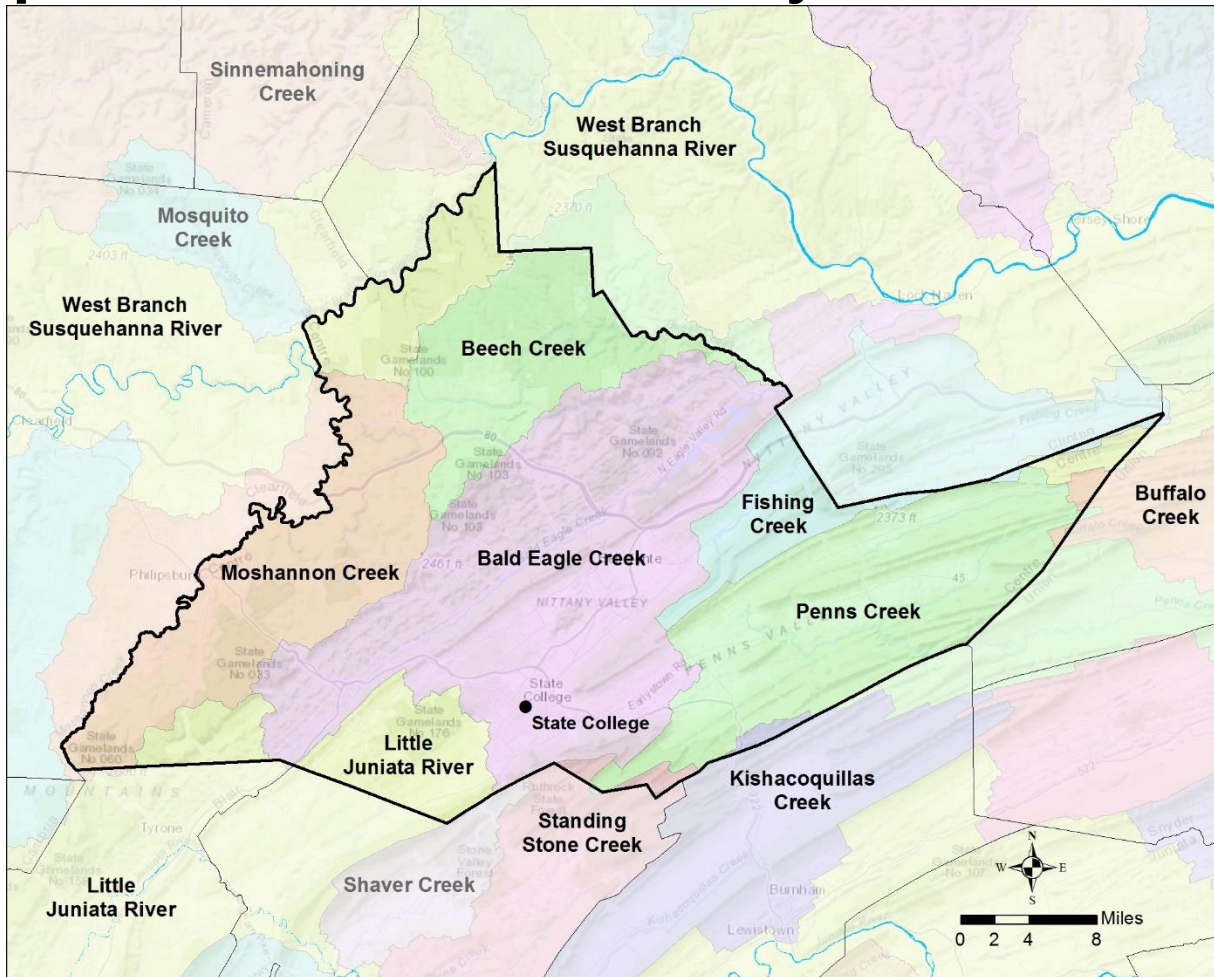
The information in this Technical Toolbox and the guidance provided for its use are meant to act as a starting point to help support your county in areas of common concern. Local groups can utilize whichever pieces of information they find most useful, supplement with their own local knowledge, and use the additional resources listed to find more information. The Pennsylvania Department of Environmental Protection (DEP) Watershed Implementation Plan (WIP) 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 Implementation Toolbox gives you a foundation to build from when implementing Centre 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
- Resource Enhancement and Protection Tax Credit Program (REAP)
- Agriculture-Linked Investment Program (AgriLink)
- PENNVEST
- 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](https://www.nfwf.org)

1133 15<sup>th</sup> Street, NW, Suite 1000 – Washington, DC 20005

Office: (202) 595-2610 – Cell: (301) 908-7997 – Email: [jake.reilly@nfwf.org](mailto: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
<b>Project Focus</b>	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
<b>Award Size</b>	\$500,000 – 1,000,000	\$50,000 – 500,000	Up to \$50,000	\$20,000 – 200,000
<b>Match Requirements</b>	1:1	One-third of grant request	None	15 percent of grant request
<b>Eligible Applicants</b>	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**
<b>Geographic Focus</b>	Chesapeake Bay Watershed and <a href="#">priority subwatersheds</a>	Chesapeake Bay Watershed and <a href="#">priority subwatersheds</a>	Chesapeake Bay Watershed and <a href="#">priority subwatersheds</a>	Adams, Bedford, Centre, Cumberland, Franklin, Lancaster, Lebanon and York counties
<b>Annual Program Timeline (est.)</b>	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



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](http://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](http://www.dep.pa.gov) (search "Nonpoint Source").



## Resource Enhancement and Protection Tax Credit Program

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 dollars (\$13M) 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 seven-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](http://www.agriculture.pa.gov/Plants_Land_Water/StateConservationCommission/REAP/Pages/default.aspx).



## **Agriculture-Linked Investment Program (AgriLink)**

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.



PENNSYLVANIA INFRASTRUCTURE INVESTMENT AUTHORITY

## 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](http://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](mailto: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](mailto:dmikesic@pa.gov) Region 2 - Allegheny, Armstrong, Beaver, Cambria, Fayette, Greene, Indiana, Somerset, Washington, Westmoreland
- **Tesra Schlupp (717) 783-8618** [tschlupp@pa.gov](mailto: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](mailto: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](http://www.pennvest.pa.gov).



## **National Resource Conservation Service (NRCS) Financial and Technical Assistance Programs**

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](http://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](http://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](http://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](http://www.nrcs.usda.gov/wps/portal/nrcs/main/national/programs/easements/acep).



## **National Resource Conservation Service (NRCS) Financial and Technical Assistance Programs** (continued)

### **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](http://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](http://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](http://www.nrcs.usda.gov/wps/portal/nrcs/detail/pa/programs/financial/eqip).

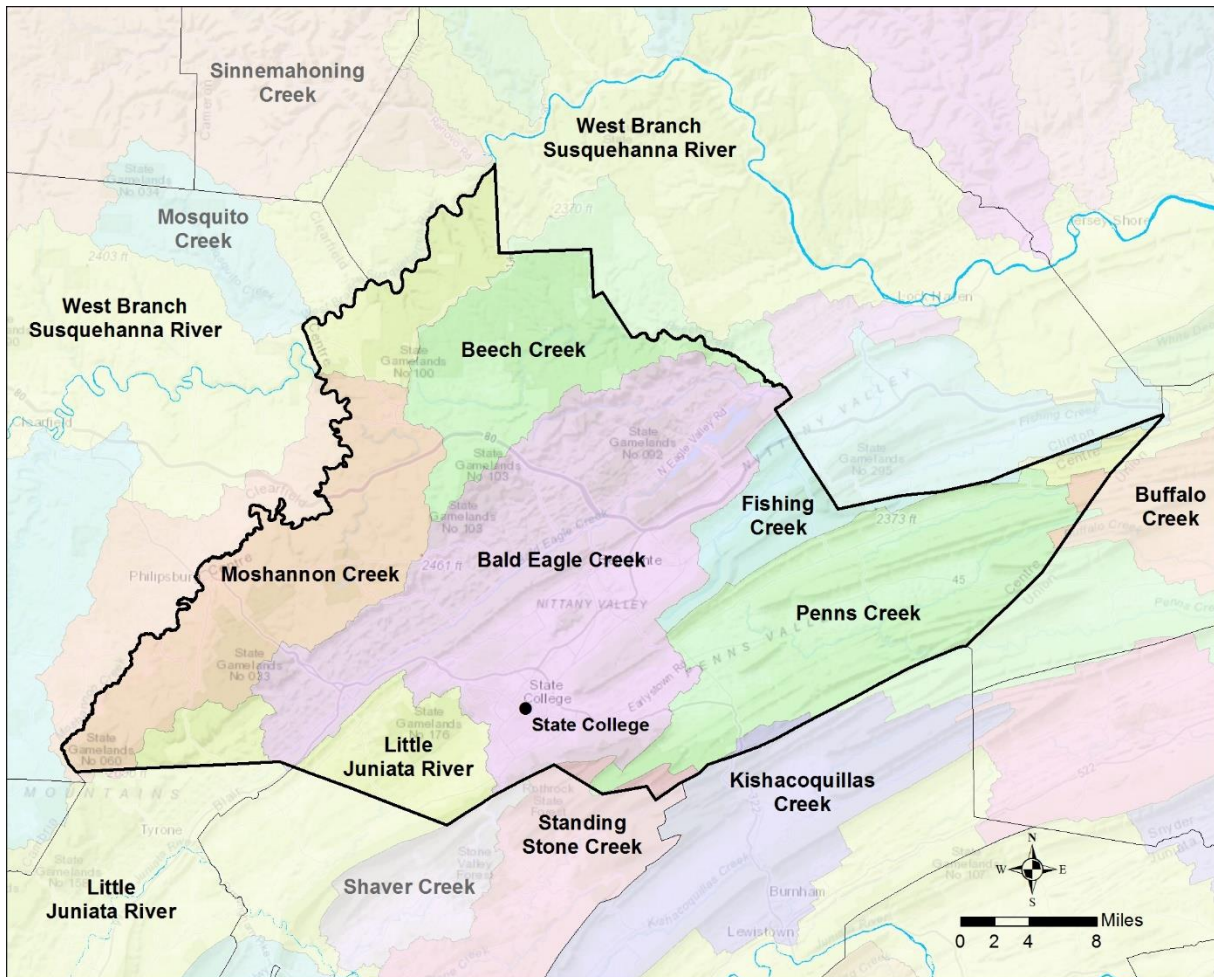
### **Emergency Watershed Protection (EWP)**

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](http://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](http://www.nrcs.usda.gov/wps/portal/nrcs/detail/pa/programs/financial/?cid=nrcseprd1124008)

# Tracking, Reporting and Verifying the Implementation of Your Countywide Action Plan



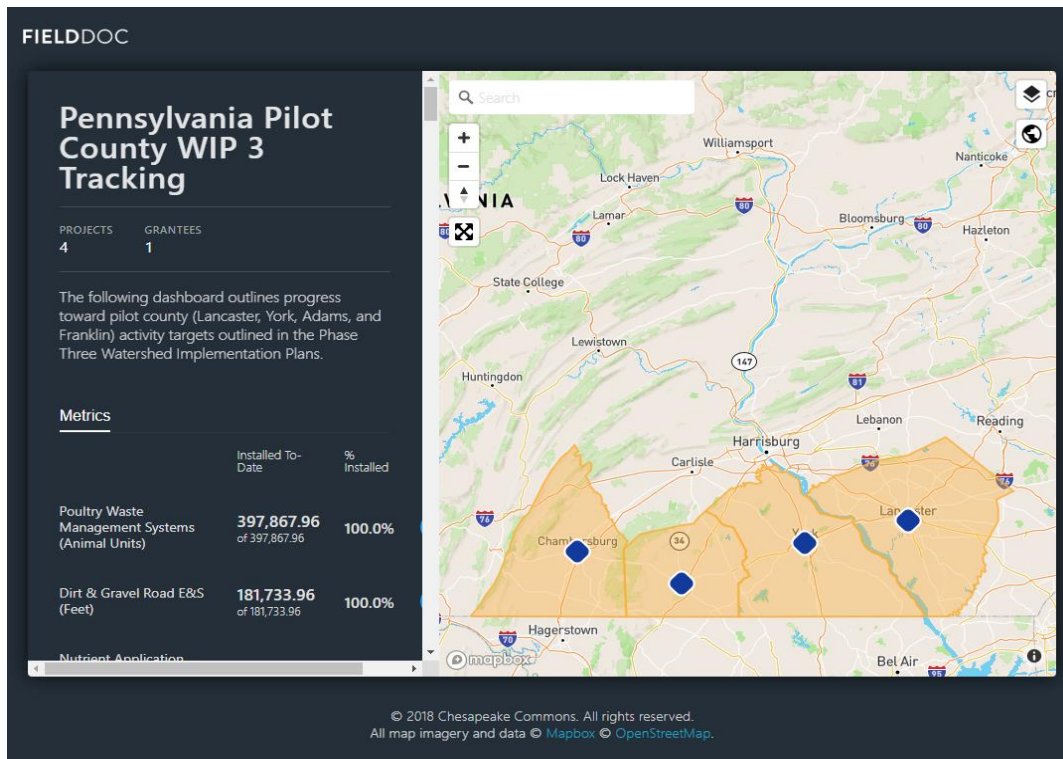
This section includes tools and support to help with tracking, reporting, and verifying the implementation of your Countywide Action Plan (CAP). This section will provide your county with tools to help track implementation of best management practices (BMPs), as well as what needs to be reported to the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

- FieldDoc and PracticeKeeper: Reporting, Tracking, and Verifying
- DEP Annual Reporting
  - Progress and Milestones Reporting Template
- Two-Year Milestone Updates
  - Progress and Milestones Reporting Template

## FieldDoc: Reporting, Tracking and Verifying

Pennsylvania, working in partnership with the U.S. Environmental Protection Agency (EPA), Chesapeake Commons and Chesapeake Conservancy, has developed a Pennsylvania-specific tracking and reporting tool called FieldDoc (<http://fielddoc.org>). FieldDoc is a data management and reporting tool designed to assist with reporting and tracking of the Pennsylvania Phase 3 WIP and Countywide Action Plans (CAPs).

Progress toward achieving each of the BMP goals identified in each respective CAP can be transparently tracked on its county page. FieldDoc will be an integrated tool that displays aggregated Hydrologic Unit Code (HUC) 12 data for tracking progress from all state and federally reported data for each county. County CAP Coordinators and those designated by the County Coordinator can report "unreported" BMPs for credit toward CAP goals.



### Collecting, Tracking, and Reporting BMPs

- For Best Management Practices (BMPs) to be counted toward your 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 and PracticeKeeper are tools 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 and PracticeKeeper.

### **FieldDoc – Getting Started**

On the Pennsylvania Clean Water Academy, you will find instruction videos, the FieldDoc User Guide, and additional resources that will help with your data management efforts. To access the FieldDoc Training Course please visit the following link <https://pacleanwateracademy.remote-learner.net/course/view.php?id=423>. It is recommended that you watch all of the videos on how to access and utilize FieldDoc.

### **Data Tools Publications**

Posted on the Pennsylvania Clean Water Academy under the FieldDoc Training Course, you will find four data tools publications that provide additional resources that may help with your data management needs. Listed below are the types of data management tools included in each of the documents. We encourage you to visit these resources for additional support.

- [Data Reporting Tools](#)
- [Geographic Information Systems \(GIS\) Tools](#)
- [Modeling Support Tools](#)
- [Water Quality Data Support Tools](#)

### **PracticeKeeper**

PracticeKeeper streamlines agriculture Best Management Practice (BMP) tracking for state agencies and conservation districts. This solution also allows certified users to record data easily and run reports on conservation plans, nutrient management, erosion and sediment control, watershed plans, and more.

A new BMP module allows for external partners outside of state agencies and conservation districts to enter agricultural or forestry related BMPs. For more information on PracticeKeeper, please visit <https://prod.practicekeeper.com/#/dashboard>.

## 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.

DEP will insert your Countywide Action Plan into the Progress and Milestone Template. 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 annual progress of your Countywide Action Plan.

- *Due Date for Annual Report: **September 30<sup>th</sup>**, 2021-2025*
- 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												

In summary, your county will be responsible for reporting the following:

- Annual CAP Implementation Progress submitted on September 30<sup>th</sup> of each year between 2021 – 2025.

## Countywide Action Plan Two-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.

DEP will insert your Countywide Action Plan into the Progress and Milestone Template. 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”.

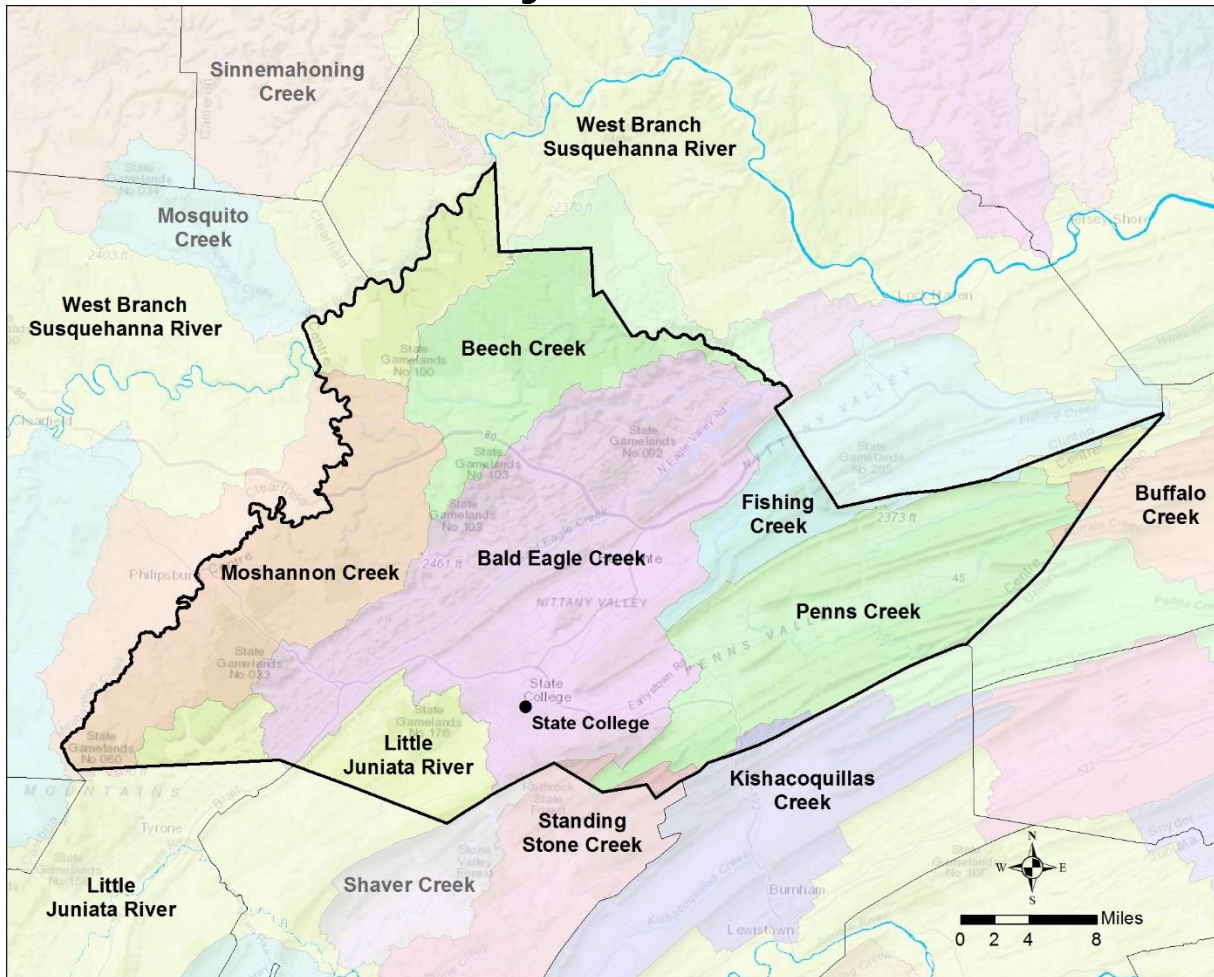
- *Due Date for Two-Year Milestone Updates: **September 30th**, 2022 and 2024*
- The “Justification for Change to Action Items” column is used to track changes to the planning and progress template for your Countywide Action Plan.
- You will want to begin the milestone update in June of 2022 and 2024 to allow for time to make associated revisions.

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		
<b>Priority Initiative 1:</b>												
1.1												
1.2												
1.3												
1.4												
1.5												
1.6												
1.7												
1.8												
1.9												

In summary, your county will be responsible for reporting the following:

- Annual CAP Implementation Progress submitted on September 30<sup>th</sup> of each year between 2021 – 2025.
- Milestone updates are submitted on September 30<sup>th</sup> of 2022 and 2024. You will want to begin the milestone revision well before the due date.

# 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:** Review the "Pennsylvanian's Guide to Permitting for Watershed Improvement Projects".
- **Step 2:** Use DEP's Permit Application Consultant Tool (PACT).
- **Step 3:** Schedule a pre-application meeting with your DEP regional office.
- **Step 4:** Prepare and submit your permit application(s) to your DEP regional office (or county conservation district, if applicable).

## Step 1: The Pennsylvanian's Guide to Permitting for Watershed Improvement Projects

In December 2020, DEP released the [Pennsylvanian's Guide to Permitting for Watershed Improvement Projects](#). The purpose of this guide is to help applicants understand DEP's permitting process and some of the regulations most relevant to watershed improvement efforts, and to assist applicants in efficiently obtaining permits for projects which support such efforts. The following topics are covered in this guide:

- Using DEP's Permit Application Consultation Tool (PACT) and pre-application meetings to determine what permits are needed
- Tips for a strong permit application
- Chapter 102 Overview
  - When a permit is needed
  - General Permits
  - Individual Permits
  - Fees
- Chapter 105 Overview
  - When a permit is needed
  - Chapter 105 Waivers for Environmentally Beneficial Projects
  - General Permits
  - Individual Permits
  - Fees
- Emergency Permits
  - When a permit is needed
  - Obtaining an emergency permit
  - Documenting costs
- Additional resources
- Acronym List

## Step 2: 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](http://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?	<input type="checkbox"/> yes
21	Will the project involve a construction activity that results in earth disturbance <b>greater than 1 acre?</b>	<input type="checkbox"/> 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)?	<input type="checkbox"/> 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?	<input type="checkbox"/> yes
24	Does the project involve construction, modification or removal of a dam or interfere with the flow from or otherwise impact a dam?	<input type="checkbox"/> 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?	<input type="checkbox"/> 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?	<input type="checkbox"/> yes
27	Will the project involve construction/demolition and deconstruction operations?	<input type="checkbox"/> yes
28	Will the project involve the use or disposal of a radiation source (e.g. radioactive material or X-ray equipment)?	<input type="checkbox"/> yes
29	Does the project include abandonment, removal, or plugging of water lines or water wells?	<input type="checkbox"/> 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?	<input type="checkbox"/> 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 3: 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](http://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 4: 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](http://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](http://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](http://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](http://www.dep.pa.gov/Business/Water/Waterways/Pages/ePermitting.aspx)
- *Chapter 105 Fee Calculation Worksheet*  
[www.depgreenport.state.pa.us/elibrary/GetFolder?FolderID=4046](http://www.depgreenport.state.pa.us/elibrary/GetFolder?FolderID=4046)

### DEP GreenPort

DEP GreenPort ([www.depgreenport.state.pa.us](http://www.depgreenport.state.pa.us)) has many 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.

Centre County Support Team Members	Phase 3 WIP Planning Role	Organization	E-mail	Phone
Kristen Wolf	DEP Chesapeake Bay Office – WIP Support	DEP	<a href="mailto:kwolf@pa.gov">kwolf@pa.gov</a>	717-772-1675
Kate Beats	DEP Chesapeake Bay Office – WIP Support	DEP	<a href="mailto:kbeats@pa.gov">kbeats@pa.gov</a>	717-722-5631
Jordan Baker	DEP Chesapeake Bay Office – WIP Support	DEP	<a href="mailto:jorbaker@pa.gov">jorbaker@pa.gov</a>	717-772-5802

Question pertaining to the Phase 3 WIP can be submitted to one of the resource accounts below. Please email the resource account associated with your county's Tier designation.

Counties	Email Address
Tier 1 & 2	<a href="mailto:RA-EPCBOCAP12@pa.gov">RA-EPCBOCAP12@pa.gov</a>
Tier 3 & 4	<a href="mailto:RA-EPCBOCAP34@pa.gov">RA-EPCBOCAP34@pa.gov</a>