

Bradford County Commissioners:

Nancy Schrader, Chairman  
Janet Lewis, Vice Chairman  
Douglas McLinko, Commissioner



Chief Clerk:  
Gayle Kershner

Solicitor:  
Jonathan Foster

Bradford County Commissioners' Office



## BRADFORD COUNTY STREAM STABILIZATION INITIATIVE PROJECT APPLICATION FORM



Dear Bradford County Resident:

The Bradford County Commissioners, in cooperation with the Bradford County Conservation District (BCCD) and with funding provided by the PA Dept. of Environmental Protection (PA DEP), is pleased to be able to offer technical and financial assistance to landowners with streambank erosion issues. This initiative is focused on helping you address, through stabilization, critically eroding stream banks and channels that threaten your home and property and degrade the quality of our County's environment. **This program will only allocate funds to structural impacts at this time. This program does not provide funding for flood control (i.e. installing dikes or berms), channel relocation (including regaining of previously eroded land), or gravel removal. Only techniques such as rip-rap rock placement and other stabilization practices allowable through a General Permit-3, as set forth in guidelines by PA DEP, will be eligible.**

Through this program, we are offering a limited number of landowners up to \$24,000.00 in cost sharing funds to correct identified stream issues through designs developed by the Bradford County Conservation District. The information you provide in this application will help us direct those limited resources to where they are most needed, so please complete this form in its entirety including attachments. Applications will be accepted from **August 1<sup>st</sup> to August 31<sup>st</sup>, 2007**. Should any portion of this request be incomplete or any information missing, it will be rejected for funding consideration. Only complete applications received within the designated application acceptance timeframe will be accepted. By completing this application, and initialing on the line next to each item, you agree to the following terms:

- \_\_\_\_\_ You agree to provide **rights of entry** to your property for the purpose of assessment, prioritization, survey, design, and if selected, construction, as well as future inspections of the project area by the County, BCCD, PA DEP, United States Department of Agriculture Natural Resources Conservation Service (USDA NRCS) or any agents of the named agencies. This permission is granted for a term of 2 years of the signing of this application.
- \_\_\_\_\_ You agree to provide a **deposit of \$500** consistent with the BCCD Request for Engineering / Design Assistance (required at a later date based on project eligibility and ranking).
- \_\_\_\_\_ You agree to be responsible to provide a **minimum of 15%** of the total cost of the project. The final signatory and monetary commitment will be expected after design and final cost estimates have been completed through contract documentation, but prior to construction. All or portions of the upfront 15% can be returned based upon the value of goods and/or services contributed as per the contract agreement.
- \_\_\_\_\_ You agree to be the **permit applicant**. In being the permit applicant, you agree to all permit terms, conditions and liabilities. Only projects that apply for the State's General Permit or Emergency Permit will be considered for funding.
- \_\_\_\_\_ You agree to sign an **Operation and Maintenance Plan** for the life of the proposed stabilization project (contingent upon landowner (you) and BCCD's concurrence of the proposed stabilization best management practices).
- \_\_\_\_\_ You agree that a **minimum of 15 feet** will be left along the completed stream project for the purpose of planting plant materials selected by the Conservation District. Designated buffer may not be mowed and must be planted with approved shrubs and/or trees. Noxious plants must also be controlled for a minimum of the contract terms of 20 years by the applicant.

Detailed directions to site from Wysox, Pennsylvania: (Please attach a driving map if possible)

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**PROJECT SITE DESCRIPTION**

**Attach a Plan View Site Sketch (REQUIRED)**

*Please describe the site being submitted. Include length, height, and width of area eroding; damages experienced; building or property damaged or threatened; etc.*

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**Structural / Property *Imminent* Threats (check all that apply)**

house    bridge/culvert    garage/outbuilding    septic system    property

**Vegetated buffer width you are willing to maintain along the project length (*check one*)**

(This is the area you agree to plant with trees/shrubs as per application requirements)

15 feet    20 feet    25 feet    30 feet    35 feet    35+ feet

**Please identify any other funding sources you have applied to and the results of such application:**

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Name & Date (print): \_\_\_\_\_

Signature: \_\_\_\_\_

Address: \_\_\_\_\_

Phone (home & daytime): \_\_\_\_\_

**BRADFORD COUNTY CONSERVATION DISTRICT  
COUNTY STREAM STABILIZATION INITIATIVE  
PARTICIPANT REQUIREMENTS POLICY**

**PURPOSE:**

*The purpose of this policy is to establish the local conditions by which the Bradford County Conservation District will make available to landowners, cost share dollars under the Bradford County Stream Stabilization Initiative Program. These policies are set for use by staff in determining participant eligibility as well as the sequence of steps to be taken in making that determination.*

**STEP 1:**

Individuals interested in participation are to complete a project application form during the signup period to be established by the Bradford County Conservation District Board. Signup for program participation will only be taken at these established periods. The application form will outline all participation requirements, permission for access to the property and funding priorities for the applicant. Applicants need to initial each requirement indicating that they understand and agree with each of the requirements as well as sign the application for it to be valid.

**STEP 2:**

Each individual that has participated in the sign up shall be visited by the District staff person assigned responsibility for the purpose of an initial assessment of needs. This assessment shall follow the procedures and format established by the Bradford County Conservation District for the purpose of ranking participants for receiving cost share assistance. The assessments will determine an estimate of the scope and cost of the project, permit requirements, access and other issues related to the project.

**STEP 3:**

A cost estimate of need shall be established based on needs identified in the initial assessment described in step 2. This cost estimate shall be developed in cooperation with the designer/engineer assigned to the project. Documented concurrence of the cost estimate by the designer/engineer shall be made and entered into the applicant's file. An eligibility letter will be sent to each applicant that qualifies for the cost share program outlining the estimated costs, the amount of in-kind support required and information regarding the engineering/design bond.

**STEP 4:**

Each applicant must return an enclosed post card with his or her signature indicating that he or she is still interested in participation. A \$500.00 deposit for engineering/design assistance will be required from the landowner based on the policy previously set by the Bradford County Conservation District Board and will contain the cost estimate set in step 3. The engineering/design agreement will contain the signatures of the landowner and the designer/engineer. The individual must return the signed agreement with \$500.00 before any survey/design work begins.

**STEP 5:**

Complete survey, engineering, design, and permit preparation will be dedicated to the project at the earliest available time based on the date the applicant submits the engineering/design assistance form and deposit. The landowner will be named as the permit applicant and holder.

**STEP 6:**

A lump sum contract will be developed between the Conservation District and the landowner. All components as well as the in-kind obligations of the landowner will be identified in the contract. The landowner will make a payment (cash) to the District for the remaining obligated in-kind amount (15% minimum minus \$500.00) at the contract signing and prior to any work being completed.

**STEP 7:**

The project will be bid by the Conservation District.

**STEP 8:**

The Conservation District will enter into contract with successful material and equipment contractors for the project.

**STEP 9:**

Identified work that the landowner performs in the implementation of a project component will be refunded to the landowner in the amount outlined for the component in the contract at the time the project is certified to be complete.

**BRADFORD COUNTY CONSERVATION DISTRICT  
COUNTY STREAM STABILIZATION INITIATIVE  
PARTICIPANT REQUIREMENTS POLICY FLOW CHART**

