

Pennsylvania's Community Clean Water Implementation Guide

Implementing Your Countywide Action Plan for Clean Water

November 2021



Healthy Water, Healthy Communities



COMMUNITY CLEAN WATER IMPLEMENTATION GUIDE

The Local Implementation Guide to Implementing Your Countywide Action Plan

Introduction

Welcome to your *Community Clean Water Implementation Guide*.

This guide has been created to help you implement your Countywide Action Plan (CAP). It is filled with resources, tools, and tips to help you achieve success in your county. Your goal is to accomplish the initiatives and action items set forth in your CAP. The Planning and Progress Report Template you created during your CAP planning process categorizes and outlines your desired actions, resource needs and timeline to reach your goal. This guide provides information and tools necessary to assist your county in reaching its goal.

The guide contains the following sections to support the valuable work your county is doing in partnership with the Pennsylvania Department of Environmental Protection (DEP) to implement your CAP as a key part of Pennsylvania's Phase 3 Chesapeake Bay Watershed Implementation Plan (Phase 3 WIP):

- **Pennsylvania's Phase 3 WIP Implementation Framework**
Pennsylvania has developed a framework to provide leadership and support for statewide and county-based initiatives.
- **CAP Implementation Success Strategy**
This strategy outlines several key elements and steps to enable counties to successfully transition from plan writing to on-the-ground implementation.
- **Resources for Successful Implementation**
This section outlines resources available to counties, the value they add to implementation, and how to leverage them effectively. This section will continue to grow as more resources are added over time.
 - County CAP Coordinator
 - Clean Water Academy
 - Technical Coordinator
 - DEP Chesapeake Bay Office Coordinator
 - DEP Region CAP Support Team
 - Center for Water Quality Excellence
- **Funding Opportunities to Support Implementation of Your CAP**
This section includes funding sources targeted toward the implementation of your CAP. This list includes only some of the state and federal funding sources available and will continue to grow as more resources are added over time. Your county is not limited to funding sources provided in this section, and is encouraged to add local and private funding sources to support implementation.

- CAP Implementation Grant Opportunities
 - National Fish and Wildlife Foundation (NFWF) Grants
 - Growing Greener Plus Grant Program
 - Nonpoint Source Management Section 319 Grant
 - Conservation Excellence Grant (CEG)
 - Resource Enhancement and Protection (REAP) Tax Credit Program
 - Agriculture-Linked Investment Program (AgriLink)
 - Pennsylvania Infrastructure Investment Authority (PENNVEST)
 - National Resource Conservation Services (NRCS) Financial and Technical Assistance Programs
- **Tracking, Reporting and Verifying the Implementation of Your CAP**
This section includes tools and support to help with tracking, reporting, and verifying the implementation of your 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 DEP as part of your CAP.
 - Reporting, Tracking, and Verification Tools
 - DEP Annual Reporting on CAP Progress
 - CAP Two-Year Milestone Updates
- **Permitting to Support Implementation of Your CAP**
This section will assist the counties in understanding DEP’s permitting processes, the types of permits your project might need, and what tools and resources are available to help counties.
 - **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).
- **Appendix 1: Tools for Success**
Here you will find sample agendas, meeting formats, email templates, and other tools that will support successful implementation of your CAP.
- **Appendix 2: Connecting County and Local Partners with Statewide Action Leaders to Support CAP and WIP Implementation**
This section outlines the ways the Statewide WIP Action Leaders can support counties with CAP implementation.
- **Appendix 3: Online Resources**
Here you will find some existing plans that may help coordinate planning efforts in your county.
- **Appendix 4: Have Questions?**
After reading through this document and as questions arise during CAP implementation, refer to the contact flow chart below for resources that can help you and also how to submit questions.

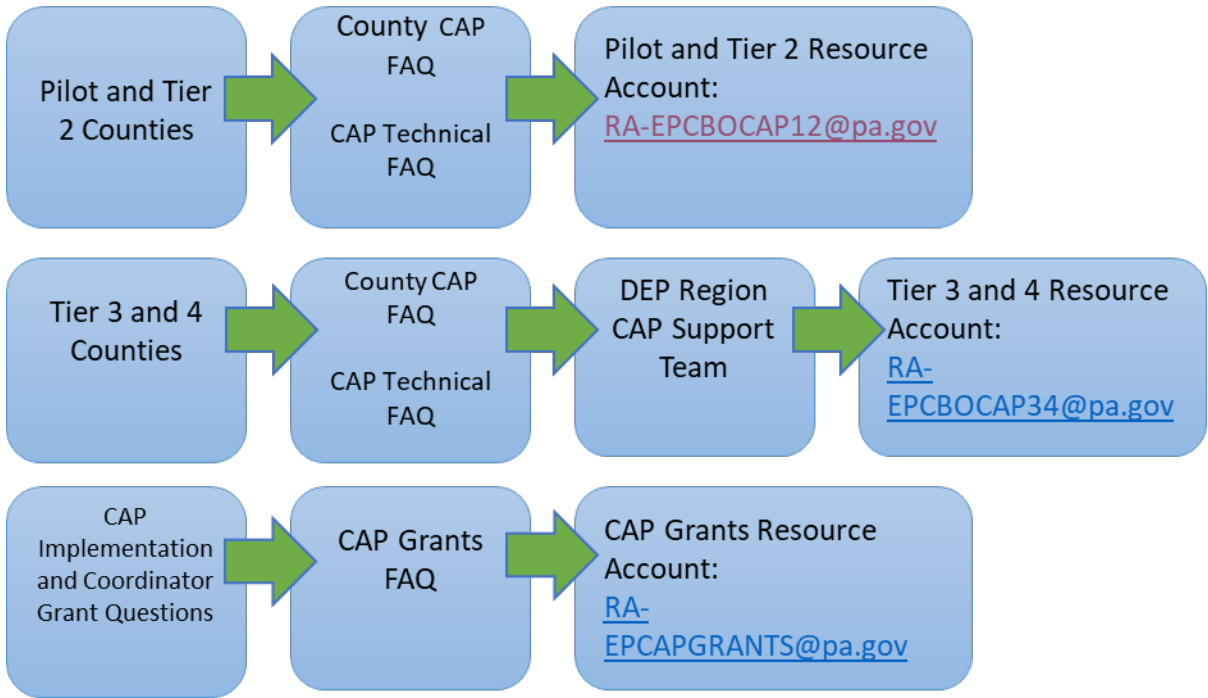


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For more information on Pennsylvania’s Phase 3 WIP, please visit
www.dep.pa.gov/chesapeakebay/phase3.

Pennsylvania's Phase 3 WIP Implementation Framework

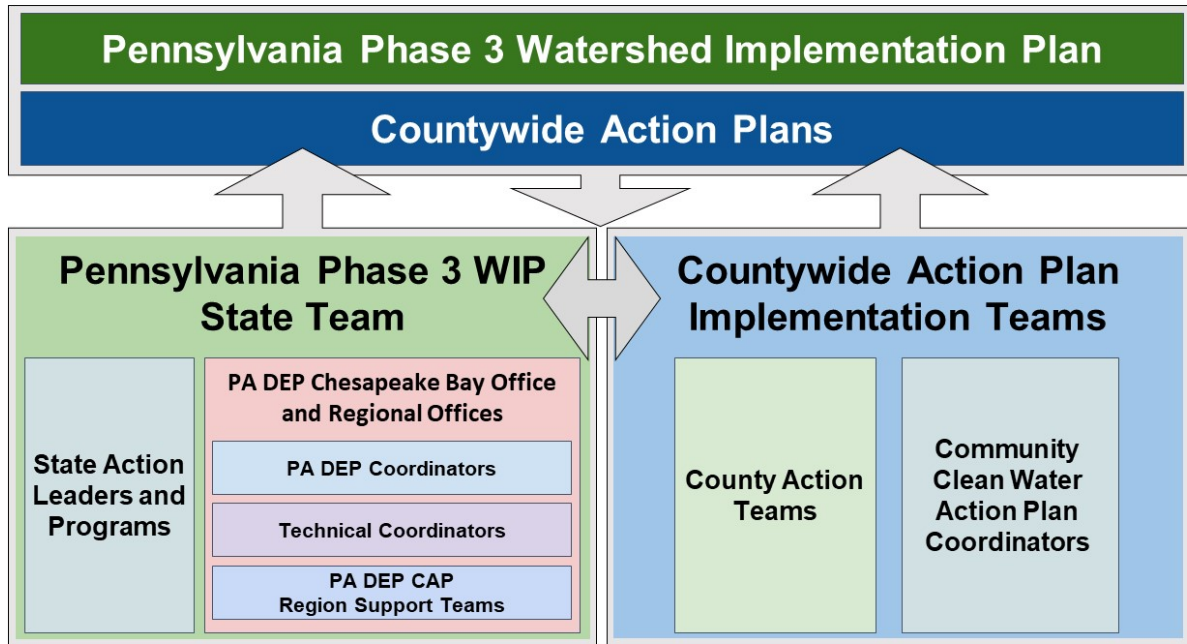
Pennsylvania and our neighboring states with river basins that drain into the Chesapeake Bay (Delaware, the District of Columbia, Maryland, New York, West Virginia, and Virginia) have each created a Watershed Implementation Plan (WIP) that describes the work to be done to reduce nutrient pollution. In 2017, the Chesapeake Bay Program Partnership completed a Midpoint Assessment of the 2010 Total Maximum Daily Load (TMDL) allocations for each state and re-established nutrient reduction planning target for each jurisdiction within the watershed. The goal is to have all practices to achieve these reductions in place by 2025. Each jurisdiction's plan for meeting their phosphorus (P) and nitrogen (N) pollution reduction goals is outlined in WIPs.

Pennsylvania's WIP strategy is to work together with local communities in the Chesapeake Bay watershed to clean up and protect local waterways. As part of this effort, Pennsylvania developed the Phase 3 Chesapeake Bay WIP which outlines a strategy to partner with a team in each county to develop and implement a CAP. The Phase 3 WIP was submitted to the Chesapeake Bay Partnership on August 23, 2019. Outlined in this plan is the strategy Pennsylvania is implementing through 2025 to put practices in place that will protect local waterways in the Chesapeake Bay watershed. The Phase 3 WIP is a living document that consists of milestones which are evaluated through annual progress updates. These milestones are revised every two years as Pennsylvania's WIP continues to evolve with the progress made at the local and state levels.

Clean water efforts at the county level are the foundation of Pennsylvania's Phase 3 WIP. The Phase 3 WIP identifies nitrogen and phosphorus pollution load reduction goals for each county. Achieving these goals will reduce the nitrogen and phosphorus pollution loads entering Pennsylvania's local waters, and ultimately reaching the Chesapeake Bay. To that end, the state is supporting county efforts to develop and implement a CAP in each of county in the Chesapeake Bay watershed.

New partnerships, ideas and funding sources are needed to get the job done. As part of this process, DEP, the Pennsylvania Department of Agriculture (PDA) and the Pennsylvania Department of Conservation and Natural Resources (DCNR) partnered early in the process to form a Pennsylvania Phase 3 WIP State Team. This State Team, partnering with locally led CAP Implementation Teams together with local stakeholders, collectively helps successfully implement Pennsylvania's Phase 3 WIP and put practices in place that will protect local waterways in the Chesapeake Bay Watershed.

As your county's team works toward implementing your CAP, the State Team Action Leaders will also be working toward enacting the Phase 3 WIP. As part of this effort, the State Team is taking specific measures to help your county's team implement its CAP. This is an adaptive process and will need continued support from both the State Team and CAP Implementation Teams. The figure below illustrates how the State Team and CAP Implementation Teams will work together to achieve clean water.



Pennsylvania Phase 3 WIP State Team and State Action Leaders

The Pennsylvania Phase 3 WIP State Team relies on the leadership of the three agency Secretaries from DEP, PDA, and DCNR. In 2019, DEP invited members of the statewide Phase 3 WIP Steering Committee that guided the development of the Phase 3 WIP to continue as members of the State Team to support implementation. DEP also invited additional public and private sector members with diverse and applicable skill sets to join the State Team. The State Team meets on a bi-annual basis to:

- Support the implementation of CAPs
- Review and revise milestones in the Pennsylvania Phase 3 WIP
- Provide programmatic support and updates as outlined in the Pennsylvania Phase 3 WIP
- Adapt the overall strategies, as needed

Local Action Teams

The Local Area Goals workgroup was a key contributor during the Pennsylvania Phase 3 WIP development and countywide planning process. The workgroup was responsible for developing the planning process for all 43 Pennsylvania counties within the Chesapeake Bay watershed.

As Pennsylvania and partnering counties moved into implementation of CAPs, the Local Area Goals workgroup transitioned into a county-based, state-funded effort, whereby counties could hire Community Clean Water Action Plan Coordinators (CAP Coordinators) to serve as the liaisons and voices for county partners who are implementing their CAPs. CAP Coordinators serve as the primary members of county-based Local Action Teams.

Local Action Teams work closely with the DEP Chesapeake Bay Office and provide the Pennsylvania Phase 3 WIP State Team with CAP progress updates and examples of successes and challenges with CAP implementation. The Local Action Teams also provide suggestions and recommendations for potential solutions based on local knowledge and expertise of what will work at the local level.

DEP Chesapeake Bay Office: Coordination and Support

DEP provides support to the Pennsylvania Phase 3 WIP State Team as well as the counties implementing their CAPs. As part of the support during the implementation process, DEP will provide funding, coordinators, facilitation and training resources to support counties.

DEP Chesapeake Bay Office Coordinators will:

- Support the Pennsylvania Phase 3 WIP State Team
- Provide support to counties and the CAP Coordinators as they implement their CAPs

DEP Technical Coordinators will:

- Provide technical support and analysis to the Pennsylvania Phase 3 WIP State Team
- Provide technical support to the CAP Coordinators and counties as they implement their CAPs

DEP Facilitation and Training Support will:

- Provide facilitation services to the Pennsylvania Phase 3 WIP State Team
- Provide training and facilitation support to the DEP Chesapeake Bay Office Coordinators
- Provide training and facilitation support to the county-based CAP Coordinators

DEP Region CAP Support Teams will:

- Serve as the direct contact for Tier 3 and Tier 4 counties and the liaison between the Tier 3 and Tier 4 counties and the DEP Chesapeake Bay Office
- Assist and support the Tier 3 and Tier 4 counties as they implement their CAP initiatives
- Attend stakeholder meetings, board meetings, etc. to provide answers and guidance, when invited
- Conduct monthly county grouping meetings
- Connect county partners to the resources and tools that have been developed on the Pennsylvania Clean Water Academy to support county efforts

Community Clean Water Action Plan (CAP) Coordinators will:

- Support their counties by coordinating the efforts to implement their CAP
- Report progress and provide feedback and information for the Pennsylvania Phase 3 WIP State Team
- Coordinate efforts with the DEP Chesapeake Bay Office Coordinators and DEP Region CAP Support Teams (Tier 3 and Tier 4)
- Access the Pennsylvania Clean Water Academy for knowledge and skill building

Programs that Support Implementation of the State Numeric Commitments

Since 2017, several new initiatives and programs have been developed to accelerate Pennsylvania's progress towards achieving the nutrient and sediment reduction planning goals. The following provides a summary update of the programmatic changes Pennsylvania is making to support implementation of your CAP.

- **Pennsylvania Farm Bill**

The Pennsylvania Farm Bill has been passed, which includes the new Conservation Excellence Grant (CEG) program, with approximately \$2 million in funding; expansion of the Resource Enhancement and Protection (REAP) tax-credit program to \$13 million; and expansion of AgriLink, which is a low-interest loan program. These programs are administered through the State Conservation Commission (SCC).

- **Chesapeake Bay Agriculture Inspection Program (CBAIP)**

The purpose of the CBAIP is to document compliance with the agricultural planning requirements established by Pennsylvania's Clean Streams Law and its implementing regulations. As part of their efforts under the CBAIP, participating County Conservation Districts and DEP Regional Offices conduct inspections of agricultural operations in Pennsylvania's portion of the Chesapeake Bay watershed. While performing these inspections, trained professionals will verify the completeness of the required planning documents and may verify the implementation and continued functionality of structural and agronomic BMPs.

According to the [CBAIP Standard Operating Procedure \(SOP\) \(CBO-INSP-001\)](#), BMP verification is optional for initial CBAIP inspections. However, per the internal procedures outlined in CBAIP – Phase 2 SOP No. CBO-INSP-002, BMP verification is a required component for Phase 2 CBAIP inspections. Through the efforts of this program, privately funded BMPs on agricultural operations are tracked and reported for CAP implementation. The CBAIP is critical to the effective recording of Nutrient Management BMPs and structural BMPs associated with Manure Management Plans and Nutrient Balance Sheets, as well as any BMPs associated with Agriculture Erosion and Sediment Control Plans.

- **DCNR Community Conservation Partnership Program (C2P2) Buffer Grants**

DCNR's Bureau of Recreation and Conservation (BRC) assists local governments and recreation and conservation organizations with funding for projects related to parks, recreation and conservation. Applications for C2P2 grants are accepted once a year, typically during the spring.

In recent years, DCNR has been allocating about \$750,000 annually toward riparian forest buffer projects. The DCNR Riparian Forest Buffer Program provides financial assistance to identify locations in need of riparian forest buffers, and to design, establish, monitor and provide short-term maintenance for those buffers.

In addition to riparian forest buffers, C2P2 grants can also help to fund land acquisition and conservation projects for park and recreation areas, greenways and critical habitat areas. These projects help to support the land conservation goals in Pennsylvania's Phase 3 WIP.

- **TreeVitalize Grants**

TreeVitalize is a public-private partnership established by DCNR to help build capacity within communities to plan for, plant and care for trees, and to offer educational trainings to help citizens understand the diverse benefits of trees and the importance of properly planting and maintaining them. TreeVitalize offers a broad range of services to support sustainable urban and community forestry programs across the state, including grants for tree planting, urban forest buffers, turf to trees planting and turf to meadows plantings. Grant applications are usually

accepted once a year, with approximately \$125,000 available to communities in the Chesapeake Bay watershed.

- **Lawn Conversion: Turf to Woods and Meadows**

DCNR provides funding for converting areas of turf grass or lawn to natural forests or meadows. The Chesapeake Bay Program's formal names for these practices are urban forest planting and conservation landscaping, respectively. This program is applicable to large turf areas found on municipal parks, schools, industrial landscapes, housing developments, and other large ownerships. Funding for partners looking to implement these practices is being incorporated into the C2P2 grant funding mechanisms.

- **Training, Technical Guidance, Frequently Asked Questions**

A supplemental learning opportunity is now available to County Conservation District staff, DEP staff and the public on DEP's [Pennsylvania Clean Water Academy](#) (CWA). The on-demand CWA modules contain information for operators and landowners of agricultural operations and entry-level planning staff to better understand agricultural erosion and sedimentation control (Ag E&S) requirements. There is also guidance on evaluating an operation and information on choosing BMPs, which are required for all operations regardless of the size, to minimize accelerated erosion and sedimentation. If properly verified, tracked, and reported, nutrient and sediment reductions associated with these BMPs will assist CAP implementation.

Data tracking and reporting requirements for the Chesapeake Bay Technician and Nutrient Management Technician are demonstrated and explained in several on-demand learning modules on the CWA. Reporting program activities according to program guidance and the trainings provided will assure proper tracking of relevant BMPs toward CAP implementation.

DEP and interested stakeholders are actively working to update the DEP guidance document, *Land Application of Manure, a Supplement to Manure Management for Environmental Protection – Manure Management Plan Guidance*.

[The Pennsylvanian's Guide to Permitting Watershed Improvement Projects](#) was published in December 2020 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.

DEP's Chesapeake Bay Office maintains three Frequently Asked Questions (FAQ) documents for county CAP Coordinators and lead entities – the CAP Technical FAQ, CAP Grants FAQ, and County CAP FAQ – to support counties in their implementation efforts.

Legislative Actions and Initiatives to Support Implementation

Legislative actions have been identified in Pennsylvania's Phase 3 WIP as priority initiatives to support implementation of your county's CAP. These legislative actions are detailed in Pennsylvania's Phase 3 WIP, one of which has already been enacted.

Enacted

- **Keystone Tree Fund**

Governor Wolf signed House Bill 374 (Everett), also known as the Keystone Tree Fund, on November 7, 2019. This fund allows citizens to make a voluntary \$3 contribution by checking a box when renewing their driver's license or vehicle registration online. The contributions are used to fund DCNR programs that use trees to help filter pollutants from waterways. In the fiscal year ending June 30, 2021, the fund generated over \$184,000 to be distributed through DCNR's TreeVitalize and Riparian Forest Buffer programs.

Proposed (2021-2022 Pennsylvania General Assembly session)

- **Dedicated Water Fund**

- **Clean Streams Fund**

SB 832 (Laughlin, Martin, and Yaw) and HB 1901 (Hershey) would create a new Clean Streams Fund using \$250 million of the federal American Rescue Plan Act (ARPA) dollars that were received by Pennsylvania for COVID recovery, including investment in water infrastructure. The new Fund would be distributed as follows:

- 50% (\$125 million) to a new Agricultural Conservation Assistance Program (see below)
- 20% (\$50 million) to the existing AMD Abatement and Treatment Fund
- 10% (\$25 million) to a new Clean Water Procurement Program (see below)
- 10% (\$25 million) to a new Municipal Stormwater Assistance Program (see below)
- 7.5% (\$18.75 million) to the existing Nutrient Management Fund
- 2.5% (\$6.25 million) to the existing Keystone Tree Restricted Account

The ARPA funding will expire at the end of Fiscal Year 2024.

- **Growing Greener III**

SB 525 (Gordner) and HB 1239 (Quinn) would use \$500 million of ARPA dollars for a Growing Greener III initiative. The funding would be distributed across DCNR (45%), DEP (40%), and PDA (15%) for a variety of conservation projects, including water quality.

- **Ongoing Revenue for Water Programs**

- HB 20 (Sturla) would establish a fee of \$0.0001/gal or \$0.001/gal for non-municipal water withdrawals over 10,000gal/day that are returned to the watershed or consumptive uses, respectively. In the case of power generation, the fee would be \$1.00/MWH generated and sold.

- **Agricultural Cost-Share**

- SB 465 (Yaw), SB 832, and HB 1901 all provide for a new Agricultural Conservation Assistance Program. Modeled after the Dirt & Gravel Road Program, funds would be distributed from the State Conservation Commission to county conservation districts based on need. The districts would then evaluate proposals and enter into contracts with local farmers, landowners, and technical advisors for the planning and installation of BMPs.

- **Nutrient & Sediment Reduction Procurement**

- SB 475 (Yaw), SB 832, and HB 1901 all provide for the establishment of a new Clean Water Procurement Program that would allow the Commonwealth to purchase nutrient or sediment credits through a competitive bidding process. Bids would be evaluated on several criteria, including cost-effectiveness, the participation of small farms, and

benefits to the local community. Aggregators could submit bids representing multiple farms or landowners. Contracts could last up to ten years, with payments based on continued performance of the project. The program would be limited to the Chesapeake Bay watershed and would expire in ten years.

- **Municipal Stormwater Assistance**
 - SB 832 and HB 1901 both provide for a new Municipal Stormwater Assistance Program that would enable municipalities, municipal authorities or counties to receive funding for Act 167 planning or implementation of MS4 Pollution Reduction Plans. Project proposals would be evaluated based on criteria that includes the extent to which projects involve: multi-municipal and/or integrated water resources planning; perpetual easements or long term maintenance contracts; GIS or other cost-effectiveness targeting techniques; matching funds; environmental justice areas; and multiple community benefits.
- **Fertilizer**
 - SB 251 (Yaw) would modernize PDA's existing fertilizer program and create new standards for do-it-yourself fertilizer as well as training and certification requirements for professional fertilizer applicators.
- **Livestock Stream Exclusion**
 - HB 810 (Sturla) would allow the Commonwealth or municipalities the option of requiring fencing to keep livestock out of streams, with provisions for appropriate stream crossings.

Regulatory Actions and Initiatives to Support Implementation

Several regulatory actions and initiatives are proposed in Pennsylvania's Phase 3 WIP that will help to support implementation of your county's CAP. These regulatory actions are detailed in Pennsylvania's Phase 3 WIP, one of which DEP is currently working on.

- **Chapter 105 Regulatory Amendments**

DEP is actively working on revising the Chapter 105 regulations, which include clarifying waiver provisions and adding a new section that clearly outlines the environmental assessment requirements associated with a restoration project.

Programmatic and Policy Actions and Initiatives to Support Implementation

Several programmatic and policy actions and initiatives are proposed in Pennsylvania's Phase 3 WIP that will help to support implementation of your county's CAP. These programmatic and policy enhancements are detailed in Pennsylvania's Phase 3 WIP, one of which DEP has already begun implementing.

- **Chesapeake Bay Agriculture Inspection Program (CBAIP) Phase 2** – BMP verification is a required component for Phase 2 CBAIP inspections. A growing number of participating county conservation districts will conduct Phase 2 Inspections as they complete Phase 1 of the CBAIP in

their respective counties. A county may choose to strategically identify agricultural operations for a Phase 2 Inspection or Initial Inspection with voluntary BMP verification to assist with various aspects of CAP implementation. The CBAIP is critical to recording Nutrient Management BMPs and structural BMPs associated with Manure Management Plans and Nutrient Balance Sheets as well as any BMPs associated with Agriculture Erosion and Sediment Control Plans.

- **Expanded Coordination of MS4 and Nonpoint Source Nutrient Pollution Reduction Actions and Offsetting**

DEP updated the MS4 Frequently Asked Question (FAQ) document on October 21, 2019, to explain the ability for MS4 permittees to look for and utilize opportunities outside of the Urbanized Area (UA) to meet MS4 nutrient and sediment reduction goals. The updated MS4 FAQ document is available at www.dep.pa.gov/ms4.

Incentives and Methods to Accelerate Implementation

Several incentives and methods to accelerate practice implementation are proposed in Pennsylvania's Phase 3 WIP. The following is a summary of the programmatic and policy actions and initiatives that will help to support county CAP implementation.

- **Use of "Block Grants"**

DEP will provide flexibility to counties through block grant funding for the CAP Coordinator positions in the 34 counties who have developed CAPs. DEP will also provide block grant funding to counties to implement their CAPs through CAP Implementation Grants.

- **Expansion of Existing Funding Programs like REAP and Growing Greener**

As part of the Pennsylvania Farm Bill, REAP increased by \$3 million, in addition to the existing \$10 million annual allocation, to be used specifically within the Chesapeake Bay watershed. DEP intends to allocate 50% of available Growing Greener funds to address nonpoint source pollution within the Chesapeake Bay watershed. Priority will be given to Growing Greener grant applications that directly support implementation of your county's CAP.

- **Establishment of a Center for Water Quality Excellence**

Pennsylvania has established a [Center for Water Quality Excellence](#) (CWQE). This center will help landowners, local governments, and businesses better understand and navigate the public and private funding sources available to support clean water projects. The CWQE's key components include: 1) An online self-service support portal available 24/7 that allows customers to ask questions, request support and search a digital library of stormwater resources; 2) a physical storefront located in Columbia Borough, Lancaster County for one-on-one consultations and workshops/open house events; and 3) a mobile education center that will take storefront services on the road to key targeted events. The CWQE is being piloted with two Pilot counties, Lancaster and York, and will be expanded based on the results of the pilot project.

- **Review and Consideration of DEP Permitting Process Modifications**

Chapter 105 regulation revisions, the general permit for earth disturbance activities between one and five acres (PAG-01), and the general permit for earth disturbance activities greater than five acres (PAG-02), are examples of permitting initiatives on which DEP has been engaged.

- **Improvements to DEP's Cross-Program Reporting**

DEP's Air Program is working to report reductions from atmospheric deposition for credit in the Pennsylvania Phase 3 WIP. DEP's Oil and Gas program has retroactively reported all stormwater BMPs from 2013 through 2019 to receive credit in the Pennsylvania Phase 3 WIP. DEP's Waste Program has retroactively submitted all of the Stormwater BMPs for existing solid waste landfills to receive credit in the Pennsylvania Phase 3 WIP.

A number of programs within multiple Commonwealth agencies currently or will soon require program data tracking and reporting in the PracticeKeeper database, a centralized geodatabase. By centralizing the reporting of BMP implementation, verification, and other program activities, it builds the first level of data quality assurance into the workflow of the technicians performing the work and ensures that duplication of effort and reporting across the programs are minimized.

- **Improvements to Pennsylvania's Cross-Agency Reporting**

In 2020, the Pennsylvania Department of Transportation (PennDOT) worked with DEP's Chesapeake Bay Office to report suburban and urban stormwater BMPs PennDOT implemented between 1984 and 2020. PennDOT will continue to report their suburban and urban stormwater BMPs to DEP on an annual basis.

DCNR worked with DEP's Chesapeake Bay Office to report forest buffer and tree plantings through PracticeKeeper. The specific affiliated programs that are reporting to PracticeKeeper are: TreeVitalize Program, Community Conservation Partnerships Program Grants, and Special Grant Funds for the Chesapeake Bay Foundation 10 Million Tree Partnership.

In 2022, DEP's Chesapeake Bay Office will be working with DCNR's Bureau of Recreation and Conservation to report their BMPs to PracticeKeeper.

- **DEP Chesapeake Bay Office Capacity Expansion**

DEP's Chesapeake Bay Office has expanded to include multiple sections and will continue expanding through 2022.

- Chesapeake Bay Accountability – directly assists the counties in CAP implementation
- Chesapeake Bay Partnership – data compilation, reporting, and developing and disseminate verification and validation protocols
- Watershed Support – provides oversight of the Conservation District Watershed Specialist contracts, Growing Greener Plus Grant Program, Nonpoint Source Management Section 319 Grant Program, and PA CREP Program
- Agriculture Compliance-provides statewide regulatory oversight of manure management, erosion and sediment control, CBAIP and agricultural BMP reporting for Chesapeake Bay credit
- Conservation District Support- provides liaison support to conservation districts statewide and provides guidance to conservation district managers and Boards of Directors

CAP Implementation Success Strategy

“If you want to go fast, go alone. If you want to go far, go together.” - African Proverb

The county-based implementation process provides an opportunity for local community members to be involved in cleaning up their local waters. The Phase 3 WIP planning process enabled your county to develop a specific CAP to target the nutrient pollution running into local waterways, including development of numeric and programmatic goals, identification of available and needed resources, programmatic needs and much more.

As you transition from planning to implementation of your CAP, one of the main functions of this document is to provide you with a framework for realistic implementation of your CAP. This framework serves as a good starting point for your county and can be adapted to suit your county’s unique needs.

Transitioning from a Planning Team to an Implementation Team

Now that your county has completed your CAP, you will want to transition by formally closing your planning process and thanking those that participated on your county’s planning team. When forming your county’s Clean Water Implementation Team, you may want to invite those same invested stakeholders to continue to be part of the Implementation Team, and/or recruit others in your community who will be valuable to the implementation process. It is important to continue to grow your coalition. Implementing your CAP will take a large group of diverse stakeholders with local knowledge, interest and expertise. Continuing to grow the team will take time, but is important for long-term success. Having a goal to add a few new members each meeting is a good way to continue to build a powerful coalition.

It is also important to choose a lead county entity to provide leadership for your Clean Water Implementation Team. Leadership should come from an entity in your county that will remain significantly involved in implementing the CAP over the next five years. The role of the lead county entity will be to work with the CAP Coordinator, engage stakeholders, provide guidance and be a champion for successful implementation.

As you begin implementing your CAP, continue to think about who else should be at the table. Who is missing that can contribute to the team’s success? Consider inviting community members, businesses, non-profit organizations, or local government representatives/organizations who:

- have relevant specialized knowledge;
- may be impacted or be a potential landowner for restoration efforts;
- have project implementation expertise;
- have connections to relevant groups; and
- are willing to come to the table and contribute to consensus.

Below are examples of individuals and groups you may want to invite to join your County Clean Water Implementation Team. *Please note, these are merely suggestions.*

Countywide Implementation Team Membership Ideas	
<ul style="list-style-type: none"> ● Agriculture industry representatives ● Business Associations ● College/University personnel ● Communications personnel ● Cooperative Extension ● County conservation districts ● County or municipal officials ● County or municipal planners ● Farming associations and unions ● Forest products industry representatives ● Funding institutions, co-ops, banks 	<ul style="list-style-type: none"> ● Historic preservation groups ● Hunting, fishing, and sportsmen’s groups ● Land trusts and conservancies ● Local/community leaders and champions ● Local environmental consulting groups ● Nursery and tree-growing industry ● Private funders/foundations ● Rural & economic development groups ● USDA ● Water authorities/companies ● Watershed groups

Forming Action Teams

Once your County Clean Water Implementation Team is formed, schedule a kickoff meeting. The kickoff meeting will provide an opportunity to identify action areas to focus your county’s efforts. The next step is to form Countywide Action Teams.

Action Teams are committees formed from your Implementation Team members, to specifically focus on a component of your CAP. When reviewing your CAP, consider which areas need the focus of a smaller group of people to ensure the success of the larger plan. For example, you may want an Action Team focused on “Education and Outreach” to ensure the right messages are reaching the right audiences to support successful CAP implementation.

Below is an example list of potential Action Teams formed by Phase 3 WIP pilot counties. Your county’s Action Teams should specifically focus on implementing your CAP and support the bigger picture. They may be taken directly from your CAP - a category or sector (e.g., Agriculture) - or they can be more thematic in nature (e.g., Data Management). *Please note, these are merely examples.*

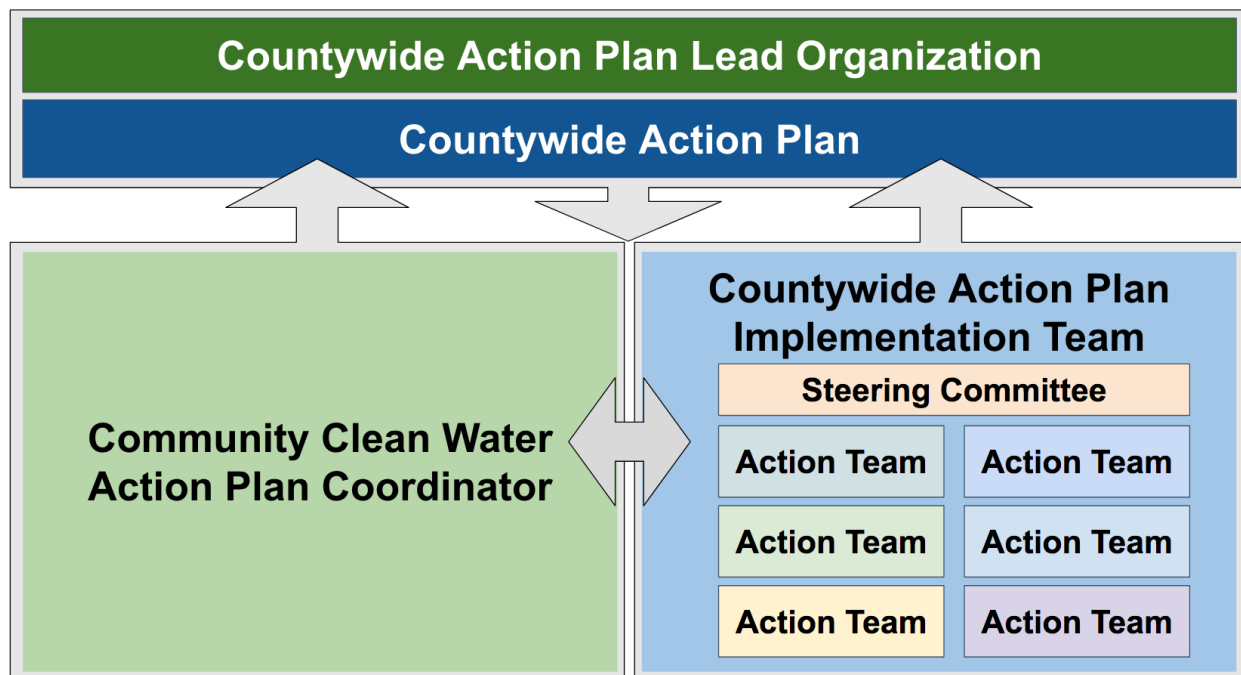
Examples of Countywide Action Teams	
<ul style="list-style-type: none"> ● Agriculture ● Buffers ● Data Management ● Education and Outreach ● Land Use & Preservation 	<ul style="list-style-type: none"> ● Programmatic Changes ● Project Implementation ● Revenue Building ● Stormwater ● Stream Restoration

Just as leadership is critical to the full Implementation Team, it is just as important that the Action Teams identify a strong leader within each team. The role of the Action Team leader is to guide, coordinate, direct, and champion their Action Team’s work. Some Action Teams may want to identify a

few leaders, depending on the workflow of the Action Team. Additional team roles can be assigned, such as facilitator, note taker, meeting logistics, etc.

For continuity, coordination, and enhanced collaboration, your lead county entity and CAP Coordinator may wish to form a Steering Committee consisting of the leaders of each Action Team. This provides your county leadership team the opportunity to work together to move your goals forward.

Once formed, your County's Clean Water Implementation structure should follow a similar workflow to the figure below. The CAP Coordinator will facilitate, manage and coordinate the actions outlined in the CAP and undertaken by the Countywide Implementation Team. The Implementation Team will break into individual Action Teams based on identified areas of focus. Each Action Team will identify leaders who will lead the members of the Action Team. The leaders of the Action Teams will coordinate directly with the CAP Coordinator and Implementation Team to ensure all teams and members are working toward a common goal.



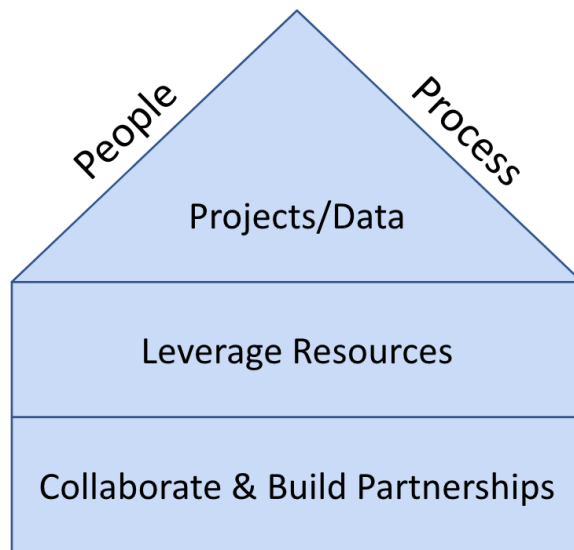
The Countywide Action Teams are crucial to successful CAP implementation. To ensure the success of your Action Teams, it is important to develop a consistent meeting schedule for your Action Team. Depending on the workflow of the Action Team, each team may need to meet more or less frequently. It is recommended for the Action Teams and the Implementation Team to meet at least once a month.

Below is an example of a meeting schedule tracker, where each “x” represents one meeting.

Team	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Implementation Team (monthly)	x	x	x	x	x	x	x	x	x	x	x	x
Action Team 1 (monthly & as needed)	xx	x	x	x	x	xxx	xx	x	x	x	xx	x
Action Team 2 (monthly & as needed)	xx	xxx	xxx	xx	xx	x	xxx	xxx	xx	xxx	xx	x
Action Team 3 (monthly & as needed)	x	xx	x	x	xx	xx	x	xx	x	xx	x	xx
Action Team 4 (every other month)	x		x		x		x		x		x	

Strategies and Steps to Success

Strategic multi-party efforts typically rely on three basic components: people, processes and projects/data. These components are supported by leveraging resources and building partnerships. The figure below demonstrates the interdependence of these elements.



Collaborating, Partnering and Leveraging Resources

The scope and scale of implementing CAPs will vary across Pennsylvania, but the interdependence of these elements will not. There are two key strategies that serve as the foundation for success: (1) collaboration and building partnerships and (2) leveraging available resources. These strategies lead to

outreach, education and engagement to support your Clean Water Implementation Team throughout the journey. People, process and projects/data drive plan implementation, but counties will not be successful without effectively *Leveraging Resources* and *Building Partnerships*.

These two components are fundamental keys to success because they are necessary for any priority or initiative; these are the first two building blocks to success. *Leveraging Resources* is all about knowing what is available, understanding how to access/leverage available resources, and tapping into these resources to support success. *Building Partnerships* is about understanding the value of collaboration, knowing how to effectively collaborate, and building and leveraging partnerships for success.

These two keys to success go hand-in-hand because building partnerships is about leveraging the resource of people - who have other resources! Some resources are outlined in this guide and can be accessed through state support, but there are additional resources you can leverage as you collaborate and build partnerships. For example, look for partnerships with River Keepers, your agriculture community, watershed groups, academia, etc. You can also build partnerships with school districts, local news channels and publications, and civic groups to help with education and outreach. Implementing your CAP is not such an overwhelming task when you approach it with a mindset to collaborate, build partnerships and leverage available resources.

Mobilizing People, Directing Process, and Managing Projects and Data

While focusing on data and projects is important to this process, it is equally important, and essential, to effectively communicate progress. Groups often encounter roadblocks or issues because they have not engaged the right people and/or have not directed processes well. *Mobilizing People, Directing Process, and Managing Projects and Data* are the key steps that need to be taken to implement your county's CAP successfully. It is critical to understand that it takes knowledge and attention to all three to be successful.

Mobilizing People

Successful implementation of your CAP is about more than just completing a list of on-the-ground projects; it is about bringing the right mix of people to the table, building partnerships, and working together to get the job done. It is important to take time at the beginning of your CAP implementation to look around the room and figure out who else should be at the table. And, it is also important to revisit this question regularly. As you progress through plan implementation, the mix of skills, knowledge, and resources you need will likely change.

CAPs are drafted by citizens, organizations, and other stakeholders in each county; successful CAP implementation relies on their continued involvement. Taking time out at meetings to check in with the group on collaboration and partnership needs will reduce the chance for opportunities to be missed. This can be done with the full Implementation Team or at the Action Team level.

Ideally, once planning is done, a similar group and organizational structure will remain in place for CAP implementation. If this is the case, it is important to take the time to validate that the group wishes to proceed using the same structure and hold the same roles. Some tweaks might be necessary and discussing organizational structure at this point will help ensure a smooth transition.

If there is a large amount of turnover from planning to implementation, it will be necessary to meet with the new group to revisit the organizational structure and implementation responsibilities. It may seem

tedious, but to ensure buy-in, everyone must be on the same page for how decisions will be made, projects will be implemented, tracked, and reported.

CAP implementation will look different for each county, but all will have common needs for committed partners and effective communication. Special attention should be placed on motivating and maintaining committed partners as well as communicating effectively. In the Appendix, you will find sample meeting agendas and emails to partners that are designed to motivate and maintain commitment.

To ensure upfront and ongoing support, education and outreach are key. Successful CAP implementation will provide opportunities for community members to learn about the effort and plan outcomes. Ideally, each plan will offer opportunities for community members to get involved, get their hands dirty, and contribute to local clean water efforts.

Directing Processes

CAP implementation must follow a clear plan that outlines who, what, how and when for each clean water project. This framework will vary based on the scale of each county's CAP, how the implementation team is organized, and the resources needed to complete the full suite of projects. The Implementation Team should spend time up-front reviewing the project list and determining:

- what steps are needed to complete each item
- who is responsible for completing each step
- who is responsible for tracking progress
- how will progress be tracked (e.g., online tools, forms)
- when each step needs to be completed
- what are the resource needs (e.g., staff, revenue)

Regular implementation team meetings should be held to keep the group up-to-date on progress, needs, and roadblocks. Conducting implementation in a transparent and open way will keep team members engaged and give everyone a chance to contribute to the process in a meaningful way. Each meeting should follow a pre-published agenda, have identified facilitators, and be mindful of all participants' time.

Reporting, Collecting, and Tracking Data

Each county will be expected to submit annual updates on plan implementation progress by utilizing either PracticeKeeper for agriculture BMPs, or Chesapeake Commons FieldDoc, a geospatial electronic reporting platform linked at <https://www.fielddoc.org>, for urban nonfederal/state cost share and non-federal/state regulatory programs, along with NFWF BMPs.

In 2022, the Chesapeake Conservancy / Chesapeake Commons Clean Water Tool will be created and posted to the public to show aggregated CAP implementation efforts.

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

- Annual CAP Implementation Progress
- Milestone Updates (every two years)

County Snapshot

SUMMARY

Adams County benefits from abundant natural resources, a conservation-minded agricultural community, a thriving tourism industry, and an active stakeholder base with a demonstrated commitment to land and water resource stewardship. This plan includes recommendations for activities that help to achieve local goals like environmental health and economic development as well as Chesapeake Bay water quality goals. The plan's recommendations were developed with input from diverse county stakeholders. Adams County is one of the higher loading counties in Pennsylvania's Chesapeake Bay Watershed. Current loading rates are 4.72M lbs of nitrogen and 360.41K lbs of phosphorous annually. Adams County's goal is to reduce 1.49M lbs of nitrogen and 39.5K lbs of phosphorous by 2025.

REPORT WIP MILESTONES

Project/Funding Tracking

DEP's Chesapeake Bay Office has provided an Implementation Grant and Project Tracking Spreadsheet to assist counties in the management of their projects funded through the implementation grant. The spreadsheet can be found on the [Pennsylvania Clean Water Academy](#). Counties should use the spreadsheet to track projects and report on their project and funding progress during regular meetings with DEP.

Project Phases and Tasks

Breaking big projects into phases and tasks makes getting the job done more manageable. A task is usually a simple step that can be accomplished easily and furthers the project. A phase is a set of tasks that logically group together.

Developing a list of phases and tasks can be challenging. To get started, begin by brainstorming a list of all the things that must be done. Then, review the list and label each item as either a phase or task. Review the list again. Is anything missing? What else has to be accomplished for the project to be completed? Add those items to the phase and task list until you are satisfied with the list. Then put the phases in order and group the tasks into their phases.

A final step is to determine who will complete each task and decide when each task/phase should be completed.

Below is an example of a completed Phase and Task table for a rain garden project.

Phase	Tasks	Who?	When?
Project Kickoff	Assemble team	Project Coordinator	July
	Identify site options	Project Coordinator	August
	Hold kickoff meeting	Project Team	September 3
	Finalize site location	Project Team	September 3
	Send follow-up info	Project Coordinator	September 4
	Permit pre-meeting w/DEP	Project Coordinator	September 4

Site Planning	Garden design plan Plant list Contractor list Request bids Review bids Hire landscaper	Landscape Intern Landscape Intern Project Coordinator Project Coordinator Project Team Project Coordinator	October 10 October 10 October 10 October 15 November 7 November 15
BMP Install	Site plan finalized Secure permits Purchase materials Press release Invite volunteers Install rain garden	Project Team Landscaper Project Coordinator Project Coordinator Project Assistant All	January 10 February 18 March March March April 15
Wrap-up	Finalize maintenance plan Secure volunteers Final report Project review meeting	Project Team Project Assistant Project Coordinator Project Team	April May May May

Key Milestones

Milestones are dates important to your project that cannot be changed. Tracking milestones can help set deadlines, schedule work and are useful for getting your team focused on the task at hand.

Start by identifying key dates such as annual progress reporting deadlines and funding due dates. Then brainstorm a list of other events, meetings and important dates could/should be tracked as milestones.

Below is an example of a completed Phase and Task table.

Date	Milestone
Monthly	County Board Meetings
Quarterly	Implementation Team Progress Report
July 4, 2022	Grant Application XYZ Due
August 8, 2022	Final report for ZYX Community Fund Grant Due
October 22, 2022	Fall Field Days
Q1 Annually	CAP Progress Report Due to DEP

Timeline

Project timelines are useful for project planning. They allow for easy project status tracking. Using a Gantt chart, project timelines can be visualized at the level of phases or tasks.

To create a Gantt chart, list the project phases or tasks down the first column of a table. Then fill in the time scale you wish to use across the top (e.g., days, weeks, months, years). Then place an “x” where the phase will be in progress until the full project is mapped out. Gantt charts can be as simple or as detailed

as you need them to be to accomplish the goals of your project on time.

Below is an example of a completed Gantt chart for a BMP project. The timing of activities for each phase is indicated by an “x” in the column for each month activities are expected to occur.

Phase	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
Project Kickoff	x	x	x								
Site Planning				x	x						
BMP Install							x	x	x	x	
Wrap-up										x	x

Deliverables

A deliverable is a good or service produced as part of a project. Some common deliverables include project reports, outreach materials, presentations, project data and construction projects.

Deliverables are often the final product of a project or materials produced during the course of the project. Deliverables are trackable, are typically agreed upon at the beginning of a project, and their due dates often make excellent milestones.

A key project deliverable for your CAP is your annual progress data. This data should be tracked throughout the year and submitted through FieldDoc.

Resources for Successful Implementation

There are many resources available to counties to support their CAP implementation. DEP's Chesapeake Bay Office is an important source of support. In addition to this Community Clean Water Implementation Guide, you have received:

- The opportunity to hire a county CAP Coordinator to lead your county's CAP planning and implementation
- The opportunity to apply for funds for project implementation (CAP Implementation Grants)
- A county-specific WIP page on the FieldDoc Clean Water tool at www.pacleanwatertool.com
- Access to the Pennsylvania Clean Water Academy, a clearinghouse of education and outreach resources, to support your county's implementation <https://pacleanwateracademy.remote-learner.net/>

Community Clean Water Action Plan Coordinator

The Community Clean Water Action Plan Coordinators (CAP Coordinators) play a critical role in Pennsylvania's success in implementing the Phase 3 WIP. These Coordinators provide regular progress updates to DEP's Chesapeake Bay Office coordination team and support county efforts to implement their CAP by:

- Facilitating Implementation Action Team efforts and coordinating regular meetings
- Seeking financial resources to support county efforts (grants, partnerships, etc.)
- Helping counties with permitting of plan-related projects
- Developing and updating county plans and progress as needed
- Submitting annual reports
- Coordinating the verification process within their designated county/counties

DEP's Chesapeake Bay Office provides support to the county CAP Coordinators by providing:

- A DEP-based coordination team assigned to your county
- A DEP Region CAP Support Team to support your county (Tier 3 and 4 counties)
- Coordinator Handbooks, containing the necessary plans and documents to guide your work
- Coordinator Training Academy (CTA), which provides the necessary information, technical and professional skill building, and connection to key contacts
- Continuing Education and Networking
- Pennsylvania Clean Water Academy

Your county CAP Coordinator will be tasked with leading your county through successful implementation of your CAP. Questions regarding your county's CAP or Pennsylvania's Phase 3 WIP should be directed to your county CAP Coordinator. The county Coordinator will need your continued support during the implementation process to successfully implement your CAP.

Pennsylvania Clean Water Academy

Understanding the need for and value of education and outreach is key to success. The Pennsylvania Clean Water Academy is a vast online resource that offers multiple options for the CAP Coordinator and County Implementation Teams. This resource includes a comprehensive list of webinars, workshops,

FAQs and tools from beginner to advanced. It is designed to be user-friendly and point the user in the right direction to augment their knowledge and skills.

The CAP Coordinator can use this resource as an opportunity to find webinars, workshops, FAQs and tools for their own professional development and/or to facilitate the professional development and skill building of the county's Implementation Team. The Pennsylvania Clean Water Academy includes general leadership skill building offerings plus topic-specific training related to areas of the Pennsylvania Phase 3 WIP and CAPs. Tools have been developed to assist CAP Coordinators and counties in their outreach to their partners and project management during implementation.

CAP Coordinators are required to register for an account with the Pennsylvania Clean Water Academy and complete the Orientation Program. Specific programs and associated coursework will be added to the CAP Coordinator's account that will be helpful for the countywide planning process. Through your CAP Coordinator, you will be able to access additional courses not found on the public Clean Water Academy website. To visit the Clean Water Academy website, please visit <https://pacleanwateracademy.remote-learner.net/>.

Technical Coordinator

As part of the Phase 3 WIP process, DEP will continue to provide technical support to your county Implementation Team to assist you with CAP implementation. The Technical Coordinator will:

- Be responsible for providing information and facilitation of prioritization and reporting tools through the implementation process
- Provide technical support with FieldDoc and other reporting tools
- Assist with technical questions about reporting and tracking of milestones and annual progress
- Assist in model runs during two-year CAP milestone updates
- Provide guidance and support for technical questions during the implementation process

Chesapeake Bay Office (CBO) Coordinator

DEP will continue to provide support to each county with a CBO Coordinator. This coordinator is a member of the DEP Chesapeake Bay Office and serves as the point of contact for the technical support team and the county planning team. The CBO Coordinator will:

- Work directly with CAP coordinators to assist your county with meeting your CAP goals
- Coordinate facilitation services between county partners and technical support team
- Facilitate and communicate state resources for implementation
- Assist, when applicable, CAP Coordinators with the permitting and grant process
- Assist with coordination of the practice verification process
- Manage and coordinate with your CAP Coordinator on your county CAP annual reporting and two-year milestone tracking

Center for Water Quality Excellence

PENNVEST has established a [Center for Water Quality Excellence](#) (CWQE) to create a level of coordination among governmental agencies and stakeholders to facilitate cohesion of state and local interests, programs and projects, and funding to support initiatives.

The purpose of the CWQE is to support the efforts of Pennsylvania's Chesapeake Bay program to reduce nutrient loading to local waters by providing much needed facilitation, coordination, technical assistance, and support in simplifying the process to fund projects. The CWQE serves as a clearinghouse for sharing ideas, proposals and projects for effective conservation management, financing and assistance on a countywide, inter-county, regional and watershed-wide basis. The CWQE is success- and results-driven while providing the necessary outreach and engagement to all sectors with a focus on agriculture and stormwater. The CWQE is flexible, adaptable and use various methods to supplement and/or complement the services already provided by Pennsylvania's many committed partners such as: practice design standards, regulatory obligations, technical assistance, data collection, progress summarization, project prioritization and financial assistance.

Funding Opportunities to Support CAP Implementation

This section includes funding sources targeted toward the implementation of your CAP. 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.

- DEP CAP Implementation Grant Opportunities
- National Fish and Wildlife Foundation (NFWF) Pennsylvania Local Government Implementation Grants
- Growing Greener
- U.S. Environmental Protection Agency Section 319 Grant
- Conservation Excellence Grants (CEG) Program
- Resource Enhancement and Protection Tax Credit Program (REAP)
- Agriculture-Linked Investment Program (AgriLink)
- PENNVEST loans and grants
- National Resource Conservation Services (NRCS) Funding and Resources

DEP CAP Implementation Grants

DEP's Chesapeake Bay Office is working to support the implementation of your CAP. As part of this process, Pennsylvania has created additional funding opportunities that align with your CAP and also worked with federal partners to identify funding sources to support CAP implementation.

CAP Implementation Grants are one of the innovative funding ideas DEP has introduced to streamline the funding process and provide immediate funding opportunities to your county. Counties with completed CAPs qualify for funding to be used to implement BMPs and projects that align with CAPs and maximize nutrient reduction in order to help reach nutrient reduction goals.



NFWF

National Fish and Wildlife Foundation Grants

The National Fish and Wildlife Foundation (NFWF) offers a variety of financial and technical assistance dedicated specifically to protecting the Chesapeake Bay and helping local communities clean up and restore their polluted rivers and streams. These resources may help to support implementation of your CAP. NFWF funding programs have match requirements. For more information visit: [Chesapeake Bay Stewardship Fund | NFWF](#).

Innovative Nutrient and Sediment Reduction (INSR) Grants

NFWF solicits proposals through the INSR program to accelerate the rate and scale of water quality improvements specifically through the coordinated and collaborative efforts of sustainable and existing regional-scale partnerships in implementing proven water quality improvement practices more cost-effectively. Awards range from \$500,000-\$1,000,000.

Eligible Applicants: State agencies, post-secondary institutions, local governments, non-profits, tribes. For more information, visit: [Innovative Nutrient and Sediment Reduction Grants 2022 Request For Proposals | NFWF](#).

Small Watershed Grants (SWG)

NFWF's SWG Program makes awards each year through two distinct funding opportunities: **SWG-Implementation (SWG-I)** and **SWG-Planning and Technical Assistance (SWG-PTA)**. **SWG-I** grants are awarded to projects that promote on-the-ground community-based efforts to protect and restore the diverse natural resources of the bay and its tributary rivers and streams. Projects result in measurable improvements to local stream health and habitat, and/or the water quality of the Chesapeake Bay. Awards range from \$50,000-\$500,000. **SWG-PTA** grants are awarded to projects that enhance local capacity to implement on-the-ground conservation efforts more efficiently and effectively through assessment, planning and design, and other technical assistance-oriented activities. Awards are a maximum of \$50,000.

Eligible Applicants: local governments, non-profits, tribes.

The 2021 SWG grant slate was announced in October 2021. [2022 Request for Proposals anticipated for release in early 2022](#). For more information, visit: [Small Watershed Grants | NFWF](#).

Pennsylvania Local Government Implementation (PA LGI) Funding

The PALGI funding seeks proposals to directly implement priority load reduction practices identified as priorities by Pennsylvania DEP and its local partners. These include both constructed, structural practices implemented in the landscape as well as annual or management practices aimed at reducing nutrient and sediment losses through ongoing, annual land management activities. Awards ranges for 2022 are still to be determined but are expected to be capped between \$250,000 and \$500,000. NFWF may solicit LGI proposals as part of its 2022 Small Watershed Grants RFP and/or as part of a dedicated Request for Proposals for PA LGI and PA MEB programs (see below).

Eligible Applicants: State agencies, post-secondary institutions, local governments, non-profits.

The 2021 PA-LGI grant slate was announced in October 2021. [2022 Request for Proposals TBD](#). For more information, visit: [Pennsylvania Local Government Implementation Grants 2020 Request for Proposals - CLOSED | NFWF](#).

Pennsylvania Most Effective Basins Grant (PA MEB)

NFWF solicits proposals for PA MEB projects that accelerate implementation of cost-effective agricultural best management practices (“practices”) in selected basins of the Chesapeake Bay watershed of Pennsylvania. The intent of the PA MEB program is to assist the Commonwealth of Pennsylvania in achieving its 2025 water quality goals for the agricultural sector under the Chesapeake Bay Total Maximum Daily Load (TMDL) and Pennsylvania’s Phase 3 WIP. Awards are a maximum of \$250,000 per proposal. The 2021 MEB slate will be announced in November 2021. 2022 Request for Proposals anticipated for early Spring 2022. For more information, visit: [Pennsylvania Most Effective Basins Grants 2021 Request For Proposals | NFWF](#).



DEP's Growing Greener Plus Grant Program 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 BMPs.
- Reduce AMD-related iron, aluminum, acidity, and sedimentation.
- Implement stream restoration, bank stabilization and/or stormwater management projects to reduce runoff volumes, increase infiltration and improve water quality.
- Implement Chesapeake Bay CAPs as identified in Pennsylvania's Phase 3 WIP.
- 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 a CAP are required to obtain a letter of acknowledgement from the Countywide Action Team.

For more information, visit [Growing Greener \(pa.gov\)](http://pa.gov).



Funded in part by the U.S. 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: [Nonpoint Source \(pa.gov\)](http://NonpointSource(pa.gov)).

Conservation Excellence Grant Program



The Conservation Excellence Grant (CEG) Program, created by Act 39 of 2019, provides financial and technical assistance for the implementation of BMPs on agricultural operations in high-priority locations within the Commonwealth.

Financial assistance may be provided through grants, loans and tax credits, or a combination of all three. CEG is administered by the [State Conservation Commission](#) and delegated to participating conservation districts for local implementation of the program.

When evaluating applications for eligible projects under the CEG program, a participating conservation district will give priority to complete applications based upon the following criteria:

- Priority locations as designated in Pennsylvania’s Chesapeake Bay Phase 3 WIP.
- Priority BMPs established by the Commission and defined in the CEG Guidelines.
- The level of planning and technical assistance already completed by the applicant for the proposed project.
- The extent to which an applicant is willing to accept a reasonable mix of grant, loans, tax credits or to supply non-governmental funds for the project.

Priority Location are as follows in the below order as designated by Pennsylvania’s Chesapeake Bay Phase 3 WIP:

- Tier 1: Lancaster and York counties
- Tier 2: Bedford, Center, Cumberland, Franklin, and Lebanon counties
- Tier 3: Adams, Bradford, Clearfield, Clinton, Columbia, Fulton, Huntingdon, Juniata, Lycoming, Mifflin, Northumberland, Perry, Schuylkill, Snyder, Susquehanna, and Tioga counties.
- All other counties

CEG Program Priority BMP Criteria

- | | | |
|--|--|---|
| • Livestock exclusion fencing. | • Stream crossings. | • Conservation plans or agricultural erosion and sedimentation plans. |
| • Stream-side buffers. | • Off-stream watering. | • Cover crops. |
| • Streambank restoration. | • Manure storage facilities. | • Any other priority practices approved by the Commission |
| • Barnyard and feedlot runoff abatement. | • Nutrient management plans and manure management plans. | |

Funding Opportunities

CEG provides grant funding to eligible projects through delegated local county conservation districts.

- The grant is a reimbursement grant.

- The amount of reimbursement is based on eligible costs submitted by an approved applicant for an approved project.
- A single grant awarded to an eligible applicant may not exceed \$250,000.
- Small grants are also available for any BMP project under \$25,000. Grants will be awarded based on priority criteria established for the program and Commission guidelines.

* As of November 2021, CEG is available in Bedford, Centre, Cumberland, Franklin, Lancaster, Lebanon, and York counties. Counties should continue to monitor the CEG webpage for updates to county availability.

Applicants can apply for a CEG Program grant through their [County Conservation District](#).

The State Conservation Commission has no prescribed application period. Contact your local conservation district to see if they have any prescribed application periods or whether applications may be submitted to the conservation district at any time.

For more information about the Conservation Excellence Grant, visit: [The Conservation Excellence Grant Program \(pa.gov\)](#).



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 Pennsylvania's Clean Streams Law. REAP also allows other Pennsylvania businesses/entities to participate in the program by sponsoring a farmer's project in exchange for tax credits.

Thirteen million dollars 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 Pennsylvania 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, visit:

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 three to four 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 the Pennsylvania 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:

- **Leslie Coté (acting) (717) 783-4489** lcote@pa.gov Region 1 - Armstrong, Butler, Clarion, Crawford, Elk, Erie, Forest, Indiana, Jefferson, Lawrence, McKean, Mercer, Venango, Union, Warren
- **Daniel Mikesic (717) 783-6673** dmikesic@pa.gov Region 2 - Allegheny, Beaver, Cambria, Fayette, Greene, 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
- **Leslie Coté (717) 783-4489** lecote@pa.gov Region 5 - Bradford, Cameron, Centre, Clearfield, Clinton, Columbia, Lycoming, Montour, Northumberland, Potter, Snyder, Sullivan, Tioga, Union

PENNVEST Main Office – All Counties in the Commonwealth of Pennsylvania

333 Market Street

18th Floor

Harrisburg, PA 17101-2210

Robert Boos, Deputy Executive Director for Project Management

(717) 783-449 rboos@pa.gov

For more information and to apply, please visit 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 CAP. 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.

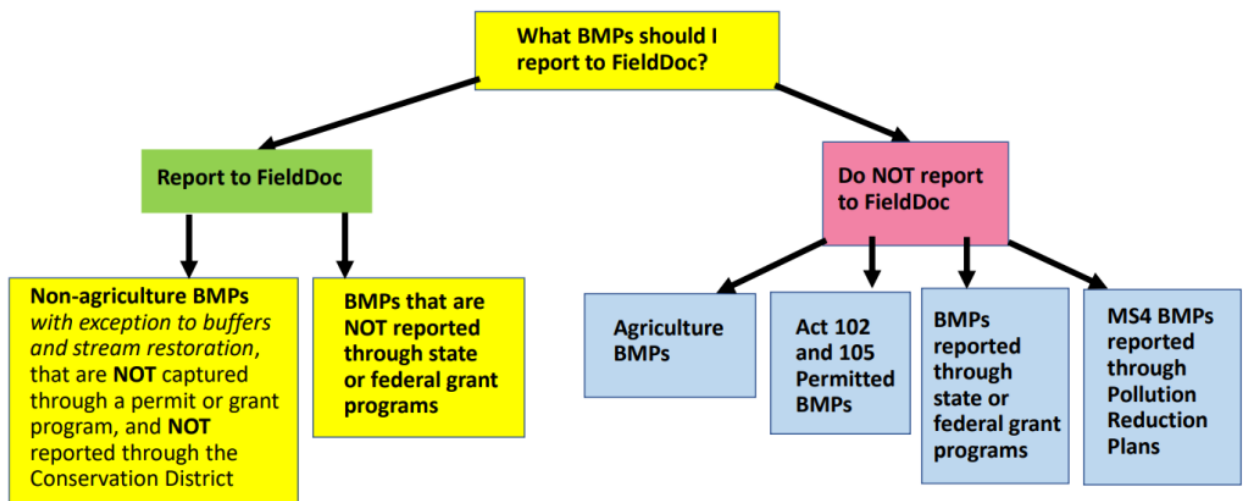
For more information beyond the above program websites contact your local field office or utilize the [USDA Local Service Center](#).

Tracking, Reporting, and Verifying CAP Implementation

Pennsylvania is committed to providing counties tools and resources to support collecting, tracking, and reporting implementation progress. This section includes tools and support to help with tracking, reporting, and verifying the implementation of your 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 DEP as part of your CAP.

Collecting, Tracking, and Reporting BMPs

- For BMPs to be counted toward CAP goals, they must be reported to a state or federal agency. State and federal programs that currently require various forms of data reporting will continue to use their existing reporting requirements and systems.
 - Examples include: NRCS, Chapter 102, Chapter 105, REAP, PENNVEST, MS4 PRPs, PennDOT, etc.
- PracticeKeeper is an electronic geospatial tool for reporting and tracking agriculture BMPs. The Agriculture Inspection Program, agricultural BMPs funded through the CAP Implementation Grant, cost-share programs such as Nonpoint Source Section 319 and Growing Greener Plus, and associated DCNR programs, all report in PracticeKeeper.
- Developed BMPs that are non-federal/state cost-shared or non-federal/state regulatory programs must be reported into FieldDoc.
 - FieldDoc is a tool that will allow counties to report new and previously unreported BMPs. For example, privately funded local watershed association projects are reported in FieldDoc.
 - Non-agricultural CAP Implementation Grant-funded projects are reported through FieldDoc.

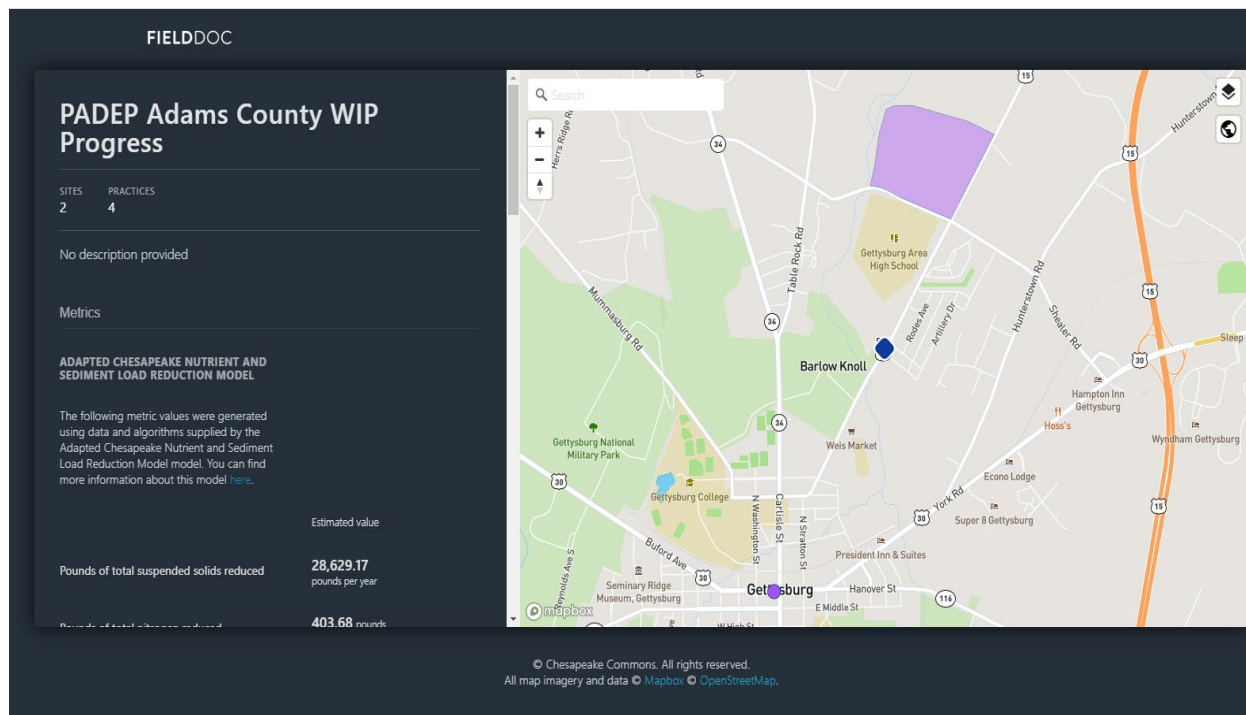


FieldDoc

FieldDoc is an online reporting tool that counties will use to track and report progress on non-agricultural BMPs identified in their CAPs. This tool will simplify county's annual CAP reporting requirements. Counties can update FieldDoc with non-federal/state cost share and non-federal/state regulatory programs, along with NFWF BMPs. DEP's Chesapeake Bay Office will review and submit FieldDoc BMPs to EPA's Chesapeake Bay Program on an annual basis to show progress.

FieldDoc contains a metric page to assist in the planning and implementation status that depicts county CAP implementation numbers compared to EPA's Chesapeake Bay Program annual progress.

In 2022, FieldDoc is slated to be connected to the DEP Chesapeake Bay Office's BMP Data Warehouse that can show real time aggregated implementation information.



On the Pennsylvania Clean Water Academy, users will find instruction videos, the FieldDoc User Guide, and additional resources that will help with counties data management efforts. To access the FieldDoc Training Course, please go to: <https://pacleanwateracademy.remote-learner.net/course/view.php?id=423>. New users are requested to watch all of the videos on how to access and utilize FieldDoc before they begin using it.

PracticeKeeper

PracticeKeeper streamlines agriculture 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.

In addition to efforts to improve data tracking and reporting through FieldDoc, the centralized geodatabase PracticeKeeper helps users coordinate efforts across multiple programs housed in multiple Commonwealth agencies. Participating programs include the Nutrient Management and Manure Management program and the Conservation Excellence Grant program administered by the State Conservation Commission (SCC), the Chesapeake Bay Agriculture Inspection Program, Chesapeake Bay Technician an Engineer Contracts, Growing Greener, and 319 programs administered by DEP, and multiple Department of Natural Resource (DCNR) grants.

Users are primarily county conservation district, DEP, SCC, and DCNR staff; however, efforts are currently underway to expand limited access to external affiliates in PracticeKeeper's Partner BMP Module. Through these efforts, BMPs verified or implemented will be tracked across state cost share

and regulatory programs minimizing the duplication of effort and duplication of BMP records. For more information on PracticeKeeper, visit: <https://prod.practicekeeper.com/#/dashboard>.

Pennsylvania Clean Water Tool

DEP, working in partnership with the U.S. Environmental Protection Agency, Chesapeake Conservancy, and Chesapeake Commons, has developed a Pennsylvania-specific Community Clean Water Dashboard called the PA Clean Water Tool which is slated to be public in 2022. The PA Clean Water Tool will display aggregated BMP progress from the online tool FieldDoc (<http://fielddoc.org>).

Data Tools Publications

Posted on the Pennsylvania Clean Water Academy under the FieldDoc Training Course, counties will find four data tools publications that provide additional resources that may help with their data management needs. Listed below are the types of data management tools included in each of the documents that will provide additional support.

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

Annual Reporting on CAP Progress to DEP

Counties will report annual progress to DEP as part of each county’s CAP progress. To report progress, each county is expected to fill out the Phase 3 WIP Progress and Milestones Template.

DEP will provide each county the Progress and Milestone Template. This template should look identical to the planning template used to draft the CAP, with an additional column. 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 each CAP.

- **Due Date for Annual Report: September 30, 2021-2025**
- The “Progress to Date” column is used to track progress for on the CAP.
- 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, each county will be responsible for reporting the following:

- Annual CAP Implementation Progress submitted on September 30th of each year from 2021 to 2025.
- Milestone updates (every two years) – see next section for more information
- Annual CAP Narrative update (if desired).

CAP Two-Year Milestone Updates

Counties can adaptively manage their CAP every two years based on their county’s progress. To report CAP changes, counties are expected to fill out the Phase 3 WIP Progress and Milestones Template.

DEP will provide each county the Progress and Milestone Template. This template should look identical to the planning template used to draft the CAP, with two additional columns. 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 each CAP, and this will be done annually. Column 13 will be used to track updates based on each county’s two-year milestones; counties will use this column to adapt their CAP based on the “Progress to Date”.

- **Due Date for Two-Year Milestone Updates:**
 - **Pilot Counties: September 30, 2021 and 2023**
 - **Tier 2 Counties: September 30, 2022 and 2024**
 - **Tier 3 and 4 Counties: September 30, 2021 and 2023**
- The “Justification for Change to Action Items” column is used to track changes to the planning and progress template for the CAP.
- Counties will want to begin the milestone update in June of the two-year milestone year identified above 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		
Priority Initiative 1:												
1.1												
1.2												
1.3												
1.4												
1.5												
1.6												
1.7												
1.8												
1.9												

In summary, counties will be responsible for reporting the following:

- Annual CAP Implementation Progress submitted on September 30th of each year from 2021 to 2025.
- Milestone updates are submitted on September 30th of the above identified years. Counties will want to begin the milestone revision well before the due date.
- Annual CAP Narrative update (if desired).

Permitting to Support CAP Implementation

Many of the action items and practices identified in each county's CAP will require some sort of permit from DEP. To help ensure that CAP projects can be implemented as quickly and responsibly as possible, this section will provide an overview of resources that will assist counties in understanding DEP's permitting processes, the types of permits a project might need, and what tools and resources are available to help.

- **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 CAP Coordinator is not expected to submit projects to PACT, but the CAP Coordinator should: encourage project owners or landowners to use PACT; be able to walk potential permit applicants through PACT; and 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?	<input type="checkbox"/> yes
21	Will the project involve a construction activity that results in earth disturbance greater than 1 acre ?	<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 CAP.

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.

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. CAP 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.

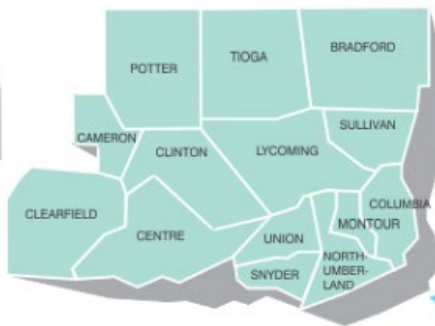
Tip: You can get more out of a pre-application meeting if the appropriate people attend.

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.

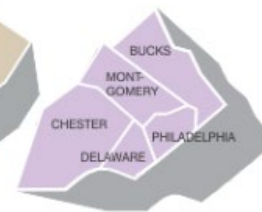
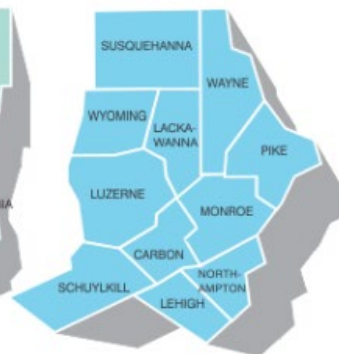
NORTHWEST
814-332-6945



NORTH-CENTRAL
570-327-3636



NORTHEAST
570-826-2511



SOUTHWEST
412-442-4000

SOUTH-CENTRAL
717-705-4700

SOUTHEAST
484-250-5900

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 <https://greenport.pa.gov> 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 CAP 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 CAPs. As such, ***DEP encourages you to highlight that your project is part of Pennsylvania's Phase 3 WIP and your CAP 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.dep.greenport.state.pa.us/elibrary/GetFolder?FolderID=4046

DEP GreenPort

DEP GreenPort (<https://greenport.pa.gov>) 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.

Appendix 1: Tools for Success

Tips for Effective Implementation Team Management

The success of a collaborative project depends on how well the group members understand their roles, understand others' roles, and work with each other to get the job done. Purposeful, clear, and concise communication is central to this. Much of the communication from Implementation Team leadership to individual team members will happen through email and at meetings. By writing emails with intent, and drafting agendas with purpose, team members will come away with a clear picture of the project's status and trajectory.

Engaging Emails

Email is a critical form of communication. Most times, if you are inviting someone to a meeting, responding to an inquiry, sending out program information, etc., it's through email. When emails lack meaningful content, veer off-topic, or are overly complicated, confusion and frustration may result. To avoid this, it is important to take time to carefully plan your email communication with the intended audience in mind--whether the audience is one person, or a thousand people.

Emails directed at your Implementation Team should be engaging, interesting and informative. They should let the team know why it's important they attend a meeting, participate in an individual project, or respond with their thoughts on project next steps. Take the time to carefully craft the message. Include all necessary details and attach important documents. Each message sent to the group should serve a purpose, and that purpose should be clear to each person who reads it.

Here are some tips for writing effective emails:

- Open with 'tone of excitement' and thankfulness for involvement
- Key points shared - use numbers or bullets if possible
- Include dates, times, locations - use highlighting or bold appropriately
- Be clear about homework, deadlines, deliverables, RSVPs, etc. (highlight, bold as needed)
- Attach necessary documents (meeting notes, graphs, charts, etc.)

Sample implementation team meeting emails are included in this appendix.

Implementation Kickoff Email

Inviting planning team to implementation kickoff:

Dear Implementation Team Members,

We are ready to move from planning to ACTION! Our next meeting on **DATE** will focus on implementation of our Countywide Action Plan (CAP). The agenda for our meeting is attached. It's time to take all of the hard work that was put into our CAP plan and transition to successful implementation... getting the work done. You play a vital role in discussing who and what is needed and how we make **OUR COUNTY'S** CAP a reality.

Developing a successful implementation strategy will take a collective effort of diverse skills and interests and your help is needed. Please plan to attend this important next step meeting and feel free to invite others to join you **DATE** from **TIME**, at the **LOCATION**.

RSVP to this email to let us know that you will be there. See you on the **DATE**!

Sincerely,

Inviting new groups/individuals to join your implementation kickoff:

Dear **CITIZEN/GROUP**,

I am extending an invitation for you to participate in our Countywide Action Plan (CAP) implementation kickoff meeting. Please join us as we take our CAP from planning to ACTION! An incredible amount of work went into developing our Countywide Action Plan for Clean Waters, and it is time for implementation. The agenda for this meeting is attached.

This CAP was developed to reduce **XXX** of nitrogen pollution from entering our local waters. The **ORGANIZATION** and the **ORGANIZATION** collaborated with the Countywide Action Planning Team to create our CAP.

As the **ORGANIZATION** prepares to successfully implement the CAP, we value having a diverse set of skills and interests coming together to strategize the people and processes needed to make this plan a reality. You are welcome to attend our meetings and to invite others who will add value to this process. The next meeting is **DATE** from **TIME**, at the **LOCATION**.

Please consider attending to learn more about this important effort. Please RSVP to this email.

Sincerely,

Meeting Invitation Email

Greetings [REDACTED] County Clean Water Implementation Team Member!

As many of you know, the [REDACTED] County Clean Water Planning Team worked very hard developing [REDACTED] County's Countywide Action Plan (CAP). We are now transitioning to implementation of that plan. To be successful, WE NEED EVERYONE'S HELP.

We are so thankful for the time, energy, and input that so many gave to [REDACTED] County's CAP. While we transition to action, we are extending an invitation for you to become an active member and contribute to implementation of [REDACTED] County's CAP.

The next Clean Water ***Implementation*** meeting is **DAY, DATE, from TIME to TIME at the LOCATION.** The implementation Action Teams will be coming up with game plans to accomplish the CAP action items and improve local waterways.

Please RSVP by DATE to let me know one of the following:

- I will attend the **DATE** meeting. OR
- I am unable to attend the **DATE** meeting, but want to be part of the CAP implementation effort; Keep me on the membership list. OR
- I will not be attending & Please remove me from the membership list

If you do not RSVP by the deadline, you will automatically be removed from the membership list and no longer receive Clean Water Implementation team emails.

We encourage you to attend the **DATE** meeting and become actively engaged with a diverse group of partners who are dedicated to improving the health of our local waters and the quality of life in [REDACTED] County.

Have a great day,

Meeting Reminder Email

Good morning!

Lots of important information is in this email so please read thoroughly.

WE REALLY NEED YOUR HELP to move forward and have a meeting scheduled for **DATE** from **TIME** to **TIME**, at the **LOCATION**. To provide time for all of us to prepare to hit the ground running, please **_____**. At the meeting, you will hear updates from the state and county, and we will break into our Action Teams to begin working on our CAP action items.

Grant opportunities, resources, reporting tools and support are coming our way thanks to the time, energy, and commitment you've put into **COUNTY'S** CAP so far! It's exciting to move from planning into ACTION! Together, **_____** County residents and partners have made some important decisions about how we approach implementing our CAP for clean water.

Our **DATE** meeting agenda and materials are attached to this email. **We need every partner to be in attendance on DATE and we need you to invite others who are interested and can play a valuable role in this effort.**

Here are the steps you can take to come prepared to make the most of this meeting:

1. Review the **DATE** meeting agenda (attached)
2. Review the **DATE** meeting summary (attached)
3. Review the **_____** County CAP (three documents attached—the CAP Overview and the two WIP Templates)
4. Review the Action Team Members list (attached—will be expanded as we go)
5. Think about which Action Team you'd like to serve on to best use your skills and passion.
6. Think about who you know and invite at least one person that could contribute to our County's WIP implementation and may be willing to serve on the Implementation Team and its action areas. Forward them this invite. They can contact **NAME** at **email** or **phone number** to RSVP to join the group at the next meeting.
7. Mark your calendar for future meeting dates: **DATE**; **DATE**; **DATE**

We look forward to seeing you and your invited partners on **DATE**! Please RSVP to **NAME** by **DATE** to let us know you are coming and which **Acton Team** you would like to join.

Thank you and have a great day!

Meeting Follow-up Email

Dear Implementation Team Members,

Wow! Thank you so much for all your hard work at Friday's meeting!

Here's a quick recap for anyone who missed it:

- Coalition Leadership - **ORGANIZATION** has accepted the role of lead agency for the **COUNTY** CAP
- Community Clean Water Coordinator - will be hired soon
- The group worked in Action Team groups to identify which Actions they should take the lead on
- The Action Teams breezed through the first activity, so they got an early start on the homework (see below)

The next implementation meeting is scheduled for **DATE**. To make the meeting as productive as possible, you've got some homework. Don't worry, you don't have to do it alone! It's an assignment for each Action Team. First, you'll need to organize the team and select leaders. Next, you'll work together to begin breaking your team's CAP actions into the tasks that need to happen to get it done.

Action Team Homework:

1. Setup and hold an Action Team meeting (in person, conference call, etc...) before next meeting on **DATE**
2. Decide who else should be on the team & invite them to join
3. Assign Action Team roles: Team Leader, Note Taker, Meeting Coordinator (others as needed)
4. Review CAP Actions assigned to your team
5. Start identifying/prioritizing tasks

Homework Questions?? Contact **PERSON**: **email**; **phone**

Thanks again for your continued support of the **COUNTY** CAP! We can't do it without you!!

Have a great weekend,

Effective Agendas

A good meeting agenda is worth its weight in gold. Implementation meetings are working meetings. Implementing your CAP involves lots of people, lots of projects, lots of steps - in other words, there are a lot of moving parts to track and manage. Implementation meetings are an excellent opportunity to check-in on how things are going. Because of the complexity of the CAP, it is essential to spend time in advance of the meeting to carefully plan the agenda.

Consider these components when creating agendas

- Include meeting's purpose
- Start times for each section
- Welcome and Intros (as needed)
- Updates
- Summary/Highlights
- Next Steps
- Include next meeting date if known

Sample meeting agendas are included in this appendix.

While we all are familiar with meeting agendas, a handy planning tool you may not be familiar with is a **process agenda**. Process agendas are excellent meeting planning tools. They are agendas used internally by the planning team to think through and document all of the meeting elements.

A process agenda includes much more detail than should be included in an agenda for distribution. The high level of detail included in a process agenda ensures that everyone involved in managing the meeting knows who is doing what, when, and what materials are needed. Here's what's covered:

- Supplies
- Responsibilities
- Detailed objectives
- Timing
- Identification of activities and interactions

Included in this appendix is a process agenda template. Using a thoughtful process agenda to plan your implementation team meetings will ensure that a meeting meets objectives and leaves very little to chance.

Process Agenda Template

Title of Event
Date
Location
Meeting Start and End Times

Meeting Purpose and Objectives:

- Describe the primary purpose of this meeting
- Describe the meeting objectives
- Describe the decisions to be made

Participants: List of participants

Meeting Leader: name(s) of meeting leader

Facilitator: name(s) of facilitator and breakout group facilitator

Time	Topic, objectives, and activities	Setup and materials
Clock time here Names of people responsible here Meeting leader, facilitator, time keeper, recorders	1. Name of activity Objective: What you would like to accomplish for this session Activities/Interactions: List of specific activities using process techniques and recording methods with times attributed to each step Total time = — minutes	Room setup Equipment, materials, supplies needed
Time Names of people responsible here	2. Name of activity Objective: What you would like to accomplish for this session Activities/Interactions: List of specific activities using process techniques and recording methods with times attributed to each step Total time = — minutes	Equipment, materials, supplies needed
Time	Break – also include activities needed to prep for next session	Food, Beverages
Time Names of people responsible here	3. Name of activity Objective: What you would like to accomplish for this session Activities/Interactions: List of specific activities using process techniques and recording methods with times attributed to each step Total time = — minutes	Equipment, materials, supplies needed

Time	Lunch – also include activities needed to prep for next session	Food, Beverages
Time Names of people responsible here	<p>4. Name of activity</p> <p>Objective: What you would like to accomplish for this session</p> <p>Activities/Interactions: List of specific activities using process techniques and recording methods with times attributed to each step</p> <p>Total time = — minutes</p>	Equipment, materials, supplies needed
Time Names of people responsible here	<p>5. Name of activity</p> <p>Objective: What you would like to accomplish for this session</p> <p>Activities/Interactions: List of specific activities using process techniques and recording methods with times attributed to each step</p> <p>Total time = — minutes</p>	Equipment, materials, supplies needed
Time	Adjourn	

Sample Implementation Kick-off Agenda

County CAP Implementation Kick-Off! Location Date, Time ~3.0 hrs

PURPOSE: Moving from planning to action! Develop a strategy to successfully implement [redacted] County's CAP.

AGENDA:

- I. Welcome and Opening
 - Opening remarks (Implementation leadership): thank you, “can’t do this without you.”
 - Intros: Name, affiliation, Why is successful implementation important to our county?
- II. Move from Planning to Action!
 - Provide updates from planning / since last met
 - Review county implementation leadership and state support for success
 - Review Implementation Strategy for Success (from Guide)
- III. Review County's CAP and Identify Action Teams
 - Explore themes, projects, goals
 - How does county's CAP connect to other county plans/initiatives?
 - Identify priorities for successful implementation - Where do we need to focus to ensure success?
 - Identify Action Teams - areas of focus for success
- IV. Identify Needs and Wants for Successful Implementation
 - Identify strengths of members
 - Who's missing – skill, sector, etc.
 - How to best equip members (training needs?)
 - Structure – Action Teams and Roles of members
 - Meetings – frequency and content
- V. Wrap Up and Next Steps
 - Summarize meeting highlights
 - Review action items and next steps toward successful implementation
 - Next Meeting: DAY, DATE at TIME, LOCATION

Homework: invite others, consider action team to serve on, become familiar with CAP.

Sample Second Implementation Team Agenda
County
CAP Implementation Team
Location
Date, Time ~3.0 hrs.

PURPOSE: Develop Action Teams and set priorities and next steps to successfully implement **County CAP**. Explore resources and partnerships that will support our success.

AGENDA:

- I. Welcome and Introductions
 - Opening remarks (Implementation leadership): thank you - to returning and new members, “can’t do this without you.”
 - Intros: Name, affiliation, What strengths/skills do you bring to the Team?
 - Updates: State and County
 - Review Implementation Kick-off Meeting

- II. Collaboration, Partnership Building, Leveraging Resources
 - Explore available resources (fed, state, county, local)
 - Identify strengths and skills of partners
 - Identify partnership and resource needs - who, what, how to leverage

- III. Action Team Development ~ 1.5 hrs
 - Validate Action Teams
 - Full Group breaks out into Action Teams
 - Action Teams discuss roles, questions, needs ~1.0 hr
 - Clarify purpose of Action Team
 - Assign roles, responsibilities within team - lead, note taker, etc.
 - Consider how Action Team will specifically participate in plan implementation
 - List questions/needs to continue successfully
 - Set-up first Action Team meeting - date, time, location
 - Full Group discussion, review and answer questions from Action Teams

- IV. Wrap-up and Next Steps
 - Summarize meeting highlights
 - Review action items and next steps toward successful implementation
 - Next Meeting: **DAY, DATE** at **TIME, LOCATION**

Homework: invite others, meet in your Action Team to identify priorities, needs and game plan.

Sample ACTION Team Agenda

Action Team Location Date, Time ~3.0 hrs

PURPOSE: Begin Action Team work in support of the successful implementation of county CAP.

- Validate Action Team purpose
- Consider Action Team membership, roles of members
- Review CAP to determine scope of work and priorities

AGENDA:

1. Welcome

- Thank you for joining the Action Team
- Intros: name, affiliation, why this Action Team for you?

2. Membership and Roles

- Establish and/or clarify team roles
- Who are we missing? How will we engage them?
- How often will we meet?
- How will we make decisions?
- How will we communicate within the team? outside the team?

3. Review CAP and Identify Action Team objectives

- How can our Action Team support successful implementation?
- What are our priorities?
- How does our Action Team interface with other Action Teams?
 - questions for other Action Teams?
 - needs from other Action Teams?
 - messages to other Action Teams?
- What do we need to know that we don't know?
- What will we do next? (begin planning Action Team's work)

4. Wrap Up and Next Steps

- Review action items and next steps toward successful implementation
- Clarify homework
- Next Meeting: DAY, DATE at TIME, LOCATION

Appendix 2: Connecting County and Local Partners with Statewide WIP Action Leaders to Support CAP and WIP Implementation

The Statewide WIP Action Leaders are available to help the county partners with leveraging resources for CAP implementation. Action Leaders can help make connections by identifying and engaging local stakeholders, providing access to financial and technical resources for projects and outreach, advocating for counties priority initiatives, and championing for legislative, policy, and programmatic change.

PENNVEST

- Opportunities
 - \$700 million annually
 - Clean Water Projects
 - Loan and Grant Funding
- Benefits
 - Below market interest rates with repayment terms up to 20 years
 - Funding based upon applicant capacity to cover dept service
 - Grant funding available
- Access www.pennvest.pa.gov or see the funding section for more information.

Pennsylvania Department of Conservation and Natural Resources

- Opportunities
 - Technical assistance for BMP planning, funding, installation, and maintenance.
 - Service Foresters and Recreation and Conservation Advisors are often already engaged in local efforts.
 - Help with coordinating and providing education programs like workshops and trainings.
- Benefits
 - Funding
 - Information and advice on what works and what doesn't work to improve efficiency and ROI of limited resources.
 - Connections to other experts.
- Access: Grants and People
 - www.dcnr.pa.gov/Communities/Grants/Pages/default.aspx
 - www.dcnr.pa.gov/Conservation/Water/RiparianBuffers/Pages/default.aspx
 - www.dcnr.pa.gov/Communities/CommunityTreeManagement/Pages/default.aspx
 - Contact: Teddi Stark: c-tstark@pa.gov
 - Service Foresters:
www.dcnr.pa.gov/Conservation/ForestsAndTrees/ManagingYourWoods/Pages/default.aspx
 - Regional Grant Advisors:
http://elibrary.dcnr.pa.gov/GetDocument?docId=1753456&DocName=DCNR_20033066.pdf

Pennsylvania Department of Agriculture

- Opportunities
 - Conservation Easement Purchase Program
 - Clean & Green

- Ag Business Development Center
- Benefits
 - Farmland Preservation & Economic Resiliency
 - Tax credits to encourage farmland, forestland and open space protection
 - Farm vitality grants
 - Business & transition planning
- Access
 - Bureau of Farmland Preservation: Doug Wolfgang, dwolfgang@pa.gov
 - Bureau of Market Development: Phil Stober, pstober@pa.gov
 - Website: agriculture.pa.gov

Pennsylvania State Conservation Commission

- Opportunities
 - Conservation Excellence Grants
 - Resource Enhancement and Protection (REAP) Tax credit program
 - Agriculture-Linked Investment (Agri-Link) Program
- Benefits
 - Each focus on agriculture BMP installation
 - Three different tools with unique benefits
 - They can be used with each other and with other funding sources
- Access
 - CEG: Eric Cromer, ecromer@pa.gov
 - REAP: Joel Semke, jsemke@pa.gov
 - Agri-Link: Johan Berger, joberger@pa.gov
 - www.agriculture.pa.gov/Plants_Land_Water/StateConservationCommission/Pages/default.aspx

USDA Natural Resources Conservation Service

- Opportunities
 - Participate in our Regional Conservation Partnership Program (RCP)
 - Bring a 1:1 or better match with other agencies, includes technical help
 - Includes Ag and Forest Preservation
 - 40 million dollars has been spent
- Benefits
 - Leverage of existing monies
 - NRCS does the contract management
 - Implemented practices improve water quality
 - More water quality benefits achieved
- Access
 - Susan Marquart, susan.marquart@usda.gov
 - Denise Coleman, denise.coleman@usda.gov

Pennsylvania Fish and Boat Commission

- Opportunities
 - The Pennsylvania Fish and Boat Commission works with a diverse group of partners to develop and implement stream restoration projects across the Commonwealth.
 - Local, State, and Federal Agencies
 - Non-profit organizations
 - Landowners

- The current program focuses on instream fish habitat enhancement and bank stabilization.
- Benefits
 - Free technical assistance for stream restoration best management practices.
 - Stream Restoration Design
 - Permitting assistance
 - Construction oversight
- Access
 - Mark Sausser, msausser@pa.gov

Susquehanna River Basin Commission

- Opportunities
 - Help with water quality data collection & analysis for baselines, trends and project planning
 - Experience in forming and facilitating partnerships
 - Long-term focus on collaboration and supporting aquatic resource enhancements
- Benefits
 - Implementation assistance with pilot projects and unique challenges
 - Ability to form meaningful partnerships and bring in resources from others
- Access
 - Tyler Shenk, tshenk@srbc.net

County Commissioners of Association of Pennsylvania

- Opportunities
 - State:
 - SB 251 – fertilizer bill – CCAP supports based on WIP goals
 - Work through CCAP policy committees as two-way communication on policy issues and on-the-ground impacts
 - Partner with CCAP affiliates, planning directors, conservation districts
 - Federal:
 - CARES/ARP: not directly related to WIP, but direct assistance to counties for COVID relief allows them to continue regularly scheduled and allocated resources for work with less disruption
- Benefits
 - CCAP represents county interests through, policy analysis, advocacy, communications through partnership and education, and serving as a resource for counties on matters of statewide policy needs.
- Access
 - Ashley White, awhite@pacounties.org

Pennsylvania Municipal Authorities Association

- Opportunities:
 - Technical Assistance
 - Educational Resources
 - Nutrient Trading
- Benefits
 - Help offset nutrient reduction
 - Outreach to Authorities

- Assistance with navigating applicable laws, regulations, community impacts to Authorities /municipal systems
- Access
 - Melinda Shultz, shultz@municipalauthorities.org

Legislature and Chesapeake Bay Commission

- Opportunities
 - New or Improved Programs & Funding
 - State
 - Fertilizer Bill (SB 251)
 - Ag Cost-Share Assistance Program (SB 465)
 - Nutrient Procurement/Pay-for-Success (SB 475)
 - Clean Streams Fund (SB 832 and HB 1901)
 - Growing Greener III (SB 525 and HB 1239)
 - Federal
 - Farm Bill
 - Infrastructure Bill
 - Annual Appropriations
- Benefits
 - Provide input to make the legislation more effective and meaningful
 - Demonstrate support to help build momentum for passage
- Access
 - Marel King, PA Director, Chesapeake Bay Commission, mking@chesbay.us; www.chesbay.us
 - Your Local Legislator: www.legis.state.pa.us

Appendix 3: Online Resources for Watershed Implementation Plans, Studies, and Projects

In addition to the County Resources Inventory Template, the following list below helps to identify existing plans that may help coordinate planning efforts in your county. Some of the links below provide information on existing plans, or future plans to be completed in relation to water quality projects.

1. DEP Grants Awarded

Online portal that can be searched by Year (beginning 1999), Grant Program (e.g., Growing Greener, EPA 319, Source Water Protection, ...), County, and Watershed. Results include summary information about awardee, funding amount, and project description.

www.dep.pa.gov/DataandTools/Reports/Pages/Grants-and-Loans.aspx

2. DEP Watershed Implementation Plans

Division of Planning and Conservation non-point source program link to Watershed Implementation Plans (WIPs) completed for Pennsylvania. Includes hyperlink to .pdf for each completed WIP.

www.dep.pa.gov/Business/Water/PlanningConservation/NonpointSource/Pages/Plans.aspx

3. DEP Watershed Restoration Action Strategies

Watershed Restoration Action Strategies (WRAS) were developed in cooperation with federal, state and local agencies, watershed-based organizations, and the public for those watersheds most in need of restoration. WRAS are described as plans to restore watersheds that do not meet clean water, natural resource, and public health goals. Includes hyperlink to .pdf for each completed WRAS.

www.dep.pa.gov/Business/Water/PlanningConservation/NonpointSource/Pages/Watershed.aspx

4. DEP TMDL Priorities and Alternative Plans

Provides the list of DEP's priority watersheds and the reasoning for their prioritization and PADEP contact for more information. <https://gis.dep.pa.gov/303dPriorityWaters/>

5. DEP Acid Mine Drainage (AMD) Set-Aside Program

AMD Set-Aside funds can only be expended for the abatement of the causes and treatment of the effects of AMD in a comprehensive manner within a Qualified Hydrologic Unit (QHU) (formerly Hydrologic Unit Plan (HUP)) affected by coal mining practices. A link to map and list of Pennsylvania's approved QHU is provided.

www.dep.pa.gov/Business/Land/Mining/AbandonedMineReclamation/Pages/AMD-Set-Aside-Program.aspx

6. DCNR Rivers Conservation Program

The program, administered by DCNR's Bureau of Recreation and Conservation, provides technical and financial assistance to partners to carry out activities that improve watershed health and/or provide water-based outdoor recreation opportunities.

www.dcnr.pa.gov/Conservation/Water/RiversConservation/Pages/default.aspx

7. NRCS PL 566 Watershed Protection and Flood Prevention Operations Program

The Watershed Protection and Flood Prevention Operations Program provides for cooperation between the Federal government and the states and their political subdivisions to work

together to prevent erosion; floodwater and sediment damage; to further the conservation development, use and disposal of water; and to further the conservation and proper use of land in authorized watersheds.

www.nrcs.usda.gov/wps/portal/nrcs/main/national/programs/landscape/wfpo/

8. Integrated Water Quality Report – 2020

The 2020 Integrated Report continues the new digital and fully interactive format created in 2018. This offers the ability to convey tremendous amounts of information in a way that is much easier to understand. As a supplement to the Integrated Report, DEP has also created the 2020 Integrated Report Viewer, which provides enhanced search capabilities and export functions. The combination of these two tools should greatly facilitate the public's access to water quality assessment information and better inform the public on the steps DEP takes every day to protect Pennsylvania's waters. [Integrated Water Quality Report-2020 \(pa.gov\)](#)

The Draft 2022 Integrated Water Quality Report will be available at

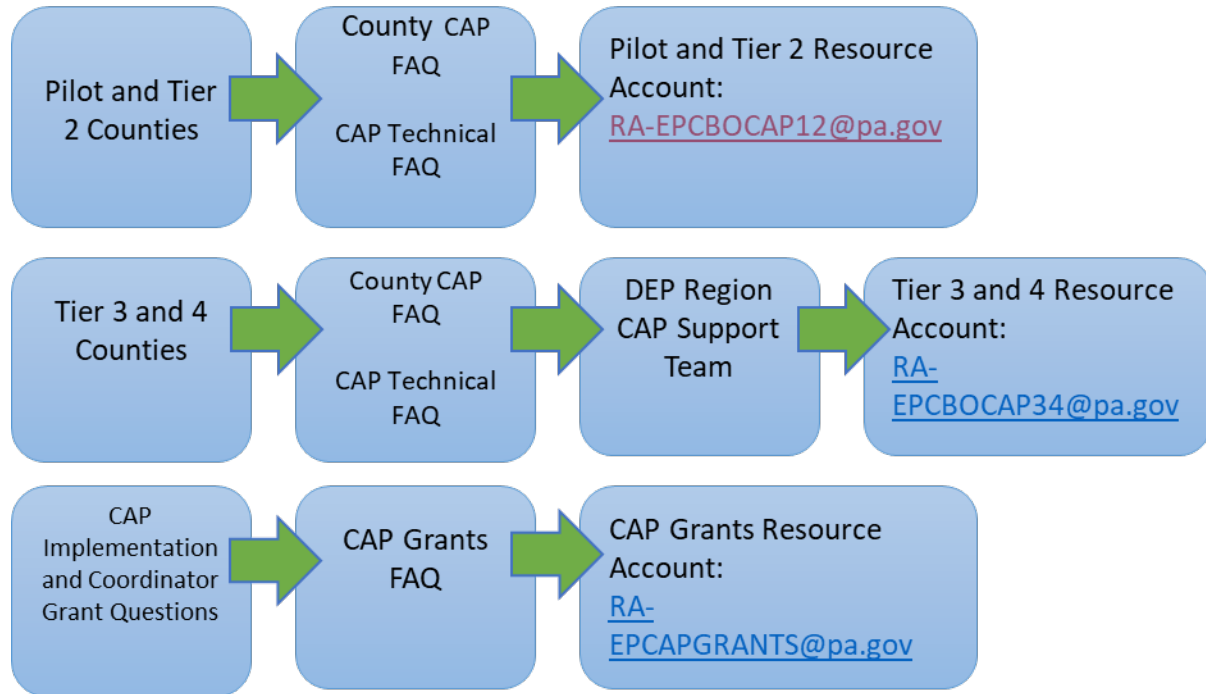
www.dep.pa.gov/Business/Water/CleanWater/WaterQuality/IntegratedWatersReport.

9. Other Resources

- **Pennsylvania Emergency Management Agency (PEMA)/Federal Emergency Management Agency (FEMA)** flood hazard preparedness and mitigation information resources. www.pema.pa.gov
- **Pennsylvania Stormwater Management Act of 1978 (Act 167)** required that within two years following the promulgation of guidelines by DEP, each county must prepare and adopt a stormwater management plan for each watershed located in the county as designated by DEP, in consultation with the municipalities located within each watershed, and must periodically review and revise such plans at least every five years. www.dep.pa.gov/Business/Water/CleanWater/StormwaterMgmt/Pages/Act-167.aspx
- **United States Army Corps of Engineers (USACE) Chesapeake Bay Comprehensive Water Resources and Restoration Plan** <https://usace.contentdm.oclc.org/digital/collection/p16021coll11/id/432>

Appendix 4: Have a Question?

DEP's Chesapeake Bay Office is the lead contact regarding questions around the Pennsylvania Phase 3 WIP. After reading through this document and as questions arise during CAP implementation, refer to the contact flow chart below for resources that can help you and also how to submit questions.



Quick Links

- Pennsylvania Clean Water Academy Chesapeake Bay Program Reference Resources for Clean Water Coordinators: <https://pacleanwateracademy.remote-learner.net/course/view.php?id=328>
- Pennsylvania's Phase 3 WIP Watershed Implementation Plan: [Healthy Waters PA](#)
- CAPs: [CAPs \(pa.gov\)](#)
- Chesapeake Bay Office *Healthy Waters* Newsletter: [Newsletter \(pa.gov\)](#)