



2013 DEP Environmental Education Grants Program Manual and Forms

Funding environmental education projects that address:

- Watersheds
- Air Quality
- Brownfields
- Energy Education
- Environmental Literacy
- Formal and Non-formal EE Certification
- STEM Education
- Curriculum Revision or Integration
- Other Environment and Ecology Topics

Grant round opens: Oct. 1, 2012

Deadline to submit applications: Dec. 13, 2012



pennsylvania
DEPARTMENT OF ENVIRONMENTAL
PROTECTION

For more information, visit www.dep.state.pa.us

keyword: EE Grants.

0350-BK-DEP4266 9/2012

Commonwealth of Pennsylvania
Department of Environmental Protection’s Environmental Education Grants Program
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What's New

Changes to the 2013 Environmental Education Grants Program (EEGP) include:

Application Due Date: Applications must be postmarked to DEP no later than **Dec. 13, 2012**. Applications from ineligible organizations, faxes, emails and late submissions will not be accepted.

Timeline: All awards will be announced on or around Earth Day—April 22, 2013. Awarded projects may begin on or after July 1, 2013. All projects must be completed by June 30, 2014. Final reports must be submitted by July 15, 2014. No time extensions will be granted.

Topics

Chesapeake Bay and Watershed Education: Organizations are encouraged to develop environmental education programs that promote the reduction of non-point source pollution, such as nutrient and sediment loads, along with other water-related education programs.

Air Quality: Organizations are encouraged to develop air quality education and outreach programs.

Energy Education: Organizations are encouraged to develop educational programs on energy efficiency and conservation, as well as natural gas, coal, wind, solar, and other energy sources and technologies.

Brownfields: Organizations are encouraged to develop education and outreach programs for students, youth, educators, community members, community groups, developers, property owners

and others that are interested in brownfield redevelopment and sustainable communities, along with developing green spaces.

Environmental Literacy Planning and

Programming: Applicants are encouraged to engage educators and stakeholders in content standards and field-based environmental education. Areas of specific focus should include: graduation requirements, professional development on environmental education content knowledge and field-based pedagogy, assessment and evaluation, partnering to build capacity, identifying existing resources, and sustainability of programs. Additionally, projects may focus on high performing green schools and buildings; providing high quality programming for children, youth and/or adults (programs to include Science, Technology, Engineering and Mathematics (STEM), outdoor education, service learning, ensuring access for participants with disabilities); professional development for formal and non-formal educators; environmental service learning programs for youth and adults; and environmental careers/green jobs.

Formal and Non-formal EE Certification:

Applicants are encouraged to develop and implement institutionalized and community-based certification programs designed for teachers, naturalists and educators working in schools and environmental education facilities at parks, county conservation districts, nature/and Environmental Education (EE) centers, conservancies and more. It gives educators in these arenas access to a formal credential that standardizes and upgrades professional development, allowing educators to address academic standards in a meaningful and relevant way.

STEM Education: Applicants are encouraged to develop environmental education programs integrating STEM program instruction into programs.

Environmental Education Guiding Principles

The goal of environmental education is to have an environmentally literate culture, prepared to make wise decisions and take positive action on behalf of the environment. The conservation of state resources for future generations depends on the effectiveness of the environmental literacy of its citizens.

The focus of environmental education should be on local and regional issues. It is crucial for students and adults to understand their neighborhoods, to connect and take ownership of local and regional issues before they focus on global issues like the tropical rain forests.

Environmental Education:

- Is a lifelong learning process concerned with the interrelationships among components of the natural and human-made world. Key to this process is an awareness and understanding of ecology and of human-driven processes, such as agriculture, mining, energy production, economics, legislative procedures and more.
- Includes a vast array of conceptual learning, critical thinking, values clarification, issues investigation, effective leadership, group interaction, environmental research methods and general problem solving, which leads to taking positive action on behalf of the environment.

Positive environmental actions may be private, involving subtle changes in an individual's lifestyle or they may be joint efforts based on information from all points of view and carried out effectively.

Programs in environmental education should focus on the level of the learner. For example, the focus for younger children should be on awareness activities where they begin to learn concepts at an age-appropriate level so they can practice the simplest of skills. Older students should be well versed on concepts enabling them to concentrate on more complicated skills. They can practice taking complex, positive, group action on behalf of the environment. Non-formal and adult education should inform the public about current and local environmental issues leading to informed decision making as it relates to the natural and built aspects of a community.

Environmental Education Grants Program Description

Eligible Applicants *(submissions by ineligible organizations will not be considered)*

- Public schools and school districts (K-12)
- Incorporated private schools (under limited circumstances, private religious schools may be exempted from the incorporation requirement)
- Incorporated conservation and education organizations and institutions
- Universities and colleges
- County conservation districts
- Incorporated nonprofit organizations
- Municipalities and municipal authorities
- Businesses

Grant Amount

- Up to \$7,500 may be requested.
- A 20 percent match is required for projects exceeding \$3,000. County conservation districts and colleges and universities under the State System of Higher Education, or which are state-owned or related, are exempt from the match requirement.
- Grant requests for \$3,000 or less are exempt from the match requirement.

Timeline

Projects must be completed by June 30, 2014. No time extensions will be granted.

Project Options

Public, private or charter schools

- *Note - applicants are encouraged to integrate **STEM Education** into their environmental education programs.*
- **Curriculum Integration Projects:** Articulation of the Academic Standards for Environment and Ecology into the formal K-12 curriculum, including energy education, for the entire school district, private school or charter school, using the model developed by the Pennsylvania Department of Education's (PDE's) Office of Environment and Ecology (OEE). Contact the PDE's OEE at 717-783-6994 for required guidance and assistance.
- **Curriculum Revision Projects:** Revise current (or write new) lesson plans or units to meet the changes identified in the alignment to the Environment and Ecology Standards, Energy Education and provide a means for classroom assessment. Contact the PDE's OEE at 717-783-6994 for required guidance and assistance.
- **Outdoor Learning Resource Projects:** Develop resources such as trails, agricultural demonstration areas, energy demonstration areas, ponds, wetland areas, sheltered learning stations, etc., as

well as similar nearby community resources as a framework within which students can learn about natural systems and the interrelationship among natural and man-made communities. All activities must be on one or more the following topics and be integrated with the formal curriculum: **watersheds** including abandoned mine drainage, non-point source pollution and water conservation; **Chesapeake Bay Watershed education** with a focus on nutrient and sediment loads and non-point source pollution reduction; **air quality** including ground level ozone, transportation and electric generation issues; **brownfields** transforming small brownfield sites, such as a vacant lot adjacent to a school, into green, open outdoor learning areas; **energy education** including energy efficiency and conservation as well as natural gas, coal, wind, solar and other energy sources and technologies; or other topics relating to the **Academic Standards for Environment and Ecology; Science and Technology and Engineering Education and Mathematics and Assessment Anchors** as listed on PDE's website at <http://www.pdesas.org/standard/StandardsBrowser/>.

- **Environmental Literacy Planning and Programming:** Engage educators and stakeholders in content standards and field-based environmental education. Areas of specific focus should include: graduation requirements, professional development on environmental education content knowledge and field-based pedagogy, assessment and evaluation, partnering to build capacity, identifying existing resources and sustainability of programs. Additionally, projects may focus on high performing green schools and buildings; providing high quality programming for children, youth and/or adults (programs to include STEM, outdoor education, service learning and ensuring access for participants with disabilities); professional development for formal and non-formal educators; environmental service learning programs for youth and adults; and environmental careers/green jobs.
- **Mini Projects:** Schools can conduct mini projects such as purchasing hands-on activity supplies and/or coordinating field trips for student learning, or by conducting teacher education/in-service programs. If these projects can be done for \$3,000 or less, schools are exempt from the match requirement.

Public and private schools, conservation and education organizations and institutions, county conservation districts, incorporated nonprofit organizations and associations and businesses

- *Note - applicants are encouraged to integrate **STEM Education** into their environmental education programs.*

Environmental education for any target audience with the focus on one or more of the following topics: **watersheds** including abandoned mine drainage, non-point source pollution and water conservation; **Chesapeake Bay Watershed education** with a focus on nutrient and sediment loads and non-point source pollution reduction; **air quality** including ground level ozone, transportation and electric generation issues; **brownfields** including education and outreach programs in brownfield redevelopment and sustainable communities, along with developing green, open spaces; or **energy education** including energy efficiency and conservation as well as natural gas, coal, wind, solar and other energy sources and technologies. **Environmental literacy planning and programming** to engage educators and stakeholders in content standards and field-based environmental education. Areas of specific focus should include: graduation requirements, professional development on environmental education content knowledge and field-based pedagogy, assessment and evaluation, partnering to build capacity, identifying existing resources and sustainability of programs. Additionally, projects may focus on high performing green schools and buildings; providing high quality programming for children, youth

and/or adults (programs to include STEM, outdoor education, service learning and ensuring access for participants with disabilities); professional development for formal and non-formal educators; environmental service learning programs for youth and adults; and environmental career/green jobs. **Formal and Non-formal EE Certification** to develop and implement institutionalized and community-based certification programs designed for teachers, naturalists and educators working in schools and environmental education facilities at parks, county conservation districts, nature/EE centers, conservancies and more. It gives educators in these arenas access to a formal credential that standardizes and upgrades professional development, allowing educators to address academic standards in a meaningful and relevant way; or other topics relating to the **Academic Standards for Environment and Ecology, Science and Technology, and Engineering Education and Mathematics and Assessment Anchors** as listed on PDE's Website at <http://www.pdesas.org/standard/StandardsBrowser/>.

- **Colleges and universities** also may apply for funding to revise coursework that meets the Academic Standards for Environment and Ecology and Science and Technology and Engineering Education to enhance applied EE pedagogy within their teacher preparation programs.
- **Mini-Projects:** Applicants can implement environmental education mini projects for any target audience on the above-listed topics. Organizations requesting \$3,000 or less are exempt from the match requirement.

Environmental Education Grant Round Time Line

10/01/12	The Environmental Education Grant round opens. Information is emailed to the organizations listed in the existing database and will be posted to DEP's website with the 2013 Environmental Education Grants Program Manual.
11/15/12	Applicants submitting an optional one-page proposal summary must be emailed on or before this date.
12/13/12	Applications must be sent to DEP's Grants Center no later than this postmark date. Late submissions will not be considered.
04/22/13	Awards announced by DEP on or about this date in conjunction with Earth Day.
06/01/13	Signed grant agreements due to DEP on or before this date.
07/01/13	Awarded projects may begin on or after this date.
12/12/13	Six month progress report and reimbursement request is due (for grants of more than \$3,000 only).
06/30/14	Awarded projects must be completed by this date.
07/15/14	Final report and reimbursement request and bank statement, if applicable, are due.

Note: Please plan the proposed project around the above dates.

Questions may be directed to:

Department of Environmental Protection
Environmental Education Grants Program
EE Center, First Floor, RCSOB
P.O. Box 2063
Harrisburg, PA 17105-2063

Phone: 717-772-1828

Fax: 717-705-4093

AT&T Relay Service for the Deaf: 1-800-654-5984 (TDD)

www.dep.state.pa.us, keyword: EE Grants

Section One – General Information

Planned programs may not begin before July 1, 2013. This means that neither the major event nor the preparations (buying equipment or engaging in any activity associated with the proposed budget) may begin before July 1, 2013, if incurring expenses.

Reimbursement Program

The Environmental Education Grants Program (EEGP) is a reimbursement program. **The grantee must spend its money first and then the state will reimburse the grantee for eligible costs.**

Mini-Project Advance Payment Option

Mini-project grantees receiving \$3,000 or less may apply to receive a 100 percent upfront, advance payment. Participating grantees must deposit and maintain the funds in a separate, interest-bearing account. Grantees will need to account for all expenses at the end of the grant and return any unused funds and unused interest. A bank statement will be required to verify the unused grant funds/interest.

Match Component

There is a match component of 20 percent for some organizations. The budget sheet must display an amount that is 20 percent more than grant money requested. The cash or in-kind services match will come from the organization or one of its partners. *State associated organizations such as county conservation districts and state related universities, as well as applicants who are requesting \$3,000 or less are exempt from this requirement.* Matching funds may not be met with other state agency money or through state agency supplied services or materials.

Multiple Applications

Multiple applications may be submitted from the same organization, but *each application must stand alone* - and be feasible - if awarded.

Multiple-Year Projects

While all projects must be completed within one year, for projects with a larger scope of work, applicants can apply for a second year of funding, for up to \$7,500 in a later grant round, however, future funding is not guaranteed. No more than two years of funding can be awarded for a single project.

Eligibility

The following types of organizations may apply for the EEGP. These types of organizations are dictated by the EE Act of 1993 as amended:

1. **Public schools and school districts (K-12)**
2. **Incorporated private schools (under limited circumstances, private religious schools may be exempt from the incorporation requirement)**
3. **Incorporated conservation and education organizations and institutions**
4. **Universities and colleges**
5. **County conservation districts**
6. **Incorporated nonprofit organizations**
7. **Municipalities and municipal authorities**
8. **Businesses**

Partnerships

Partnerships are encouraged and can be made among school districts, private schools, universities, county conservation districts and other organizations to draw on the strengths of each entity.

If any organization, other than the grantee, supplies any of the matching funds or is responsible for assisting or completing some of the activities, the organization must fill out and sign the **partnering form** that is included with the application.

If a grantee plans to partner with another organization, the grantee will be legally responsible for the scope of work, maintaining records and submitting progress reports and expense reimbursement requests. Reimbursement checks will only be payable to the grantee.

Subcontracts

Entering into a subcontract with another organization is different from partnering, because a subcontract usually involves a legal document between two entities. If a grantee enters into a

subcontract with another organization, DEP retains the right to approve the subcontractor.

Product Ownership and Sharing

Any educational materials, curricula, training manuals, technology tool or other products of EEGP-funded programs must be made available in the public domain. DEP will retain a copy of all materials produced. Copyrighting is discouraged, but if absolutely necessary, the Commonwealth of Pennsylvania will hold the copyright.

** Grant applications are public documents and subject to disclosure to the public upon request. Any information included in the grant proposal that the applicant wishes the state to consider as proprietary must be on a separate sheet of paper and must be clearly marked as proprietary.*

Act 48 Requirements for Teachers

Act 48 requires teachers to obtain 180 professional development hours in a given five-year period. Organizations interested in teacher professional development may become an approved Act 48 provider, which will greatly enhance program recruitment. For information on Act 48 Providers, visit PDE's website at www.pde.state.pa.us; select "Act 48 - Continuing Professional Education." Requirements under Act 45 and 48 that mandate professional development for teachers and administrators are suspended.

Preparing the Application

Proposal Summary Email

Applicants, particularly those who are new to the Environmental Education Grants Program, are encouraged to email a one-page proposal summary with the total grant request amount requested to RA-epEEgrants@pa.gov by **Nov. 15, 2012**. DEP will respond with comments to the applicant within seven days of email receipt. The final grant application should address any feedback or comments that DEP provided in the review process.

Initial Steps

Make extra copies of the blank forms. Keep the EEGP manual and blank form copies for future reference and use. Forms are also online at www.dep.state.pa.us, keyword EE Grants.

- **Americans with Disabilities Act (ADA):** All proposed programs should take into consideration the needs of persons with disabilities, in accordance with the Americans with Disabilities Act of 1990. The applying organization must obtain the particular ADA information pertinent to its own project.
- **Permits:** If the proposal includes earth moving, construction or filling a wetland area, even chipping a trail through a wetland area, the organization is responsible for securing all the appropriate permits. Photocopies of these secured permits, or evidence of permit application, must be supplied with the application.
- **Subcontracting:** Should an applicant choose to enter into a subcontract with another organization, DEP retains the right to approve the subcontractor.

Step One - Completing the Cover Page

1. Applying organization official name

The official name of the organization is the one that conducts the legal business. Therefore, if the applicant is an elementary teacher writing a grant for a classroom or school, this organization would be the school district. If unsure of the official name, check with your organization's business office. **Be sure to not use a fictitious name.**

2. Applying organization EIN (Employer Identification Number)

The applying organization's business office has this nine-digit number. The EIN **must** be the applying organization's number.

3. Applying Organization Information Section

- **Organization name:** Indicate the official name of the organization.

- **Address, city, state, zip code:** Complete. Name must match the name at the top of the application. If the project is funded, the grant agreement will be executed with this organization.
- **Municipality:** Indicate the township, city, borough or town in which the organization is located. If the organization spans several municipalities, use the municipality where the main office is located.
- **County:** Indicate the county where the main office is located.
- **Chief officer name:** The person in charge of the daily operation of the workshop, i.e. school principal, executive director or county conservation district manager.
- **Email address, phone number and fax number:** Complete.

4. Project director information and location section

If the project is funded, the project director will coordinate the grant activities. This person will be contacted for budget information and program details. Indicate the official name of the organization. In some cases this may be a different organization. Indicate the project director, including the director's phone and fax numbers and email address. Establish lines of communication within the organization about the grant. **Indicate the actual project location including county and municipality.**

5. Topic area

Check off all topics that are the focus of proposal.

6. River basin/watershed location

Indicate the watershed where your project is located. Find the watershed at <http://www.pawaterplan.dep.state.pa.us/StateWaterPlan/DWA/DWAMain.aspx>

7. Project title and description: Complete.

8. Certification

The person in charge of the daily operation of the workplace, i.e. school principal,

executive director or conservation district director must sign the application. This signature attests that the organization is supportive of the proposal and that the grant funds will not supplant existing funds.

9. Funding

Fill in the total grant amount requested and the total matching amount provided as shown at the bottom of the budget sheet.

10. Start and end dates

For contractual purposes, the proposal must have a start date and end date. The start date will be July 1, 2013. The end date will be June 30, 2014. No time extensions will be granted.

11. Grant linkage

Is the application linked to another application or grant award if the scope of work is similar and integral to the same project? Is the application linked to another application from another organization? Is the proposal linked to any other DEP grant? If applications from the same organization are not linked at all, please state. Use the space provided to explain, continue on the reverse side of the form, if necessary.

12. Indicate if the organization is submitting more than one proposal.

Multiple applications may be submitted from the same organization, but *each application must stand alone* – and be feasible – if awarded.

Step Two - Completing the Budget Sheet (*see page 11-12 for more details*)

Line-item details must be provided. This includes the unit costs and quantities, such as transportation expenses or entrance fees.

Line items must include whole dollars. If the amount is fifty cents or greater, round up to the nearest dollar. If the amount is less than fifty cents, round down to the nearest dollar. Please **double-check the budget sheet** to ensure there are no math errors.

If more space is needed, please copy the form and indicate page 1 of 4, page 2 of 4, etc.

The EEGP staff has the right to negotiate or deny any line item during the grant contracting process.

Step Three - Assembling and Submitting the Application

The finished application must include:

- Application cover page (first page)
- Narrative (Please see grant application instructions on page 10-11 for information about the content. The font size should be 12-14.)
- Seasonal time line (to indicate when each step of the project will take place)
- Budget sheet
- Partnering form (if necessary)

The pages should be two-sided and stapled in the upper left hand corner. Cover letters, binders/folders and letters of support *are discarded immediately*.

If applying for **more than \$3,000**, mail the **original and six copies** to the address below. If applying for a **\$3,000 or less mini-project**, mail the **original and two copies** to the address below. Applications must **postmarked by Dec. 13, 2012**. Mail to:

DEP Grants Center
Rachel Carson State Office
Building
P.O. Box 8776
Harrisburg, PA 17105-8776

Applications delivered in person must be received by **4:00 p.m. on Dec. 13, 2012**. **Fax, email and late submissions will not be accepted.**

Retain this manual and a copy of the application for future reference.

Application Review and Award Announcement

Applications are rated using a category specific rubric by grant reviewers. The applications will be rated competitively against others.

On or about **April 22, 2013**, in conjunction with Earth Day, applicants will receive notification as to whether or not the project has been awarded.

If awarded, grantees will receive a DEP Grant Agreement to be signed (*see Legal Signatures Chart*), along with Attachment "D" (Scope of Work Benchmarks and Budget) and Detailed Budget Sheet. The Scope of Work Benchmarks and Budget and Detailed Budget Sheet must be submitted to the EEGP for approval. Once approved, the grantee will need to submit three signed grant agreements along with an approved Scope of Work Benchmarks and Budget and Detailed Budget Sheet.

Section Two – Award Requirements

Awarded organizations will be notified on or about **April 22, 2013, in conjunction with Earth Day**. DEP's Grants Center will E-mail a letter, Scope of Work Benchmarks and Budget, Detailed Budget Sheet and a DEP Grant Agreement (contract) to the individuals listed as the Chief Officer and Project Director on the Application cover page as soon as possible after that date. Please note that it takes approximately six weeks for the agreement to be fully executed after it is returned with the appropriate signatures.

Since awarded projects may not begin work prior to **July 1, 2013**, it is possible that awarded organizations will not have an executed agreement until late summer of 2013. Work may begin without a fully executed agreement, but the grantee does so at its own risk. Please check the organization's policy for beginning work without an executed agreement.

Step One - Obtaining Signatures on the DEP Grant Agreement

After reading the agreement, individuals vested with the authority to do the legal business for the organization must sign it. The following chart explains which signatures are required (grant recipient and witness). If the agreement is returned with inappropriate signatures, it will be rejected and the execution process will be delayed.

If the applicant does not have someone in the capacity of president/vice president, or secretary/treasurer, enclose a copy of the by-laws or resolution that states the name of the position that has the legal authority to sign agreements. Please highlight and/or flag the appropriate section in the by-laws or resolution.

The only time a second set of signatures is necessary is if, according to the organization's by-laws, two signatures are required to complete legal matters.

Step Two – Completing the Scope of Work Benchmarks and Budget and Detailed Budget Sheet

Grantees will need to complete the Scope of Work Benchmarks and Budget form and Detailed Budget Sheet and submit it to the EEGP for prior approval.

Legal Signatures Chart		
Organization	Grant Recipient	Witness
Borough	President or vice president	Secretary or treasurer
Catholic School	Usually the parish priest has the legal authority to sign contracts. A short written resolution by the parish council (signed and witnessed by its president and secretary) must be included and must state that the parish priest has the authority to sign contracts.	Secretary or treasurer of the parish council
City	Mayor	City clerk
College or University	For most colleges, the president has the authority to sign legal documents. Some larger universities may delegate this authority in their by-laws. Please supply a copy of the by-laws with the appropriate section highlighted/flagged.	Secretary or treasurer of university or college
County Conservation District	Board chairperson or vice chairperson	Secretary or treasurer of board
County	County commissioner from majority party	Chief clerk
Corporation	President or vice president	Secretary or treasurer
Intermediate Unit	President or vice president of Intermediate Unit Board	Secretary or treasurer of Intermediate Unit Board
Municipal Authority	President or vice president/ chairperson or vice chairperson	Secretary or treasurer
Nonprofit Organization	President or vice president	Secretary/asst. secretary or treasurer/asst. treasurer
Public School District	President or vice president of school board	Secretary or treasurer of school board
Private School	Officials of the entity who conduct the school's legal business, i.e. president or vice president	Secretary or treasurer of the school's ruling body
Township	Commissioner or supervisor of majority party	Secretary or treasurer

Step Three – Requesting Advance Payment

Mini-project grantees receiving \$3,000 or less may apply to receive a 100 percent upfront, advance payment. To apply for this program, grantees must submit a letter (on letterhead) requesting the upfront payment along with a justification and bank account information.

Step Four—Returning the Signed DEP Grant Agreement

Mail three signed original agreements and Attachment D, Scope of Work Benchmarks and Budget, Detailed Budget Sheet and an advance payment program letter (if applicable) to the DEP Grants Center, RCSOB, P.O. Box 8776, Harrisburg, PA 17105-8776. Agreements must be returned to DEP by **June 1, 2013**.

Progress and Final Reports

Once the executed agreement is received, the grantee, awarded more than \$3,000, will be *required by contract* to complete and submit one six-month progress report (located on page 22) and a final report (located on page 24) at the conclusion of the project. Mini-project grantees, \$3,000 or less, will be required to complete a final report at the conclusion of the project.

When preparing the progress or final report, be sure to refer to the “benchmarks” located in Attachment D (Scope of Work Benchmarks and Budget). DEP expects to receive copies of the final product produced, workshop announcements, agendas, list of workshop attendees, products, etc., included with the progress and final reports. A completed Progress Report or Final Report Form must be included.

Reports are due:

- **Progress Report: Dec. 12, 2013**
- **Final Report: July 15, 2014**

If there was no activity during one of the two periods, a progress report must be submitted and include an explanation why no progress was made.

Please account for changes and note the progress relative to the original proposal. DEP compares the progress report and the original proposal. The intent of the proposal must be maintained as closely as possible.

No costs will be reimbursed without an accompanying progress or final report.

Progress and Final Report, along with a copy of the reimbursement request must be submitted to:

DEP–EE Grants Program
RCSOB
PO Box 2063
Harrisburg, PA 17105

Reimbursement Requests – In order to be reimbursed, all grantees must complete some tasks and/or benchmarks before applying for reimbursement. A completed request for reimbursement form must be submitted to the address below. *All columns must be completed in order to receive reimbursement.*

Reimbursement requests must be submitted to:

DEP-Grants Center
Location Code: 35GRNTCTR2
PO Box 69183
Harrisburg, PA 17106

Please Note: The state has transitioned to a new invoicing system. Failure to submit each reimbursement request to the appropriate address, or failure to submit complete forms, will result in submission rejection and/or delayed payment.

Matching Funds Requirement

If matching funds are required, some matching funds should be displayed on each request for reimbursement of grant funds. This will show the organization’s commitment to the program. The EEGP staff reserves the right to withhold any, all, or partial reimbursement until matching funds are documented.

Retain any documentation that supports the matching funds, including cash paid and in-kind services.

Step Five (if necessary) - Returning Grant Money to the Environmental Education Fund

Sometimes proposals may not be completed as originally stated. In the past, some proposals have fallen short due to changes in staff, lack of workshop participants or other unforeseen circumstances. Grant agreements are legally

binding documents. Grantee must immediately communicate with the EEGP staff when circumstances arise where there may be difficulty in meeting their contractually obligated scope of work. In such cases:

- If no reimbursement was made to the organization, then the agreement will be nullified. Send a written request on letterhead with the reasons for abandoning the awarded proposal.
- If the organization completed some of its required benchmarks, a partial reimbursement of costs expended in achieving those benchmarks may be considered, at the discretion of the department.
- The EEGP staff retains the absolute right to determine the amount of reimbursable expenses.
- If an audit reveals that not all deliverables were met as indicated in the scope of work, then the organization may have to return some or all of the money to the state for the Environmental Education Fund.
- Money may need to be returned if the organization failed to document its required match.

Product Ownership and Sharing

Any educational materials, curricula, training manuals, technology tools or other products resulting from the Environmental Education Grant must be made available in the public domain. DEP will retain a copy of all materials produced. Copyrighting is discouraged, but if absolutely necessary, the Commonwealth of Pennsylvania will hold the copyright.

Acknowledgement

Items published or produced as part of the scope of work must include a prominent acknowledgement of financial support from the DEP and the Environmental Education Grants Program.

Records Retention Policy

For audit purposes, all records concerning the grant should be maintained in one place at the grantee's office and be available three years beyond the agreement's project completion

date. These records must include, but are not limited to a copy of the following:

- Environmental Education Grants Program Application (*Copy approved by the EEGP Staff*)
- Executed agreement and any amendments/minor changes
- Letters, faxes and/or copies of electronic mail regarding the granted project
- Permits (*if applicable*)
- Budget revision documentation
- Formal/informal agreements between grantee and property owners (*if the project involves construction or other permanent work not located on the organization's property*)
- Bid/award packages for subcontracted work
- Progress and final reports and request for reimbursement forms (*that were submitted to the EEGP*)
- Receipts to document actual expenses

All records necessary to verify expenses as described below:

People costs

- o A list of employees hired under this project -- include the full name, address, social security number, starting and termination dates.
- o Payroll voucher and timekeeper worksheets reflecting the hours worked, signed by the employee and the supervisor where necessary.
- o Invoices for consulting fees. Be sure to annotate the date paid and check number.
- o Detailed records of stipends paid.

Travel Costs

- o A record of miles traveled and the mileage rate used. Lodging receipts with dates and check numbers annotated (when applicable).
- o Receipts for rented buses and vans.

Resource Costs (materials and supplies)

- o List of materials used from in-house stock and used toward matching funds, including the cost and quantity used.
- o Vendor invoices with the date paid and the check number annotated.
- o Vendor names and addresses.

Other Costs

- o Invoices for any services or rental fees.
- o Records related to the advance payment, if received, including bank statements.

Permits That May Be Needed

Projects involving construction, such as installing a foot trail, may require permits. The grantee is responsible for securing any permits that may be necessary. *Proof of proper permits must be on file prior to beginning the project.* The following information serves as a guideline only:

Building permits – Contact the project location municipality. Copy of the permit must be on file, or have a statement from the municipality stating that none are required.

Drinking water supply – Contact DEP’s Bureau of Point and Non-Point Source Management at the Regional Offices, or at P.O. Box 8467, Harrisburg, PA 17105-5017, or 717-787-8184.

Erosion/sedimentation control projects – Contact the appropriate local county conservation district.

Projects located in a 100-year floodway – Contact the appropriate local municipality.

Sewage permits (includes a comfort station) – Contact the appropriate municipality for an On-Lot Sewage Disposal System Permit.

Trails that cross local highways – Contact appropriate municipality. An approval letter must be on file.

Trails that cross railroads, gas lines, power lines, or other utility rights-of-way – Contact the appropriate office. Obtain a letter to keep on file that the project was approved.

Trails that cross state roads – Contact Pennsylvania Department of Transportation District Office. An approval letter must be on file.

Water obstruction, wetlands and encroachment projects – This includes constructing, operating, maintaining, enlarging or abandoning any obstruction (bridge, channel change, etc.) that will affect a watercourse, its 100-year floodway, any lake, pond, reservoir, swamp, marsh, or wetlands. Examples include stream dredging, changing stream channels, building a pier, working on stream restoration project, filling in wetlands, etc. Contact DEP Regional Offices for permit information.

Section Three – Scope of Work and Budget Changes, if Approved

If an applicant is awarded a grant, some flexibility is available in the scope of work and budget once the proposed program is underway. However, no time extensions will be granted. The original intent of the proposal will always be the guideline. To move money within the budget, or to take a slightly different path in the scope of work, a request must be submitted on the organization’s letterhead explaining the reason for the needed change. *An email notification will be sent to the grantee stating approval, or denial, of the request.*

As the granted project unfolds, changes to the original proposal should be minimized. However, some changes may occur. The table on the next page is a guide for potential modifications. **PLEASE NOTE:** *A request for such changes must be in writing and may be faxed to the EEGP Staff at (717) 705-4093. The grantee will receive a written response from the EEGP Staff. It is important to maintain a paper trail of all EE Grant related actions*

Section Four – Grant Application Instructions

Narrative

The narrative should paint a clear picture of the proposed project. Be sure to address the following items in the narrative in **seven pages or less:**

- Briefly describe the applying organization and its history of providing environmental education programming. If the applicant is a school district, private school or charter school, include a list or chart containing the number of individual schools in the district, the school names and the grade levels in each.

POSSIBLE CHANGES	HERE'S WHAT WE NEED GRANTEE TO DO
Change project directors . . .	Send a letter with the current information (new director's name, address, phone number, and position in the organization) and mention the reason for the changes.
Change other staff members . .	Note this on the next progress report.
Changes in address and telephone numbers . . .	Send the updated information on letterhead.
Have minor budget changes . .	Less than 10% of any category can be moved from one category to another. For example: if all of the resource costs of \$1800 were not used, \$180 to cover the higher unanticipated travel cost may be moved. Send email notification of this change to the EEGP.
Need major budget changes . . .	If changes are greater than 10% in any category , a request on letterhead must be submitted with a revised detailed budget form and the reasons for the changes. Do not assume that changes to the budget are okay; wait for approval from the DEP.
Change in scope of work . . .	All changes in programming will be considered in light of the original intent. On letterhead write and mail to the EEGP the changes requested. Wait for written approval from the EEGP before proceeding. In some instances, an amendment to the original grant agreement will be required.

- List the project steps or activities. Label each step or activity with **Activity Letters (A, B, C, etc. which will represent the activities that will be accomplished)**. **Activity Letters also must be inserted on the project time line and budget sheet.**
- Identify the key people within the organization who will be completing the project. Describe their qualifications (no resumes) and duties.
- Create a seasonal time line that is easy to follow, and briefly describe the activity (listing the applicable Activity Letter A, B, C, etc.).
- Describe the specific goals and objectives. Remember, the goals focus on what the applicant intends to achieve. The objectives are the specific steps it will take to reach the goals.
- List the project topics, Assessment Anchors and/or Academic Standards for Environment and Ecology, Science and Technology and Engineering Education and Mathematics (STEM) (STEM standards only if the program is for children or youth).
- Identify the target audience. If the target audience is students, learning must be hands-on.
- Describe the project promotion to ensure program attendance.

- Describe the program evaluation and any follow up assessment.

Specific Requirements and Information Schools

- **Curriculum integration projects** – Applying schools will articulate the Academic Standards into the curriculum. Schools must partner with PDE's OEE and contact them when planning. Two day-long workshops will be facilitated by OEE and must be attended by representatives from all schools and grade levels within the school district or private school. Tentative workshop dates must be included in the application. A minimum of one meeting between the school district or private school administrators and PDE's OEE personnel must occur during the grant. Remember, the goal of this project is for permanent change.
- **Curriculum revision projects** – Applying schools will use their district's fully-aligned matrix to revise or write new lesson plans to integrate the Environment and Ecology Standards into the school's curriculum. Assessment of the integration is required. PDE's OEE is a required partner. The district's fully-aligned matrix must be approved by OEE and submitted with the application.
- **Outdoor learning resource projects** – Applying schools develop outdoor learning projects for student learning (see pages iv-v

for more information). Project must include student involvement. The lessons, using the outdoor learning area, must be aligned with the Academic Standards for Environment and Ecology and Science and Technology and Engineering Education. A curriculum matrix showing how the learning area is/will be integrated into the curriculum must be provided with the application, as well as an assessment; maintenance plan (including during the summer months); landscape photos of the site; an aerial photo or map of the school referencing the site; and illustration(s) or schematic of the outdoor learning area site and the proposed plans. Also include the latitude and longitude decimal coordinates for the outdoor learning area. No need for a GPS unit, simply visit websites like Google Maps (maps.google.com) or others. At Google Maps, after finding the location (either enter an address in the search box or click on the “zoom in” button to a close up of the site). Then, right click on the outdoor learning area site and select “What’s Here?” The longitude and latitude coordinates will appear at the top of the page and over the arrow when scrolling.

- **Mini projects** - Schools can purchase hands-on activity supplies and/or coordinate field trips for student learning, or conduct teacher education/in-service programs for \$3,000 or less and are exempt from the match requirement.

Incorporated conservation and education organizations and institutions, universities, colleges, county conservation districts, incorporated nonprofit organizations and associations, municipalities, municipal authorities and businesses

- **These organizations** can provide environmental education to any target audience. The application must include a description of the recruitment plan, program evaluation and follow up assessment.
- **Mini projects** – Organizations can coordinate environmental education programs for any target audience for

\$3,000 or less. Mini project applicants are exempt from the match component.

Budget

When completing the Detailed Budget Sheet, be sure that the following items are addressed.

- All line-item details must be provided. **Applicants must complete all of the columns** for each line item—quantity, unit costs, number of people, number of hours and activity letters.
- Line items must be **whole dollars** (fifty cents or greater, round up to the nearest dollar; less than fifty cents, round down). Each line item must have mathematical integrity, including any matching funds.
- **Activity letters must correlate with the narrative** and the amount spent on a specific task or item.
- If more space is needed than the Detailed Budget Sheet provides, please use another copy of the form and indicate page 1 of 4, page 2 of 4, etc.

The EEGP staff has the right to negotiate or deny any line item during the grant contracting process.

ELIGIBLE GRANT EXPENDITURES

Please follow these category guidelines when completing the budget sheet.

People costs category items

- Stipends for school teachers and administrators for work done **outside** the normal work day. Do not pro-rate their salary for work done on this grant.
- Substitute teacher pay (flat fee is OK) for **projects requesting more than \$3,000.**
- Staff time (number of hours).
- Clerical support (number of hours).

Travel costs category items

- Personal mileage at the current GSA rate. The rate for 2012 was \$.555 per mile.
- Transportation costs at a flat fee rate.

Resource costs category items

- Educational resources, such as:
 - Books
 - Library/research resources
 - Software
 - Test kits
 - Field guides
 - Native plants and trees
 - Mulch
 - Shovels, hoes, garden trowels
 - Gloves
 - Building materials
 - Signage
 - Nets
- Equipment, such as:
 - Microscopes, binoculars, handheld GPS units, weather stations, structures and equipment, such as energy audit equipment.
- Laboratory equipment (details are required):
 - If more than \$1,500 is proposed for equipment, include:
 - Where the item(s) will be located.
 - How the item(s) will be used after proposed program ends.

Other costs category items

- Photocopying, printing, binding, graphic layout
- Phone charges
- Facility rental (other than awardee)
- Advertising/marketing
- Website
- Postage costs

INELIGIBLE GRANT EXPENDITURES

- Food or beverages
- Lodging or airfare
- Computer hardware for general office use (i.e., laptops, iPads)
- Award items (certificates, plaques)
- Administrative fees, overhead fees or fringe benefits
- Boats & canoes (to purchase or rent)
- Cameras
- Clothing (t-shirts, hats)
- Lawn mowers & other power equipment
- Furniture for general office use

MATCHING FUNDS

The items listed as ineligible grant expenses, may be bought by the organization and listed to meet the matching funds requirement. Cash and in-kind services by the organization or a partner or by federal funding are allowed under matching funds. **Matching funds may not be met with other state agency money or through state agency supplied services or materials.**

PARTNERING FORM

If another organization supplies any of the matching funds or is responsible for assisting or completing some of the activities, this must be included on the partnering form. This includes subcontracting organizations.

- Fill in the organization's name and appropriate information for each partner.
- Secure a signature from either the chief officer of this organization, or the signature of someone within the organization who can speak for the organization from a fiscal and/or programming perspective.
- Explain what role this organization will play in the proposed program. Summarize the organization's commitment.
- If entering into a subcontract with this organization, please note.
- If any of the resources that the grantee intends to purchase is going to be housed with this partner organization, this will need to be mentioned as well.

Completed application must include:

- Application cover page
- Narrative
- Seasonal time line
- Detailed budget sheet
- Partnering form (if applicable)
- Curriculum matrix (if applicable)

If applying for more than \$3,000, mail the original and six copies to DEP's Grants Center. If applying for a mini-project (\$3,000 or less), mail the original and two copies to DEP's Grants Center to:

DEP Grants Center
Rachel Carson State Office Building
P.O. Box 8776
Harrisburg, PA 17105-8776

Section Five – Application Forms

The following forms must be used when applying for a 2013 Environmental Education Grant.

- Application Cover Page
- Detailed Budget Sheet
- Partnering Form

2013 ENVIRONMENTAL EDUCATION GRANTS PROGRAM
APPLICATION COVER PAGE

Applying Organization's Official Name		WATERLOO EDUCATION CENTER			
Applying Organization EIN#		2 5 - 1 1 2 2 3 3 4			
EE Grant \$7,500 Maximum					
APPLYING ORGANIZATION INFORMATION			PROJECT DIRECTOR INFORMATION AND LOCATION		
Organization Name <u>Waterloo Educational Center</u>			Organization Name <u>Land Developers Assoc.</u>		
Address <u>111 ABC Road</u>			Address <u>222 DEF Road</u>		
City <u>Anyplace</u> State <u>PA</u> Zip Code <u>99999-1111</u>			City <u>Anyplace</u> State <u>PA</u> Zip Code <u>99999-2222</u>		
Municipality <u>Special Township</u>			Municipality <u>Special Township</u>		
County <u>Dauphin</u>			County <u>Dauphin</u>		
Chief Officer Name <u>Lilly Doe</u>			Project Director Name <u>Dale Stapler</u>		
E-mail Address <u>lillyd@state.pa.us</u>			E-mail Address <u>dstap@state.pa.us</u>		
Phone Number <u>(717) 555-4343</u> Ext. <u>201</u>			Phone Number <u>(717) 555-4545</u> Ext. <u>202</u>		
Fax Number <u>(717) 555-4242</u>			Fax Number <u>(717) 555-4646</u>		
TOPIC AREA (check all that apply)					
<input checked="" type="checkbox"/> Watersheds <input checked="" type="checkbox"/> Chesapeake Bay Watershed Education <input type="checkbox"/> Air Quality <input type="checkbox"/> Brownfields <input type="checkbox"/> Energy Education <input type="checkbox"/> Environmental Literacy <input type="checkbox"/> Formal and Non-Formal EE Certification <input checked="" type="checkbox"/> STEM <input type="checkbox"/> Other (please write out): _____					
WHERE IS THE PROJECT IS LOCATED? (select appropriate river basin)					
http://www.pawaterplan.dep.state.pa.us/statewaterplan/docroot/default.aspx <input type="checkbox"/> Erie Basin <input type="checkbox"/> Ohio Basin <input type="checkbox"/> Genesee Basin <input type="checkbox"/> Potomac Basin <input checked="" type="checkbox"/> Susquehanna Basin <input type="checkbox"/> Delaware Basin					
LIST WATERSHED WHERE PROJECT IS LOCATED: <u>Swatara Creek</u>					
PROJECT TITLE: <u>Water Quality Education Workshop Series</u>					
PROJECT DESCRIPTION: <u>The Land Developers Association will conduct a series of five Water Quality Education Workshops for Land Developers and Municipal Zoning Officers about improving water quality through stormwater management best management practices.</u>					
CERTIFICATION: <u>The undersigned agrees to participate in the Pennsylvania Environmental Education Grants Program, and certifies that no grant funding will supplant existing funding and that any required matching funds will be met.</u>					
<u>Noah Copy, President</u>		<u>Noah Copy</u>		<u>11/01/2012</u>	
Print or Type Name of Chief Officer		Signature of Chief Officer		Date	
FUNDING: Grant Request <u>\$7,500</u>					
Matching Funds (if applicable) Match is <u>20</u> % of Grant Request (20% minimum where required) <u>\$1,500</u>					
Project Start Date: <u>July 1, 2013</u>			Project End Date: <u>June 30, 2014</u>		
GRANT LINKAGE (for more information, see item 11, page 3)			Explain (use other side if necessary)		
<input type="checkbox"/> None <input type="checkbox"/> Another DEP EE Grant proposal this round <input type="checkbox"/> DEP Growing Greener Grant <input type="checkbox"/> Currently-funded or formerly-funded DEP EE Grant <input type="checkbox"/> Another Grant Program					



DETAILED BUDGET SHEET

Applying Organization Name Waterloo Conservation District				Project Director: Dale Stapler		
Budget Category				Grant Request Amount	Matching Funds Amount	Matching Funds Source
PEOPLE COSTS	# of People	# Hours	Activity Letter			
Environmental Educators	2	60	A-E	\$ 2,000	\$ 1,000	Waterloo
Watershed Specialist	1	40	A-E	\$ 1,000	\$	
Land Dev. Assoc. Clerical	1	20	B-C	\$ 240	\$	
Clerical	1	20	A-C	\$ 240	\$	
				\$	\$	
Subtotal				\$ 3,480	\$ 1,000	
TRAVEL COSTS (i.e., number of miles X 0.555/mile) Include Reason for Traveling.			Activity Letter	167		
5 Evening Workshops (2 hrs. each) <ul style="list-style-type: none"> • Educator • Watershed Specialist 2 people x 5 x 30 miles x .555/mile			C			
Subtotal				\$ 167	\$	
RESOURCE COSTS	Units (Qty.) #	Unit Cost	Activity Letter			
Rain Barrels	40	29.95	D	\$ 1,198	\$	
Water Conservation DVDs	40	9.95	D	\$ 398	\$	
Stormwater management materials for workshop attendees	40	27.77	D	\$ 1,111	\$	
				\$	\$	
				\$	\$	
				\$	\$	
Subtotal				\$ 2,707	\$	
OTHER COSTS			Activity Letter			
Postage			A-E		\$ 500	Waterloo
Photocopying			A-E	\$ 120		
Facility Rental (5 Locations away from Dist. Office)			C	\$ 26		
\$200 per workshop			A-E	\$ 1,000		
Office Supplies (paper, envelopes, staples)						
Subtotal				\$ 1,146	\$ 500	
GRAND TOTAL				\$ 7,500	\$ 1,500	



PARTNERING FORM

Applying Organization Name	
Waterloo Educational Center	
Partnering Organization(s)	
Partner Name <u>Land Developers Assoc.</u>	Telephone <u>(717) 555-4545</u>
Summary of Partner's Commitment: Representatives from this organization will assist by providing a database of the names and addresses of its members, who are architects, land developers, municipal zoning officers and others. One set of resource materials will be housed in their office to be used by its members.	<i>(Check Which is Applicable – can be both)</i> Matching Funds Effort _____ Programming Assistance _____ Will there be a Subcontractor? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <u>List Equipment or Resource Materials that will be housed with this Partner</u>
Partner's Signature <i>Nellie Loon</i>	

Partnering Organization(s)	
Partner Name _____	Telephone (____) _____
Summary of Partner's Commitment:	<i>(Check Which is Applicable – can be both)</i> Matching Funds Effort _____ Programming Assistance _____ Will there be a Subcontractor? <input type="checkbox"/> Yes <input type="checkbox"/> No <u>List Equipment or Resource Materials that will be housed with this Partner</u>
Partner's Signature	
<i>Use a duplicate of this form if more than two partners will be involved.</i>	

Each of the undersigned certifies agreement to lend support for this proposed environmental education program, if awarded.

2013 ENVIRONMENTAL EDUCATION GRANTS PROGRAM APPLICATION COVER PAGE

Applying Organization's Official Name			
Applying Organization EIN#	-		
EE Grant \$7,500 Maximum			
APPLYING ORGANIZATION INFORMATION		PROJECT DIRECTOR INFORMATION AND LOCATION	
Organization Name _____		Organization Name _____	
Address _____		Address _____	
City _____ State ____ Zip Code _____		City _____ State ____ Zip Code _____	
Municipality _____		Municipality _____	
County _____		County _____	
Chief Officer Name _____		Project Director Name _____	
E-mail Address _____		E-mail Address _____	
Phone Number _____ Ext. _____		Phone Number _____ Ext. _____	
Fax Number _____		Fax Number _____	
TOPIC AREA (check all that apply)			
<input type="checkbox"/> Watersheds <input type="checkbox"/> Chesapeake Bay Watershed Education <input type="checkbox"/> Air Quality <input type="checkbox"/> Brownfields <input type="checkbox"/> Energy Education <input type="checkbox"/> Environmental Literacy <input type="checkbox"/> Formal and Non-Formal EE Certification <input type="checkbox"/> STEM <input type="checkbox"/> Other (please write out): _____			
WHERE IS THE PROJECT IS LOCATED? (select appropriate river basin)			
http://www.pawaterplan.dep.state.pa.us/statewaterplan/docroot/default.aspx <input type="checkbox"/> Erie Basin <input type="checkbox"/> Ohio Basin <input type="checkbox"/> Genesee Basin <input type="checkbox"/> Potomac Basin <input type="checkbox"/> Susquehanna Basin <input type="checkbox"/> Delaware Basin			
LIST WATERSHED WHERE PROJECT IS LOCATED: _____			
PROJECT TITLE:			

PROJECT DESCRIPTION:			

CERTIFICATION: The undersigned agrees to participate in the Pennsylvania Environmental Education Grants Program, and certifies that no grant funding will supplant existing funding and that any required matching funds will be met.			
_____		_____	
Print or Type Name of Chief Officer		Signature of Chief Officer	
		Date	
		Matching Funds (if applicable)	
		Match is _____ % of Grant	
		Request (20% minimum where	
		required)	
FUNDING:	Grant Request \$ _____		\$ _____
Project Start Date: July 1, 2013		Project End Date: June 30, 2014	
GRANT LINKAGE (for more information, see item 11, page 3)		Explain (use other side if necessary)	
<input type="checkbox"/> None <input type="checkbox"/> Another DEP EE Grant proposal this round <input type="checkbox"/> DEP Growing Greener Grant <input type="checkbox"/> Currently-funded or formerly-funded DEP EE Grant <input type="checkbox"/> Another Grant Program			



DETAILED BUDGET SHEET

Applying Organization Name					Project Director:		
Budget Category					Grant Request Amount	Matching Funds Amount	Matching Funds Source
PEOPLE COSTS	# of People	# Hours	Activity Letter				
				\$	\$		
				\$	\$		
				\$	\$		
				\$	\$		
				\$	\$		
Subtotal					\$	\$	
TRAVEL COSTS (i.e., number of miles X 0.555/mile)			Activity Letter				
Include Reason for Traveling.							
•							
•							
Subtotal					\$	\$	
RESOURCE COSTS	Units (Qty.) #	Unit Cost	Activity Letter				
				\$	\$		
				\$	\$		
				\$	\$		
				\$	\$		
				\$	\$		
				\$	\$		
Subtotal					\$	\$	
OTHER COSTS			Activity Letter				
				\$	\$		
				\$			
				\$			
Subtotal					\$	\$	
GRAND TOTAL					\$	\$	



PARTNERING FORM

Each of the undersigned certifies agreement to lend support for this proposed environmental education program, if awarded.

Applying Organization Name

Partnering Organization(s)

Partner Name _____ Summary of Partner's Commitment:	Telephone (____) _____ <i>(Check Which is Applicable – can be both)</i> Matching Funds Effort _____ Programming Assistance _____ Will there be a Subcontractor? <input type="checkbox"/> Yes <input type="checkbox"/> No <u>List Equipment or Resource Materials that will be housed with this Partner</u>
Partner's Signature	

Partnering Organization(s)

Partner Name _____ Summary of Partner's Commitment:	Telephone (____) _____ <i>(Check Which is Applicable – can be both)</i> Matching Funds Effort _____ Programming Assistance _____ Will there be a Subcontractor? <input type="checkbox"/> Yes <input type="checkbox"/> No <u>List Equipment or Resource Materials that will be housed with this Partner</u>
Partner's Signature	

Use a duplicate of this form if more than two partners will be involved.

Section Six – Grantee Compliance Forms

The following forms are only to be used for granted projects. These forms are part of contractual obligations **after** a Grantee receives a fully executed DEP Grant Agreement.

- Progress Report
- Final Report
- Expense Reimbursement Request

The Expense Reimbursement Request Summary Page, work pages 1, 2 and 3, report forms and compliance materials must be submitted to:

DEP Environmental Education Grants Program
P.O. Box 2063
Harrisburg, PA 17105-2063

A copy of the Expense Reimbursement Request summary page and work pages 1, 2 and 3 must be submitted to:

DEP – Grants Center
Location Code: 35GRNTCTR2
P.O. Box 69183
Harrisburg, PA 17106



PROGRESS REPORT
2013 Grant Round
Page 1 of 2

Department of Environmental Protection

Phone: (717) 772-1828 Fax: (717) 705-4093

Email: adevine@pa.gov

Progress Report – due December 12, 2013

Organization Name

EE Number

(Find on grant agreement)

Grant Document Number

(Find on grant agreement—GR#)

Progress Narrative - Please report on “benchmarks” and/or “deliverables” items from the awarded proposal and grant agreement. Submit any completed deliverables with this Final Report. Please use additional paper if necessary.

Benchmarks and/or Deliverables (find as Attachment D of the grant agreement)

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.



FINAL REPORT
2013 Grant Round
Page 1 of 2

Department of Environmental Protection

Phone: (717) 772-1828 Fax: (717) 705-4093

Email: adevine@pa.gov

Final Report – due July 15, 2014

Organization Name

EE Number

(Find on grant agreement)

Grant Document Number

(Find on grant agreement—GR#)

Final Narrative - Please report on “**benchmarks**” and/or “**deliverables**” items from the proposal and **grant agreement**. Submit any completed deliverables with this Final Report. Please use additional paper if necessary. Complete and accurate information, signature and date will be required in order to process your reimbursement request.

Benchmarks and/or Deliverables (find as **Attachment D** of the **grant agreement**)

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.



**2013 ENVIRONMENTAL EDUCATION GRANTS PROGRAM
EXPENSE REIMBURSEMENT REQUEST FORM**

- SUMMARY PAGE -

Location Code: 35GRNTGR2
 Invoice Date: _____
 Invoice No: _____
 Invoice Amount: _____

SUBMIT FORM TO (also please copy and send along with the progress/final report to the EE Grants Program):
 DEP Grants Center
 Location Code: 35GRNTGR2
 P.O. Box 69183
 Harrisburg, PA 17106

Grant Recipient Name
 (Administering Organization) _____

Street Address _____

City, State, Zipcode _____

Email Address _____

EE # _____ **Grant Document # (GR#)** _____ **Fax #** _____

Invoice Period-From: _____ **To:** _____ **Total Amount** \$ _____ **Request #** _____

Bank Routing Number _____ **Bank Account Number** _____ **Vendor #** (located on signature page of agreement) _____

PROJECT COST CATEGORIES	GRANT FUNDS		APPLICANT MATCH		
	Breakdown From Grant Agreement	Total Reimbursed to Date	Reimbursement Request for this Period	Match Previously Expended	Match Expended this Period
People Costs					
Travel Costs					
Resource Costs					
Other Costs					
TOTAL					

Signature of Project Director or Authorized Official _____ Title _____ Date _____

For Commonwealth Use Only				
Approved by _____	SAP FUND	GEN. LED.	COST CENTER	INT. ORDER
Match Required _____ %	200971_000 <small>(yr.)</small>	6600_00	3590350000	350130130_
JUSTIFICATION: To reimburse grantee for expenses, per DEP Grant Agreement, under the Environmental Education Grants Program.				

Invoices and receipts should not be sent with the Expense Reimbursement Request Form. They should be kept in your files as per the record retention policy on page 8 of the 2013 Environmental Education Grants Program Manual.

**2013 ENVIRONMENTAL EDUCATION GRANTS PROGRAM
EXPENSE REIMBURSEMENT FORM - WORK PAGE 1**

Grant Recipient Name _____ EE# _____ GR # _____ Request # _____

PEOPLE COSTS (See notes box below) <small>List personnel identified on the approved budget summary. (Use additional sheets if necessary.)</small>									
Name	Role in the Program	Activity Letter	Period of Payment <small>Enter Mo-Day-Yr From-To</small>	Total Time <small>Enter Total Hours or Days Paid</small>	Total Cost <small>Enter Rate x Hours or Rate x Days</small>	Matching Funds*		Amount to be Reimbursed	
						<small>If Cash, Enter Amount</small>	<small>If In-Kind, Enter Amount</small>		
Total People Costs:					\$	\$	\$	\$	\$

***Notes for "Matching Funds" Columns**

- If "Cash" or "In-Kind" is entered, deduct these amounts from "Total Cost" and enter the balance in the "Amount to be Reimbursed" column.
- Appropriate documentation for all costs and matching funds or activities must be retained in your files.

All columns must be completed to receive reimbursement.

2013 ENVIRONMENTAL EDUCATION GRANTS PROGRAM EXPENSE REIMBURSEMENT FORM - WORK PAGE 2

Grant Recipient Name _____ EE# _____ GR # _____ Request # _____

RESOURCE COSTS									
Materials/Supplies	Activity Letter	Unit Cost	Quantity Acquired	Total Cost <small>Enter Unit Cost X Quantity Acq.</small>	Matching Funds		Amount to be Reimbursed	Vendor Name	Check No. and Date Paid
Name of Item					<small>If Cash, Enter Amount</small>	<small>If In-Kind, Enter Value</small>			
Total Resource Cost				\$	\$	\$	\$		\$

If cash is paid by staff, include the check number and date used to reimburse

All columns must be completed to receive reimbursement.

2013 ENVIRONMENTAL EDUCATION GRANTS PROGRAM EXPENSE REIMBURSEMENT FORM - WORK PAGE 3

Grant Recipient Name _____ EE# _____ GR # _____ Request # _____

TRAVEL COSTS								
Name <i>(Project Staff Person or Carrier)</i>	Activity Letter	Dates Cost Incurred <i>(List Separately by Mo-Day-Yr)</i>	Carrier Cost <i>(Flat fee, per trip fee, etc.)</i>	Personal Vehicles <i>(Enter number of miles x State's mileage rate during invoice period)</i>	Total Cost <i>(Enter Rate x Mileage)</i>	Matching Funds		Amount to be Reimbursed
						<i>If Cash, Enter Amount</i>	<i>If In-Kind, Enter Value</i>	
Total Travel Cost:					\$	\$	\$	\$

OTHER COSTS								
Item	Activity Letter	Unit Cost	Quantity Acquired	Total Cost	Matching Funds	Amount to be Reimbursed	Vendor Name	Check Number and Paid Date
Total Other Costs:				\$	\$	\$		

The Pennsylvania Environmental Education Act

Act 24 of 1993, P.L. 105

Pennsylvania's Environmental Education Act was signed into law on June 22, 1993. The act provides for environmental education programs within the commonwealth, creates an Environmental Education Fund and authorizes the establishment of an Environmental Education Grants Program. The act was amended on July 9, 2008 to provide for further duties of the Pennsylvania Departments of Education (PDE), Environmental Protection (DEP), Conservation and Natural Resources (DCNR) and the establishment of the Pennsylvania Center for Environmental Education (PCEE). The amendment to the act eliminated target audience restrictions for conservation and education organizations.

This act charges PDE and DEP with specific responsibilities to promote and support environmental education throughout the commonwealth. The act also authorizes the Secretary of DEP to use pollution fines and penalties for grants and other environmental education purposes, and also creates an Advisory Council for Environmental Education.

Note: This act does not mandate what is taught in the classroom. That mandate is found in Chapter 4 of the Pennsylvania School Code. The Environmental Education Act is a companion piece to that effort and is aimed at ensuring state agency support to schools, organizations and the general public.

OUTLINE OF MAJOR LEGISLATIVE PROVISIONS

- 1. Established a commonwealth policy that environmental education is critically important in encouraging a citizenry which has:**
 - The ability to help promote a healthy environment;
 - An understanding of the functioning of the natural world; and
 - An understanding of the necessity for environmental protection and sound resource management.
- 2. Empowers and requires the PDE to:**
 - Provide support and resource information to educators, students and public and private education agencies and organizations;
 - Recognize exemplary environmental education curricula developed in Pennsylvania schools; and
 - Conduct a periodic evaluation of school-based environmental education in the commonwealth.
- 3. Empowers and requires the DEP to:**
 - Evaluate environmental education taking place outside of the classroom in the commonwealth;
 - Develop and implement environmental education programs for citizens of the commonwealth;
 - Provide environmental education grants.
- 4. Establishes the PCEE to support the environmental education efforts of state agencies, county conservation districts, formal and non-formal educators and nonprofit organizations. Among other responsibilities, PCEE is to:**
 - Establish an Internet-based resources network to make environmental information available and to provide training and education opportunities for educators and Pennsylvania's citizenry;
 - Assist with the dissemination of existing environmental education materials, program and training opportunities to agencies, organizations, educators and the public; and
 - Provide pre-service and non-formal educator programs related to environmental education and support efforts to disseminate materials to meet those needs.
- 5. Empowers and requires both the PDE and DEP with input from the Advisory Council on Environmental Education and PCEE to prepare biennial reports to the Governor and the General Assembly outlining environmental education programs, achievements and initiatives, and to recommend future program needs.**

6. **Creates the Environmental Education Fund, generated from five percent of the money collected each year from environmental pollution fines and penalties. The fund will be used to assist DEP in carrying out the purposes of this act.**
7. **Creates an Advisory Council on Environmental Education to advise and assist PDE and DEP in carrying out their respective programs.**

The council consists of 16 members:

- The Secretaries of the Departments of Environmental Protection, Conservation and Natural Resources, Education and Agriculture, or their designees
- Three members appointed by the Secretary of DEP
- Three members appointed by the Secretary of PDE
- Two members appointed by the Secretary of Community and Economic Development
- One member appointed by the Chancellor of the State System of Higher Education
- One member appointed by the Secretary of Agriculture
- Two members appointed by the Secretary of DCNR

8. Environmental Education Grants Program

(a) Administering State Agency: DEP.

(b) Program Purpose: To stimulate and strengthen environmental education in Pennsylvania. The grant program is designed to help fill identified needs and to enhance current environmental education in the commonwealth.

(c) Participants Eligible For Grant Funds:

- Colleges and universities
- Public and private schools
- Non-profit organizations and associations
- Conservation and education organizations and institutions
- County conservation districts
- Municipalities and municipal authorities
- Businesses

(d) Program Funding Source:

Funding is provided by a special nonlapsing fund in the State Treasury to be known as the Environmental Education Fund.

An amount equal to five percent of the money collected annually from fines and penalties deposited in special funds or restricted revenue accounts administered by DEP are deposited in this fund. The annual allocation amount is based upon the amounts collected in the previous fiscal year. All money placed in the fund and the interest it accrues are appropriated, upon authorization by the Governor, to DEP to accomplish the purposes of the act.

A direct allocation from this fund is made to the DCNR, Bureau of State Parks for its Environmental Education Programs.

(e) Grant Funding: Estimated at \$550,000 per fiscal year.

(f) DEP Grant Application Provisions: Specifics can be found on the fact sheet entitled "Environmental Education Grants Program".

Questions regarding this act can be directed to:

Relating to DEP's Duties:
 Environmental Education Grants Program
 PA Dept. of Environmental Protection
 P.O. Box 2063
 Harrisburg, PA 17105-2063
 Phone: 717-772-1828, Fax: 717-705-4093

Relating to PDE's Duties:
 Office of Environment and Ecology
 PA Dept. of Education
 333 Market Street, 8th Floor
 Harrisburg, PA 17126-0333
 Phone: 717-783-6994, Fax: 717-783-3946

DEP maintains an Environmental Education and Information Center at its central office in Harrisburg in the Rachel Carson State Office Building, 400 Market Street. Stop by to look over all its resources, or call 717-772-1828, for help with your specific educational needs.

For more information, visit www.dep.state.pa.us, keyword: EE Grants.