

CBP-SP3 Attachment 1 Guidance

Purpose and Intent of CBP-SP3 Attachment 1:

- 1 - Provide a list of special projects offered by the conservation district
- 2 – Provide the reimbursement rates for those special projects
- 3 – Provide the amount anticipated to be implemented by the individual landowner/operator

Note – Copy of the CBP-SP3 Attachment 1 and Instructions are provided at the end of this guidance

Note – The CBP-SP3 Attachment 1 is very similar to the CBP-2 (from the Traditional CBP Program) but allows more flexibility.

Reference:

Administrative Manual for the Special Project Funding Program of the Pennsylvania Chesapeake Bay Program

- Page 9 (BMP Procurement Procedures – General Requirements)- The conservation district shall maintain current average cost tables (CBP-SP3 Attachment 1) which will serve as the basis for cost sharing.
- Page 10 (Simple Purchases – Procedures) - The district shall inform the landowner of the estimated cost of the project from CBP-SP3 Attachment 1.
- Page 10 (Contracted Purchases – General) - Each project with an estimated cost greater than \$5,000 from CPB-SP3 Attachment 1 shall be procured using a contract (CBP-8 or CBP-8L).
- Page 11 (Contracted Purchases – General) - The method of price solicitation will be dependent on the designer’s estimated project cost (CBP-SP3 Attachment 1)
- Page 12 (Contracted Purchases – General) - If a change in cost share funding is justified, the change shall be accomplished on a CBP-SP3 Attachment 1.
- Page 12 (Contracted Purchases – General) - In addition, before payment is made, a completed CBP-SP3 Attachment 1 must be present certifying that the installed practice meets program requirements including standards and specifications of the Pennsylvania **Soil and Water Conservation Technical Guide**.
- Page 13 (Small Purchases – Applicability) - This method of procurement shall be used when the estimated project cost from CBP-SP3 Attachment 1 is over \$5,000 but not more than \$25,000.

- Page 13 (Small Purchases – Procedures) - Upon receipt of the plans, specifications, cost estimate, and copy of the CBP-SP3 Attachment 1 from the project designer
- Page 14 (Sealed Bids – Applicability) - This method of procurement shall be used when the estimated project cost (CBP-SP3 Attachment 1) exceeds \$25,000.
- Page 14 (Sealed Bids – Procedures) - Upon receipt of the plans, specifications, cost estimate, and copy of the CBP-SP3 Attachment 1 from the project designer
- Page 30 (Appendix C – CBP-SP3) - The DISTRICT will provide financial assistance to the OPERATOR for implementation of BMPs at the Project Location For work performed during a given calendar year, the OPERATOR shall be compensated in accordance with Attachment 1 for that calendar year. This compensation is based on the BMPs implemented at the Project Location as agreed to by the OPERATOR and DISTRICT and the compensation rate for each BMP, as determined annually by the DISTRICT, listed on Attachment 1. The compensation to the OPERATOR shall be paid on a reimbursement basis based on invoices and verification of proper implementation of BMPs. OPERATOR compensation and reimbursement for implementation of BMPs in all subsequent calendar years will be determined using the same procedure as described above, and a revised Attachment 1 will be incorporated into this Agreement for work performed during the calendar year.
- Page 30 (Appendix C – CBP-SP3, General Provision 6) - Changes in work or additional work may become necessary due to changed or unforeseen conditions and will be reflected in an equitable adjustment to the project cost based on Attachment 1 and performance time to implement the Project
- Page 35, 36 - Appendix D – CBP-SP3 Attachment 1(provided at the end of this guidance)

Examples:

Conservation District No-till and Cover Crop Grant:

- ❖ District would prepare a CBP-SP3 Attachment 1 that would spell out the rate and measure to be applied (i.e. no-till paid at \$20 / acre, cover crops paid at \$30 / acre)
Note: District can set any rate that they feel applicable but it is suggested that they consider the NRCS county rates for such programs as EQIP, CBIG, etc.
- ❖ District would fill in an amount planned for each individual landowner / operator that signs a CBP-SP 3
- ❖ District will add any additional notes that may pertain to an individual landowner / operator (i.e. Total cost to be paid equals \$1,000; cover crop must be planted by October 1, etc.)
- ❖ District provides to the landowner / operator a copy of the approved CBP-SP3 Attachment 1 as part of the CBP-SP 3 agreement.

- ❖ If grant covers multiple years, a new CBP-SP3 Attachment 1 (with updated rates, if applicable) will be provided to the landowner / operator and made part of the signed CBP-SP3

Conservation District Stream Improvement Grant:

- ❖ District would prepare a CBP-SP3 Attachment 1 that would spell out the rate and measure to be applied (i.e. \$1,000 / acre for riparian buffer, \$2.50 / foot fencing, etc.)

Note: District can set any rate that they feel applicable but it is suggested that they consider the NRCS county rates for such programs as EQIP, CBIG, etc.

- ❖ District would fill in an amount planned for each individual landowner / operator that signs a CBP-SP 3
- ❖ District will add any additional notes that may pertain to an individual landowner / operator (i.e. Total cost to be paid equals \$3,000 for riparian buffers; total cost share of fencing equals \$1,500, etc.)
- ❖ District provides to the landowner / operator a copy of the approved CBP-SP3 Attachment 1 as part of the CBP-SP 3 agreement.
- ❖ If grant covers multiple years, a new CBP-SP3 Attachment 1 (with updated rates, if applicable) will be provided to the landowner / operator and made part of the signed CBP-SP3
- ❖ If a change in the project is needed (deletion and /or additional fencing and / or riparian buffer or another Best Management Practice added), the change in cost share funding should be accomplished with an amended CBP-SP3 Attachment 1 and be proved to the landowner / operator and made part of the signed CBP-SP3

Conservation District Conservation Plan Implementation Grant:

- ❖ District would prepare a CBP-SP3 Attachment 1 that would spell out the rate and measure to be applied (i.e. \$1,000 / acre for grassed waterways, \$2.50 / foot diversions, \$3 / square foot for heavy use area protection, etc.)

Note: District can set any rate that they feel applicable but it is suggested that they consider the NRCS county rates for such programs as EQIP, CBIG, etc.

- ❖ District would fill in an amount planned for each individual landowner / operator that signs a CBP-SP 3
- ❖ District will add any additional notes that may pertain to an individual landowner / operator (i.e. Total cost to be paid equals \$500 for grassed waterways; total cost share of heavy use area protection equals \$15,500, etc.)
- ❖ District provides to the landowner / operator a copy of the approved CBP-SP3 Attachment 1 as part of the CBP-SP 3 agreement.
- ❖ If grant covers multiple years, a new CBP-SP3 Attachment 1 (with updated rates, if applicable) will be provided to the landowner / operator and made part of the signed CBP-SP3
- ❖ If a change in the project is needed (deletion and /or additional rates of proposed Best Management Practices or Best Management Practices added), the change in cost share funding should be accomplished with an amended CBP-SP3 Attachment 1 and be proved to the landowner / operator and made part of the signed CBP-SP3



COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF ENVIRONMENTAL PROTECTION
BUREAU OF WATERSHED MANAGEMENT

Chesapeake Bay Special Projects Funding Program

CBP-SP3 Attachment 1

1

County Conservation District

BMP Reimbursement Rates List

Calendar Year 20 2

BMP/Special Project	Rate	Measure	Amount Planned	Additional Notes
3	4	5	6	7

Sample

**Chesapeake Bay Special Projects Funding Program BMP Reimbursement
Rates List CBP-SP3 Attachment 1 Instructions**

CBP-SP3 Attachment 1 should be distributed to all CBP-SP3 landowner/operator agreement holders at the time of signing and then annually as an update to the CBP-SP3 Agreement. The purpose is to provide a list of the special projects offered by the district, the reimbursement rates for those projects, and the amount anticipated to be implemented by the individual landowner/operator.

Distribution: Copy to each participating CBP-SP3 agreement holder (landowner/operator) annually, and one copy to the individual case file annually.

The following is an explanation of how to complete the form:

1. Fill in County name.
2. Fill in year for which BMPs/Special Projects are being offered.
3. List the BMPs/Special Projects that are being offered by the district.
4. Fill in the corresponding reimbursement rate for each BMP.
5. Fill in the unit by which the BMP is measured.
6. Fill in the amount of BMP that the landowner/operator has agreed to implement.
7. List any additional requirements, specifics, etc. that pertain to the BMP e.g., *Cover crop must be installed by October 1, or Project must be maintained through 20XX.*