



Pennsylvania

Department of Environmental Protection

Section 319 Nonpoint Source Management Grants Program Federal Fiscal Year 2020

Funding Watershed Planning and Restoration Across Pennsylvania

For more information, visit www.dep.pa.gov
Search: Nonpoint Source



pennsylvania
DEPARTMENT OF ENVIRONMENTAL
PROTECTION

G-2274MAY19

Overview

Ninety-six percent of water-quality-impaired watersheds in Pennsylvania are polluted because of nonpoint source pollution, such as abandoned mine drainage (AMD), urban and agricultural runoff, atmospheric deposition, on-lot sewage systems, earthmoving, stream hydromodification and timber harvesting. Pennsylvania's Nonpoint Source Management Program established an overall strategy to implement watershed restoration and protection activities in impaired watersheds that would lead to water quality improvement.

The Section 319 Nonpoint Source Management grant funds are provided by the U.S. Environmental Protection Agency (EPA) and authorized through Section 319(h) of the federal Water Pollution Control Act. The program's primary purpose is to implement Section 319 Program Watershed Implementation Plans (WIPs).

Grants Program Purpose and Priorities

Goal: To improve and protect Pennsylvania's waters from nonpoint source pollution associated with AMD, energy resource extraction, agricultural activities, stormwater runoff, streambank and shoreline degradation, along with verifying and demonstrating efficacy with enhanced data collection and distribution.

Purpose: To provide funding to develop and implement nonpoint source management plans and activities identified in Pennsylvania's WIP watersheds. Implementation activities must address specific sources of nonpoint source pollution identified by the Pennsylvania Nonpoint Source Management Plan. (Currently PA is implementing the 2014 Update of the NPS Management Plan.)

Objectives:

- Reduce nitrogen, phosphorus and sediment pollutant loads.
- Reduce AMD-related iron, aluminum and acidity pollutant loads.
- Implement stream restoration, bank stabilization and/or stormwater management projects.
- Plant, maintain and protect riparian forest buffers.
- Develop new WIPs and revise existing WIPs.
- Integrate Chesapeake Bay Phase 3 WIP Countywide Action Plans in tier 1-4 counties of bay watershed into new and revised WIPs.

What's New

Application period is from June 24 – August 9, 2019, with applications due through eGrants by 5 p.m. on August 9, 2019. Applications submitted after 5 p.m. will not be considered for funding.

Program Description and General Information

DEP receives Section 319(h) Nonpoint Source (NPS) grant funds from the U.S. Environmental Protection Agency (EPA) each year to implement Pennsylvania's approved Nonpoint Source Management Program.

Eligible Applicants

Eligible applicants or sponsors must meet one of the following criteria:

- Incorporated watershed association
- County or municipality
- County conservation district
- Council of governments; or
- Other authorized organizations, including:
 - Tax-exempt corporation under Section 501(c)(3) of the Internal Revenue Code and registered with the Pennsylvania Bureau of Charitable Organizations. If an applicant/sponsor is claiming an exemption from registering with the Bureau of Charitable Organizations, the applicant/sponsor must provide proof of such exemption with the application.
 - Educational institution
 - Municipal authority

Note: Applications submitted by ineligible applicants or ineligible sponsors will not be considered.

Priorities

WIP Implementation

- Priority will be given to applications that address nonpoint source pollution originating from agriculture, stormwater runoff, stream channel degradation and AMD where the proposed project is identified in an existing Section 319 Watershed Implementation Plan.
- Preference will be given to projects that effectively addresses the impairments of concern in a cost-effective way. A watershed listing of approved WIPs can be viewed at www.dep.pa.gov/Business/Water/PlanningConservation/NonpointSource/Pages/Plans.aspx .

WIP Development and Revisions

- Priority will be given to applications that develop new WIPs for Hydrologic Unit Code (HUC) 12 watershed scale, based upon EPA's nine minimum watershed elements for threatened or impaired waters (see summary below). For more information, visit, www.epa.gov/nps/resources-watershed-planning.
- Priority also will be given to applications that update existing, approved WIPs.
- Preference will be given for new WIP plan development and revision in Tier 1-4 within the Chesapeake Bay Watershed. Please see page 6 for tier counties and levels.
- Applications that implement statewide or regional projects addressing nonpoint source pollution to restore or protect water quality may be considered, if funding remains after addressing projects implementing existing WIPs, developing new WIPs and revising existing WIPs.

Required Nine Watershed Elements for New WIP Development

- Identify causes and sources of pollution, along with summary of watershed characteristics
 - Watershed profile and history
 - Public participation
 - Physical and natural features
 - Land use table and/or map
 - Biological trends
 - List causes and sources of impairments (TMDLs, DEP Integrated Report (www.depgis.state.pa.us/integratedreport/index.html), Chesapeake Bay county WIPs, other technical documents
- Estimate pollutant loading into the watershed and expected load reductions
- Describe management measures that will achieve load reductions and targeted critical subwatersheds
 - Critical area information, characterization and justification with maps or photos
 - Rank subwatersheds
 - Specific conditions contributing to non-attainment or threatening attainment
 - Biological conditions
 - Quantifiable goals and objectives to improve water quality and ultimately achieve delisting from the impaired waters list.
- Estimate amounts of technical and financial assistance and the relevant authorities needed to implement the plan
- Develop an information/education component
- Develop a project schedule
- Describe the interim, measurable milestones
- Identify quantifiable indicators to measure progress
- Develop a monitoring component

Ineligible Projects

EPA's Section 319 grants cannot fund any projects or activities that are part of the National Pollutant Discharge Elimination System (NPDES) program, such as Concentrated Animal Feeding Operations (CAFOs) or Municipal Separate Storm Sewer Systems (MS4s) and cannot provide funding for activities on any farms that are not covered by manure management or nutrient management plans. Proposed out-of-state projects will not be funded.

If you have any questions, please contact:

Pennsylvania Department of Environmental Protection
Planning and Conservation Division
Box 8555
Harrisburg, PA 17105-8555
Phone: (717) 783-2944
Email: rscarney@pa.gov

Please do not contact DEP District Mining Office staff for 319 mining projects.

How to Apply

The application document and attachments must be uploaded into the eGrants System by Friday, August 9, 2019 at 5:00 p.m. at www.esa.dced.state.pa.us.

1. Short Title

Provide a short, descriptive title for the project. The title should be 10 words or less and clearly communicate the project type, such as Orange Creek AMD Treatment System Construction or Muddy Run Stream Bank Stabilization Design and Permitting.

2. Project Description

Provide a brief, concise project description no more than two sentences.

3. Applicant/Sponsor Information

To be eligible, the applicant must meet one of the criteria listed below. Otherwise, the applicant must partner with a sponsor that meets one of the following criteria to act as grantee on the applicant's behalf. When a sponsor is used, the sponsor is the entity that enters into the grant agreement and is responsible for all aspects of the project, including payment for work performed. Use the applicant organization's/sponsor's legal name.

- Watershed organization recognized by DEP that promotes local watershed conservation efforts (organization must be incorporated).
- County or municipality
- County conservation district

- Other authorized organization involved in research, restoration, rehabilitation, planning, acquisition, development, education or other activities that furthers the protection, enhancement, conservation, preservation or enjoyment of Pennsylvania’s environmental, conservation, recreation or similar resources. The organization must be:
 - A non-profit, tax-exempt corporation under Section 501(c)(3) of the Internal Revenue Code and registered with the Pennsylvania Bureau of Charitable Organizations. If an applicant/sponsor is claiming an exemption from registering with the Bureau of Charitable Organizations, the applicant/sponsor must provide proof of such exemption with the application. Conservation commissions or foundations created by state or federal legislation or action are exempt from the incorporation requirement.
 - An educational institution
 - A municipal authority

4. Organization Type

Check off the organization type for the applicant or sponsor.

5. Project Location

Enter the project location county(ies) and municipality(ies). If the project location is statewide, enter “all” in the county field and leave municipality(ies) blank. If the project location does not cover the entire state but does include a select watershed(s) or another regionally defined area, please identify all the counties in the area selected; no municipality identification is needed in this case.

Mapping is not required for statewide projects. For regional projects, the location map and aerial photo are required; however, a site map is not required if project spans a complete watershed or other defined project area. Indicate latitude and longitude coordinates. Indicate the percentage of the project occurring in the Chesapeake Bay Watershed. Projects that occur in less than 50% of the Bay will be considered non-Bay.

6. Project Type

Check the appropriate box. Implementation Projects, including design and/or construction, must be implemented in one of the 36 EPA approved 319 WIP watersheds or relevant regional or statewide projects. For WIP plan development or update, projects must either update an existing, approved 319 WIP watershed or develop a new WIP based on EPA’s nine watershed elements for new WIP development on page 3. A new WIP plan must be on the HUC 12 watershed scale.

7. Tier Level

If proposed project is in the **Chesapeake Bay Watershed**, fill in the county tier level or select not applicable.

| Tier 1 | Tier 2 | Tier 3 | Tier 4 |
|-------------------|--|---|--|
| Lancaster York | Bedford Centre Cumberland Franklin Lebanon | Adams Bradford Clearfield Clinton Columbia Fulton Huntingdon Juniata Mifflin Lycoming Northumberland Perry Schuylkill Snyder Susquehanna Tioga | Berks Blair Cambria Cameron Carbon Chester Dauphin Elk Indiana Jefferson Lackawanna Luzerne McKean Montour Potter Somerset Sullivan Union Wayne Wyoming |

8. WIP Implementation Plan

Complete the appropriate information if an implementation project.

9. Contacts

Applicants are strongly encouraged to contact their county conservation district when developing projects and preparing their grant application.

10. Budget Summary

Complete the Task and Deliverable Budget Worksheet and use the information to complete the Budget Summary on the Application Form.

The dollar amounts for each of the categories in the Budget Summary must match those developed in the Task and Deliverable Budget Worksheet.

Section 319 Nonpoint Source does not have a match requirement, but any match provided will improve the competitiveness of the application. All match must be expended within the grant period of performance.

11. Prevailing Wage

If the grant project includes construction work where the total project cost is greater than \$25,000, the Act of August 15, 1961 (P.L. 987), as amended, known as the Pennsylvania Prevailing Wage Act (43 P.S. 165-1 et seq.) may apply. Construction is defined to mean public work projects including construction, reconstruction, demolition, alteration and/or repair work other than maintenance work. It is the responsibility of the applicant or sponsor to contact the Pennsylvania Department of Labor and Industry, Bureau of Labor Law Compliance. Visit www.dli.pa.gov, search “prevailing wage quick links” for more information.

12. Projects on Grantee-Owned Lands

Is your project located on land owned or controlled by the grantee? If not, a Landowner Letter of Commitment or Landowner-Grantee Agreement is required to be submitted with the application for all design and/or construction and operation, maintenance and repair/replacement projects (O,M&R).

13. Projects on State-Owned Lands

If your project is located on land owned or controlled by the Commonwealth of Pennsylvania (i.e., Bureau of Forestry, Bureau of State Parks, Pennsylvania Game Commission, Pennsylvania Fish and Boat Commission), **you must contact the appropriate agency for landowner consent and submit a landowner letter of commitment with your application.** Following is contact information:

DCNR Bureau of Forestry: Ryan Szuch – rszuch@pa.gov

DCNR Bureau of State Parks: Rachel Reese – rareese@pa.gov

Pennsylvania Game Commission: Mike DiMatteo – mdimatteo@pa.gov or 717-787-4250 X3602

Pennsylvania Fish & Boat Commission: Bernie Kiesnoski, Chief of Real Estate – bkiesnoski@pa.gov or 814-359-5108

14. Land Use Planning

Grant applications are evaluated for their consistency with DEP Policy for Consideration of Comprehensive Plans and Zoning Ordinances, Acts 67 and 68 of 2000. Grant applicants must complete and submit the appropriate form or letter(s) as identified in the Land Use Policy for projects involving Design and/or Construction, Technical Assistance or Developing a Watershed Plan. The land use policy is available in “Help for Applicants” found at www.dep.pa.gov/growinggreener, click on Act 67 and 68 Land Use Planning.

The Land Use Planning Form and Multi-Municipal Planning Form are available at www.dep.pa.gov/growinggreener. Questions concerning project consistency with local land use regulations should be directed to your County Planning Agency.

15. Commonwealth Investment Criteria

The Commonwealth has established criteria to promote sustainable development. Additional consideration will be given to your project if you checked the “Yes” box. Check the “Yes” box and complete the table if your project will:

INCREASE JOB OPPORTUNITIES. Retain and attract a diverse, educated workforce through the quality of economic opportunity and quality of life offered in Pennsylvania's varied communities. Integrate educational and job training opportunities for workers of all ages with the workforce needs of businesses. Invest in businesses that offer good paying, high quality jobs that are located near existing or planned water and sewer infrastructure, housing, existing workforce and transportation access (highway or transit).

FOSTER SUSTAINABLE BUSINESSES. Strengthen natural resource-based businesses that use sustainable practices in energy production and use, agriculture, forestry, fisheries, recreation and tourism. Increase our supply of renewable energy. Reduce consumption of water, energy and materials to reduce foreign energy dependence. Lead by example: support conservation strategies, clean power and innovative industries. Construct and promote green buildings and infrastructure that use land, energy, water and materials efficiently. Support economic development that increases or replenishes knowledge-based employment or builds on existing industry clusters.

Also, if you checked yes, please provide the number of anticipated NEW jobs created and the number of anticipated jobs that will be RETAINED from your project in the appropriate column.

16. Environmental Justice

To see if your project is in an Environmental Justice Community (EJ), go to: www.dep.pa.gov/PublicParticipation/OfficeofEnvironmentalJustice, click on “PA Environmental Justice Areas”. If you check the “yes” box, additional consideration will be given to your project.

17. Act 47 Financially Distressed Municipality Act

To see if your project is in a financially distressed municipality go to: www.newpa.com/local-government/act-47-financial-distress. If you check the “yes” box, additional consideration will be given to your project.

18. All applications for design and/or construction of Abandoned Mine Drainage (AMD) treatment facilities must include the use of AMDTreat software for rough sizing and cost estimating.

A printed report from AMDTreat must be included in the proposed scope of work. The AMDTreat software is available to the public on the Office of Surface Mining website at <https://amd.osmre.gov/>. For AMD Remediation Projects, the Western Pennsylvania Coalition for Abandoned Mine Reclamation (WPCAMR) or the Eastern Pennsylvania Coalition for Abandoned Mine Reclamation (EPCAMR) may be contacted for technical guidance.

Coalition contacts are: WPCAMR, Andy McAllister at andy@wpcamr.org ; EPCAMR, Robert Hughes, at rhughes@epcamr.org.

REQUIRED WORKPLAN

The following workplan template must be used for all applications. Applicants can contact staff in the Planning and Conservation Division for a word document for this template.

I. Context

A. Please explain how the proposed project fits within the current revision of the PA Nonpoint Source Management Plan.

Currently, PA is implementing the 2014 Update of the NPS Management Plan.

Applicants must look over this plan and explain what goals and objectives this particular project will be addressing and describe any related activities, previous projects or related plans.

B. Please explain how the proposed project supports other work in the watershed being performed under other programs. (Note, if the applicant is unsure, this section may be left blank).

If known, explain some other projects, funded by other sources, that have been completed in the watershed where this current proposal is located. Show how these projects relate to the one that is being proposed.

C. Please explain how the proposed project supports the implementation and completion of the Watershed Implementation Plan (WIP) in question.

The proposed project must in a watershed that is in an approved WIP. In this section, an explanation must include what priority (low, medium or high) the project is in the WIP, if other projects have been implemented in the WIP and if it is a numbered project in the WIP.

II. Program v. Watershed Project

(Insert "Watershed Project").

III. Content

A. Problem/Need Statement

This section should reference the Watershed Implementation Plan, the NPS Management Plan, and the latest Integrated Report (www.dep.pa.gov, search "integrated report"). The Integrated Report covers the current status of Pennsylvania's waters and identifies waters that are not meeting water quality goals.

Information contained in this section should make a case for the environmental benefit that will be realized resulting from the project. A direct connection should be made between the listed sources of impairment (ex: sediment from agriculture) and the proposed activities (ex: implementing agriculture erosion and sedimentation plans). A brief description of previous work plans that have funded related or previous phases of the current project should be included. Where previous or other associated projects exist, the work plan should include a description of how the technical and funding aspects will be coordinated.

B. Goals and Objectives

In this section, the main goals and the objectives/tasks needed to meet each goal should be listed. For construction projects, the type and quantity of best management practices

(BMPs) to be constructed needs to be included, along with estimated load reductions. For non-construction projects, the anticipated type and amount of BMPs to be designed, the permits to be obtained or the data to be collected should be listed. Tables and bulleted or enumerated lists should be used whenever possible to convey this information.

C. Project Description

This section will give more detail on the above listed goals and objectives. The description may vary in length and detail depending on the complexity of the project. The narrative portions should explicitly describe how the project addresses the problem and meets the goals presented in earlier sections of the work plan.

Generally, a single task should not describe multiple activities. Separate tasks should be developed for distinct activities, and subtasks may be used to provide even greater detail. Task level information is the most project-specific and detailed language in the work plan. It should contain the basic who, what, when, where, and how information, relating to the project.

Additionally, the project description section should contain clear indication about how the proposed tasks will be coordinated with each other, and with associated projects when they exist.

All costs will be addressed in the budget worksheets under mandatory attachments and should **not** be included in this section.

D. Monitoring

If monitoring is listed as a Task in the Project Description section above, include a statement discussing why monitoring is needed and how the data will be used. The applicant is encouraged to reference DEP's Improving Waters Protocol and is further encouraged to use an on-going monitoring program to show incremental improvements.

If this proposal is going to fund the costs for laboratories to analyze water samples or the equipment needed to collect samples, all water quality data must be uploaded to EPA's Water Quality Exchange (WQX) database. This database allows water quality to be shared to the STORET Data Warehouse. Therefore, besides the explanation of why monitoring is needed, there must be a statement in this section that states all data obtained through this project will be uploaded through WQX web and will be identified as ID CWA319 in the submission.

E. Quality Assurance Project Plans (QAPP)

If using Section 319 funding for sampling, a QAPP must be developed and approved by EPA's Quality System for Environmental Data and Technology before the activity commences. In this section there should be a small discussion on the activities that will be covered in the QAPP. In addition to the standard QAPP for collection of new data, commonly required QAPPs for activities funded under Section 319 include Secondary Data plans for the gathering and/or use of existing data, Geospatial plans for use of Geographic Information Systems (GIS) and other spatial or mapping activities, and

Modeling plans for projects related to modeling activities. It should be noted that an umbrella QAPP may be utilized if field and lab procedures are common to several projects, requiring only project-specific information such as site locations or sampling frequency be submitted for individual projects.

There must be a deliverable for the development of this plan in Section M below that states the QAPP will be developed and approved by EPA before sampling begins.

If a QAPP is not needed please list N/A under this section.

F. On-Site BMPs/BMP Efficacy/Load Reductions

This is the section where predicted load reductions need to be stated. For work plans that include the implementation of BMPs, BMP effectiveness should be assessed. At a minimum, modeling for non-AMD BMP's is required to estimate the environmental results that will be reported as one of the final outputs. Estimated load reductions for AMD projects need to be calculated knowing the approximate percentage of each pollutant that can be removed with BMP.

Design projects should include a statement that estimated load reductions will be summarized in the final report.

G. Sub-grantees

For work plans that include hiring sub-grantees/sub-contractors, e.g., watershed coordinators or consultants, describe the tasks/activities for which the contractor is responsible.

H. Education/Outreach

For work plans focusing on education or outreach, clearly explain how the proposed activities address the stated environmental problem and how will contribute to the improvement of water quality. It is also feasible to utilize data or findings from studies to estimate the degree to which the project may contribute to water quality improvement.

If there is no education/outreach component, please list N/A under this section.

I. Urban/MS4 Activities

Work plans that include work in urban areas should clearly indicate that the proposed activities do not explicitly address a permit requirement for any MS4. Each work plan will be reviewed on a case-by-case basis to determine possible interactions between the proposed activity and existing MS4-related activities and to determine, based on that review, eligibility for funding.

If this proposal does not deal with urban/MS4s, please list N/A under this section.

J. Operation, Maintenance and Repair/Replacement Plans

O,M&R plans are required for any project that will involve the installation of BMP's. This includes both design and construction proposals. Therefore, a statement needs to be made here that a general or draft O,M&R plan will be developed for this project and included within the final report if installation of BMP's is involved. This must be included as one of the deliverables in Section M found below.

K. Competitive Bid

Describe the process that will be used to select contractors. All design and construction projects should contain a statement that project sponsors are abiding by the Commonwealth of Pennsylvania's Procurement Code.

L. Contingency Plan (AMD only)

This section is for projects addressing abandoned mine drainage only. Contingency plans are required before the construction of any facility treating an AMD discharge. A statement or two is needed here explaining if there is an existing contingency plan already in place or if one needs to be developed. If already developed, it needs to be referenced here. If not, it should be stated here that a contingency plan will be developed before construction. Also, the development of a contingency plan should be listed as a deliverable in Section M below.

M. Project Deliverables

This is the section where any significant output should be identified as a project deliverable. Typical project-level deliverables include designs, permits, construction, interim and final project reports, QAPPs, but may also include development of a success story in cases where water quality improvements are demonstrated. These can be in the form of a list since they have already been explained in detail in the sections above.

N. Project Schedule/Timeline

Schedules must be provided for all significant deliverables, including task-level timeframes, start/end dates, interim milestones, and timeframes for deliverable development and deadlines. Each deliverable should have a corresponding budget associated with it under mandatory attachments.

O. Measures of Success (environmental indicators)

Briefly explain the outcomes, or environmental indicators, that can be used to measure the success related to restoration and protection of water quality in this proposal. Some outcomes can be length of stream improved, loadings removed, etc.

P. Match

In this section please list any match the project may have. If no match, please explain why. Even though there is no match requirement for Section 319, having it improves the quality of the proposal.

Q. Mandatory Attachments

In this section, all significant deliverables need to have their own budget or task worksheet.

Budget and Costs: A separate budget must be prepared for each deliverable.

Equipment and Supplies: Equipment and supplies and costs must be listed separately.

Contractual: Must breakdown costs into separate lump sums for design, permitting, bid assistance, OM&R plan, as-builts, sampling, etc.

Construction: Must break down costs into separate lump sums for materials, labor, earthwork, etc. Do not include item specific costs (eg: cost/unit limestone, fencing, etc.).

Task 1:

| Item | Task | Responsible Partner | Grant Request | Match | Total |
|------------------------|-------------------------|---------------------|---------------|-------|-------|
| Salary | | | | | |
| Administration | | | | | |
| Travel | | | | | |
| Equipment and Supplies | | | | | |
| Contractual | Design | | | | |
| | Permitting | | | | |
| | Construction Management | | | | |
| Construction | Materials | | | | |
| | Labor | | | | |
| | Earthwork | | | | |
| Other | | | | | |
| Total | | | | | |

Add tasks as needed.

R. Maps and Photos

1. Location Map

A map showing the location of the project site relative to a nearby, common population center must be included. This map may be used to guide an individual unfamiliar with the project to the project site. Marking on this map where to park or enter the project site is helpful.

2. Site Map(s)

A site map or maps should be attached here. Maps should show site level detail to include locations of proposed BMPs, receiving waters, existing civil and natural features and any other info useful for an individual unfamiliar with the site to conduct an inspection of the site. Site photos also may be included.

S. Landowner

In this section please describe the landowner situation. A landowner commitment letter is needed for design project and a full agreement letter for construction projects. The letter must be included as part of this workplan as one of the mandatory attachments.

T. AMDTreat

All applications for design and/or construction of Abandoned Mine Drainage (AMD) treatment facilities must include the use of AMDTreat software for rough sizing and cost estimating. A printed report from AMDTreat must be included as an attachment. The AMDTreat software is available to the public on the Office of Surface Mining website at <http://amd.osmre.gov/>.

Award Requirements

If Your Project Gets Funded....

- A formal grant agreement with DEP will be developed that includes a scope of work, budget and terms and conditions.
- The project must be completed by June 30, 2024.
- Reimbursement will only be for actual project costs authorized in the budget and scope of work and incurred within the grant's period of performance.
- An application for reimbursement package must be submitted quarterly. This package will consist of an application for reimbursement (AFR); application for reimbursement supplemental sheet (AFR-Supplemental) and a work progress report (WPR) outlining the progress made throughout the quarter. The AFR package is required quarterly based upon the schedule below or more frequently if authorized by DEP. Even if no work was completed in the quarter, a WPR must be submitted. Delinquent reports may be rejected. The report submission schedule is as follows:

| Quarter | Reporting Period | Submission Deadline (on or about) |
|----------------|-------------------------|--|
| 1 | January - March | April 15 |
| 2 | April - June | July 15 |
| 3 | July - September | October 15 |
| 4 | October - December | January 15 |

- A detailed plan that identifies the operational, maintenance and repair/replacement needs, responsible parties and established financial resources is required to be provided to the DEP project advisor before any reimbursable work is begun for all projects. Long-term project repair/replacement must also be addressed in the OM&R plan, including: responsible parties, anticipated cost, and an estimated schedule for when repair and replacement is expected.
- Best management practice (BMP) verifications and reporting must be made to DEP once every 5 years or as stipulated in contract documents to satisfy federally approved verification and reporting protocols for specified BMPs constructed in the Chesapeake Bay Watershed. This verification and reporting requirement commences with the completion of the project and will be expected of grantees to ensure project integrity throughout its expected lifespan.
- If the project involves design and/or construction or OM&R and the grantee does not own or control the land where the project is to occur, a signed landowner—grantee agreement (LGA) must be received and approved by DEP before any reimbursable work commences on the project. If the grantee owns/controls the land, grantee landowner conditions (GLCs) will be made part of the grant agreement. Both the LGA and GLCs will include an OM&R Plan identifying maintenance tasks and responsible parties ensuring that the conservation practice/best management practice is properly maintained throughout the lifespan of the practice.

If the landowner is known at the time of application, the applicant must provide a landowner Letter of Commitment or an executed LGA with the application. Once an award is made, the grantee must provide the executed LGA along with their signed grant documents if not included

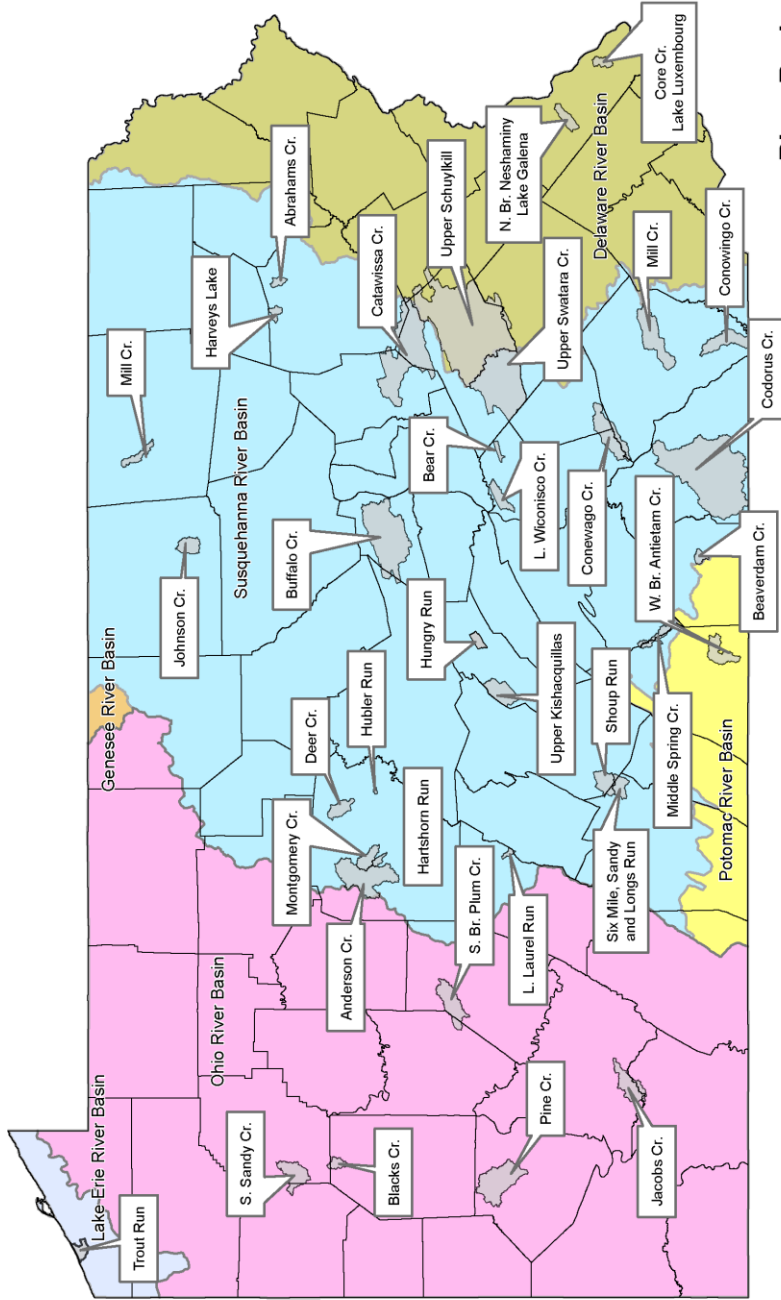
in the original application or indicate in the scope of work that it will be provided prior to commencement of work.

If the landowner is not known at the time of application submittal, this should be identified by the applicant. If an award is made, the grantee must indicate in the scope of work that the LGA will be provided prior to commencement of work.

Work on lands owned by DCNR will require an activities agreement (AA); the AA serves in lieu of a LGA and must be submitted in accordance with LGA submittal requirements described above.

- Any nutrient reduction credits realized from the Commonwealth-funded portion of the project and recognized by DEP are the property of the Commonwealth, which maintains full ownership thereof. The grantee recognizes and releases all rights, claims, title or ownership to the nutrient reduction credits that are generated by the Commonwealth-funded portion of the work specified in the grant agreement, for the time period covered by the GLCs or the LGA as applicable.
- Any aquatic resource compensation credits, including but not limited to wetland, waterway, aquatic habitat, floodplain or riparian credits, realized from the Commonwealth-funded portion of the project, and recognized by DEP, are the property of the Commonwealth, which maintains full ownership thereof. The grantee recognizes and releases all rights, claims, title or ownership to the aquatic resource compensation credits, in perpetuity, that are generated by the Commonwealth-funded portion of the work specified in the grant agreement.
- Any GIS data or electronic databases produced by the grant must be provided to DEP without restrictions in accordance with its “Guidance for Data Management” Policy and be so noted in the scope of work.
 - Lab analysis done under the grant must be provided by a state-certified lab. Water quality testing activities funded under a Section 319 grant must follow an EPA-approved quality assurance project plan (QAPP) and the data must be provided to DEP for inclusion in the appropriate EPA database. For more information about QAPP, visit www.epa.gov/nps/nonpoint-source-volunteer-monitoring.
- For any construction of AMD passive treatment systems, grantees will be required to include with the final report one digital copy of the AMDTreat form, the OM&R Plan that includes the “as-built” drawings and site schematics in PDF format along with any water quality information in Excel format.

Pennsylvania Section 319 Nonpoint Source Management Program Watershed Implementation Plan Locations



Legend

- County Boundaries
- 319 WIP Watersheds

River Basin Boundaries

- Delaware
- Lake Erie
- Genesee
- Potomac
- Susquehanna
- Ohio

**PENNSYLVANIA DEPARTMENT OF ENVIRONMENTAL PROTECTION
SECTION 319(H) WORKPLAN TEMPLATE**

Attachment D

Project Number:
Leave Blank
Project Title:

Sub Grantee Name:
Sub Grantee SAP Vendor: #

Sub Grantee Address:
Sub Grantee Address:
Sub Grantee Address:

Sub Grantee Point of Contact:
Sub Grantee email:

Grant Request: \$

Project Location:
HUC 12:

Insert the Hydrological Unit Code (HUC). One way to locate the HUC 12 code associated with the proposed project is to visit EPA's Grants Reporting and Tracking System website ofmpub.epa.gov/apex/watershedfunding/f?p=109:5000; select "Guest User." Click on the map or use the filters, zooming to "subwatershed" level at the project location to view the 12-digit HUC code.

Assessment Unit ID:

Insert the Assessment ID Unit number for the project's waterbody. The Assessment Unit ID number can be found using the 2018 Pennsylvania Integrated Water Quality Monitoring and Assessment Report (Integrated Report). The report covers the current status of Pennsylvania's waters. Visit DEP's website www.dep.pa.gov and search "Integrated Report." Click on the 2018 Integrated Water Quality Report and scroll down and click on "Integrated Report Viewer." Type in the name of the waterbody and click "search." The Assessment ID can be found on the page or by clicking on the map.

Goal 1: Core Mission

Objective 1.2: Provide for Clean and Safe Water

I. Context

A. Please explain how the proposed project fits within the current revision of the PA Nonpoint Source Management Plan. (Currently, PA is implementing the 2014 Update of the NPS Management Plan).

B. Please explain how the proposed project supports other work in the watershed being performed under other programs. (Note, if the applicant is unsure, this section may be left blank).

C. Please explain how the proposed project supports the implementation and completion of the Watershed Implementation Plan (WIP) in question. For instance, is this a numbered project specifically called for in the WIP? Have other projects been implemented in this subwatershed that will be enhanced by the proposed project? Is this project listed as a high, medium or low priority in WIP? (Project must be in WIP)

II. Program v. Watershed Project

(Note: This section will be completed by DEP NPS Program staff).

III. Content

A. Problem/Need Statement

This section should reference the Watershed Implementation Plan, the NPS Management Plan, and the Integrated List. Information contained in this section should make a case for the environmental benefit that will be realized as a result of the project. A direct connection should be made between the listed sources of impairment (ex: sediment from Agriculture) and the proposed activities (ex: implementing ag E&S plans). A brief description of previous work plans that have funded related or previous phases of the current project should be included. Where previous or other associated projects exist, the work plan should include a description of how the technical and funding aspects will be coordinated.

- B.** *Load reduction estimates should be included in this section. For construction projects, the type and quantity of BMPs to be constructed should also be included in this section. For non-construction projects, the anticipated type and amount of BMP to be designed, the permits to be obtained or the data to be collected should be listed. Tables and bulleted or enumerated lists should be used whenever possible to convey this information.*

C. Project Description

This section will generally contain a mix of narrative overview and more concise tasks. Further, this section will vary in length and detail depending on the complexity of the project. The narrative portions should explicitly describe how the project addresses the problem and meets the goals presented in earlier sections of the work plan.

Generally, a single task should not describe multiple activities. Separate tasks should be developed for distinct activities, and subtasks may be used to provide even greater detail. Task level information is the most project-specific and detailed language in the work plan and should contain the basic who, what, when, where, and how information.

Additionally, the project description section should contain clear indication about how the proposed tasks will be coordinated with each other, and with associated projects when they exist.

All costs will be addressed in the budget worksheets under mandatory attachments and should not be included in this section.

D. Monitoring

If monitoring is listed as a Task in the Project Description section above, include a statement discussing why monitoring is needed and how the data will be used. The applicant is encouraged to reference DEP's Improving Waters Protocol and is further encouraged to use an on-going monitoring program to show incremental improvements.

(Note, statement that data will be uploaded through WQX web and will be identified as ID CWA319 in the submission.)

E. QAPPs

A statement indicating a QAPP will be developed before sampling occurs and included with the final report should be included for all projects where a QAPP is required by EPA's Quality System for Environmental Data and Technology. This statement should discuss the activities that will be covered in the QAPP. In addition to the standard QAPP for collection of new data, commonly required QAPPs for activities funded under §319 include Secondary Data plans for the gathering and/or use of existing data, Geospatial plans for use of GIS and other spatial or mapping activities, and Modeling plans for projects related to modeling activities. It should be noted that an umbrella QAPP may be utilized if field and lab procedures are common to several projects, requiring only project-specific information such as site locations or sampling frequency be submitted for individual projects.

(Note, if one needs developed or updated it must be listed as a deliverable.)

F. On-Site BMPs/BMP Efficacy

For work plans that include implementation BMPs, BMP effectiveness should be assessed. At a minimum modeling for non-AMD BMP's is required to estimate the environmental results that will be reported as one of the final outputs. Estimated load reductions for AMD projects need to be calculated knowing approximate percentage of each pollutant that can be removed with BMP.

(Note, design projects should include a statement that estimated load reductions will be summarized in the final report.)

G. Sub-grantees

For work plans that include hiring sub-grantees/sub-contractors, e.g., watershed coordinators or consultants, task descriptions should clearly indicate the tasks/activities for which the staff or contractor is responsible.

H. Education/Outreach

For work plans focusing on education or outreach, these work plans should clearly explain how the proposed activities address the stated environmental problem and will contribute to the improvement of water quality. It is also feasible to utilize data or findings from studies to estimate the degree to which the project may contribute to water quality improvement.

I. Urban/MS4 Activities

Work plans that include work in urban areas should clearly indicate that the proposed activities do not explicitly address a permit requirement for any MS4. Each work plan will be reviewed on a case-by-case basis to determine possible interactions between the proposed activity and existing MS4 related activities and to determine, based on that review, eligibility for funding.

J. O&M Plan

Where required, a general or draft Operation and Maintenance (O&M) plan/agreement will be contained within the Project work plan. A statement should be included that a final O&M Plan will be included in a Project's Final Report.

(Note, even a design project should have a draft O,M&R plan that must be included as one of your deliverables.)

K. Competitive Bid

(Note, all planning and construction projects should contain a statement that, project sponsors are abiding by Pennsylvania's procurement regulations.)

L. Contingency Plan (AMD only)

*Abandoned Mine Projects should reference an existing contingency plan or include the development of a plan
Abandoned Mine Projects should reference an existing contingency plan or include the development of a plan in the milestone schedule.*

(Note, if needed must be listed as a deliverable.)

M. Project Deliverables

Any significant output should be identified as a project deliverable. Typical project-level deliverables include interim and final project reports, QAPPs, or WBPs, but may also include development of a success story in cases where water quality improvements are demonstrated.

N. Project Schedule/Timeline

Schedules must be provided for all significant project activities, including task-level timeframes or start/end dates, interim milestones, and timeframes for deliverable development and deadlines. Each deliverable should have a corresponding budget associated with it under mandatory attachments.

O. Measures of Success - (environmental indicators)

Outcomes, or environmental indicators, can be used as measures of success in meeting statutory and programmatic goals related to restoration and protection of water quality. Some outcomes can be length of stream improved, loadings removed, etc.

P. Match

List any match project may have. If no match, please explain why.

Q. Mandatory Attachments

Budget and Costs: A separate budget must be prepared for each deliverable.

Equipment and Supplies: Equipment and supplies and costs must be listed separately.

Contractual: Must breakdown costs into separate lump sums for design, permitting, bid assistance, OM&R plan, as-builts, sampling, etc.

Construction: Must break down costs into separate lump sums for materials, labor, earthwork, etc. Do not include item specific costs (eg: cost/unit limestone, fencing, etc.).

Task 1:

| Item | Task | Responsible Partner | Grant Request | Match | Total |
|------------------------|-------------------------|---------------------|---------------|-------|-------|
| Salary | | | | | |
| Administration | | | | | |
| Travel | | | | | |
| Equipment and Supplies | | | | | |
| Contractual | Design | | | | |
| | Permitting | | | | |
| | Construction Management | | | | |
| Construction | Materials | | | | |
| | Labor | | | | |
| | Earthwork | | | | |
| Other | | | | | |
| Total | | | | | |

Add tasks as needed.

R. Maps and Photos

1. Location Map

A map showing the location of the project site relative to a nearby, common population center. This map may be used to guide an individual unfamiliar with the project to the project site. Marking on this map where to park or enter the project site is helpful.

3. Site Map(s)

A map or maps showing site level detail to include locations of proposed BMPs, receiving waters, existing civil and natural features and any other info useful for an individual unfamiliar with the site to conduct an inspection of the site.

S. Landowner

Please explain the landowner situation and type of letter (Commitment or full agreement) to be put in file at PA DEP.

T. AMDTreat

All applications for design and/or construction of Abandoned Mine Drainage (AMD) treatment facilities must include the use of AMDTreat software for rough sizing and cost estimating. A printed report from AMDTreat must be included as an attachment. The AMDTreat software is available to the public on the Office of Surface Mining website at <http://amd.osmre.gov/>.



TASK AND DELIVERABLE BUDGET WORKSHEET

Duplicate this worksheet for additional Deliverables

For each deliverable-identify title, associated tasks, and dollar amounts. Tasks listed should include quantifiable units (e.g. feet of stream restoration, miles of riparian buffer, number and type of BMP, etc.)

| Deliverable # _____ | | Title: | | | | Est. Date of Completion: | | | |
|---|----------------------------------|--------------|---------------|---------------|---|-------------------------------|---|-------|--|
| Category | Individual, Staff, or Contractor | Task or Item | Costs | Grant Request | + | Match Amount & Type *(C or I) | = | Total | |
| Salaries/Benefits – Grantee Staff Only | | | | | | | | | |
| | | | | \$ | + | \$ | = | \$ | |
| | | | | \$ | + | \$ | = | \$ | |
| | | | | \$ | + | \$ | = | \$ | |
| | | | | \$ | + | \$ | = | \$ | |
| | | | | \$ | + | \$ | = | \$ | |
| | | | | \$ | + | \$ | = | \$ | |
| Subtotal Salaries | | | | \$ | + | \$ | = | \$ | |
| Travel | | | | | | | | | |
| Miles | | | Miles @ /mile | \$ | + | \$ | = | \$ | |
| Meals | | | | \$ | + | \$ | = | \$ | |
| Lodging | | | | \$ | + | \$ | = | \$ | |
| Subtotal Travel | | | | \$ | + | \$ | = | \$ | |
| Equip. & Supplies | | | | | | | | | |
| | | | | \$ | + | \$ | = | \$ | |
| | | | | \$ | + | \$ | = | \$ | |
| | | | | \$ | + | \$ | = | \$ | |
| | | | | \$ | + | \$ | = | \$ | |
| | | | | \$ | + | \$ | = | \$ | |
| | | | | \$ | + | \$ | = | \$ | |
| Subtotal Equip. & Supplies | | | | \$ | + | \$ | = | \$ | |
| Administration | | | | | | | | | |
| | | | | \$ | + | \$ | = | \$ | |
| | | | | \$ | + | \$ | = | \$ | |
| | | | | \$ | + | \$ | = | \$ | |
| | | | | \$ | + | \$ | = | \$ | |
| | | | | \$ | + | \$ | = | \$ | |
| Subtotal Admin. | | | | \$ | + | \$ | = | \$ | |

| Deliverable # _____ | | Title: | | | Est. Date of Completion: | | | |
|------------------------------|----------------------------------|--------------|------------------|---------------|--------------------------|-------------------------------|---|-------|
| Category | Individual, Staff, or Contractor | Task or Item | Costs | Grant Request | + | Match Amount & Type *(C or I) | = | Total |
| Contractual | | | | | | | | |
| A. Contractor Salaries | | | | \$ | + | \$ | = | \$ |
| | | | | \$ | + | \$ | = | \$ |
| | | | | \$ | + | \$ | = | \$ |
| | | | | \$ | + | \$ | = | \$ |
| | | | | \$ | + | \$ | = | \$ |
| | | | | \$ | + | \$ | = | \$ |
| B. Other Contractual | | | | \$ | + | \$ | = | \$ |
| | | | | \$ | + | \$ | = | \$ |
| | | | | \$ | + | \$ | = | \$ |
| | | | | \$ | + | \$ | = | \$ |
| | | | | \$ | + | \$ | = | \$ |
| Subtotal Contractual | | | | \$ | + | \$ | = | \$ |
| Construction | | | Cost/Unit | | + | | = | |
| A. Materials | | | | \$ | + | \$ | = | \$ |
| | | | | \$ | + | \$ | = | \$ |
| | | | | \$ | + | \$ | = | \$ |
| | | | | \$ | + | \$ | = | \$ |
| | | | | \$ | + | \$ | = | \$ |
| B. Labor | | | | \$ | + | \$ | = | \$ |
| | | | | \$ | + | \$ | = | \$ |
| | | | | \$ | + | \$ | = | \$ |
| | | | | \$ | + | \$ | = | \$ |
| Subtotal Construction | | | | \$ | + | \$ | = | \$ |

| | | |
|----------------------------|---------------------|---------------------------------------|
| Deliverable # _____ | Title: _____ | Est. Date of Completion: _____ |
|----------------------------|---------------------|---------------------------------------|

| Category | Individual, Staff, or Contractor | Task or Item | Rates and Costs | Grant Request | + | Match Amount & Type *(C or I) | = | Total |
|-----------------------|----------------------------------|--------------|-----------------|---------------|---|-------------------------------|---|-------|
| Other | | | | | | | | |
| | | | | \$ | + | \$ | = | \$ |
| | | | | \$ | + | \$ | = | \$ |
| | | | | \$ | + | \$ | = | \$ |
| | | | | \$ | + | \$ | = | \$ |
| | | | | \$ | + | \$ | = | \$ |
| Subtotal Other | | | | \$ | + | \$ | = | \$ |
| Total | | | | \$ | + | \$ | = | \$ |

* C = CASH I = IN-KIND

BUDGET SUMMARY (COMPLETE ONCE SUMMARIZING ALL DELIVERABLES)

| | |
|-----------------------------------|-----------------|
| 1. Salaries/Benefits | \$ _____ |
| 2. Travel | \$ _____ |
| 3. Equipment and Supplies | \$ _____ |
| 4. Administration | \$ _____ |
| 5. Contractual | \$ _____ |
| 6. Construction | \$ _____ |
| 7. Other | \$ _____ |
| Subtotal (DEP Grant Award) | \$ _____ |
| Match | \$ _____ |
| TOTAL Grant Project Costs | \$ _____ |

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LANDOWNER ACCESS AUTHORIZATION

I, _____(property owner) do hereby authorize and agree to permit
_____ (Applicant) to enter my property for the purpose of
conducting a water monitoring program on _____ (specific waterway)
accessible from my property beginning _____ (specific date). This
permission allows the above-named individual or his/her designee(s) to carry out
monthly/semiannual/annual water quality tests while exercising due diligence in protecting my
property and personal safety and health.

I understand that if an Environmental Stewardship and Watershed Protection (Growing Greener or
Section 319) Grant is awarded by DEP, this form will serve as authorization to access my property.

Property Owner Signature

Applicant Signature

Property Owner Name (Printed)

Applicant Signature (Printed)

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LANDOWNER LETTER OF COMMITMENT

I, _____ (property owner) do hereby authorize and agree to permit _____ (Applicant) to enter my property, with the intent to design and/or install/replace Conservation Practices/Best Management Practices (CP/BMPs) on my property for the purpose of improving water quality on _____ (specific waterway).

I understand that if an Environmental Stewardship and Watershed Protection (Growing Greener or Section 319) grant award is made by DEP, I will be required to execute a Landowner–Grantee Agreement with an Operation and Maintenance Plan. This Agreement will identify specific maintenance tasks and the parties that will be responsible to perform those tasks to ensure that the CP/BMP is properly maintained.

Property Owner Signature

Applicant Signature

Property Owner Name (Printed)

Applicant Signature (Printed)

Date

Date

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DEPARTMENT OF ENVIRONMENTAL
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