







Office of Water Programs

Chesapeake Bay Program Special Projects

February 7, 2017

Dial-in number for audio: 1-650-479-3208

Access Code: 640 959 654

For WebEx Technical Support: 866-229-3239

Agenda

- Overview
- Announcement Funding Priorities
- Submitting a Successful Application
- Budgeting and Invoicing



Overview

Approximately \$2.5 to \$3 million is available for two years

Application deadline is February 28, 2017

Encourage Districts to work with DEP Regional Staff and Field Reps in development of project applications

Project deadline is June 30, 2019 (no extensions)



Announcement Funding Priorities

- Clearly state how the project meets one or more elements in Chesapeake Bay Restoration Strategy
 - Address pollution reduction deficiencies
 - BMP implementation as a result of inspection strategy
 - Focus on local water quality improvement and protection
 - Locating and quantifying previously undocumented BMPs (follow CBP Verification Framework Guidance)
 - High-impact, low-cost projects on the ground in impaired watersheds
 - Includes: implementation of conservation tillage, no-till/high residue management; increased implementation of cover crop; livestock stream exclusion; barnyard runoff controls; riparian forest buffers
 - Improve reporting, record keeping and data systems
 - Collecting and reporting plan implementation (Manure Management, Ag E&S/Conservation Plans)
 - Verification and reporting of non-cost shared BMPs



Submitting a Successful Application

- Review the Announcement
 - Focus on one or more of the three Restoration Strategy goals identified in the announcement
 - The more goals are included in a project, the higher it ranks
 - Ex: Stream fencing on an operation that was previously inspected (or is located within the targeted inspection area) would meet Goal #1 and Goal #2
- Focus on DEP defined impaired watersheds and/or county priority watersheds

http://www.depgis.state.pa.us/Chesapeake Bay/index.html

Familiarize yourself with PA BMP Verification Program Plan

http://files.dep.state.pa.us/Water/ChesapeakeBayOffice/PADEP%20BMP%20Verification%20Program%20QAPP%20Addendum FINAL.pdf



Submitting a Successful Application

- Focus on holistic, comprehensive implementation
 - Ex: Implementing a suite of BMPs on one operation that will improve the operation, provide nutrient and sediment reductions, and will enable operation to be compliant with state regulations
 - Waste storage, barnyard runoff controls, stream fencing/crossings, nutrient management
 - Field practices such as terraces, diversions, grassed waterways
 - Ex: Implementing livestock exclusion stream fencing on multiple neighboring operations along an ag impaired stream
 - May be less than 35 feet from bank, but 35 feet or greater will be higher priority
 - May or may not include forest buffers (with forest buffers will be higher priority)
 - Ex: Focus on habitat along with water quality improvement
 - Floodplain/stream restoration, wetland restoration, legacy sediment removal, riparian forest buffer



Submitting a Successful Application

- Present goals in terms of measurable outputs
 - Budget section and in the narrative section
- Identify any partnering organizations/entities in application
 - May or may not include additional funding
- Shovel-ready projects
 - Willing landowner, design in-hand if possible
- Focus on cost-effective solutions
 - Cost-effective based on nutrient and sediment reductions
 - Ex: Increasing the implementation of no-till and cover crop in an impaired watershed
 - Ex: Stream fencing multiple neighboring operations in an impaired watershed
 - Ex: Tracking and reporting the implementation of Manure Management Plans



In Summary

• Deadline for Submittal is Close of Business February 28 to:

Jill Whitcomb
Chesapeake Bay Program Office
Rachel Carson State Office Building
P.O. Box 8555
Harrisburg, PA, 17105-8555
717-783-5205
jiwhitcomb@pa.gov

- 2 hard copies mailed, or 1 emailed
- Encourage Districts to work with DEP Regional Staff and Field Reps in development of project applications
- Available funding is \$2.5 to \$3 million (2 years funding)
- Projects MUST be completed by June 30, 2019.



Budget Categories

- Use Growing Greener Guidance, "A Primer for Fitting Charges with Budget Categories"
- Supplies
 - Items Needed to Complete the Work, Dedicated to the Project
 - Field Supplies, Specialized Safety Equipment
 - Materials used to complete a project but transfer from site to site
- Equipment
 - Permanent, Higher Cost Items
 - Must be listed in Project Application/Scope of Work or Pre-Approved
- Administrative (max 5-10%)
 - Office Supplies, Rent, Postage, Phone, Utilities
- Construction
 - Competitive Bidding Process
 - Equipment that is incorporated into the Project



Invoicing – CBP-SP5



COMMONWEALTH OF PENNSYLVANIA DEPARTMENT OF ENVIRONMENTAL PROTECTION BUREAU OF WATERSHED MANAGEMENT

Chesapeake Bay Special Projects Funding Program Cost Verification Form (CBP-SP5)

		A Part of the Part of the Control of							
Operator/Lando	owner Name:				Document Number:				
Street Address:					District Contract Number	er.			
				FSA Farm Number:					
Telephone Nun	nber:			Date of BMP Installation: Contractor to do some or all of the work, Specify:					
☐ The landowr	ner will do some or all	of the work							
Specify:									
2. Units Pla	anned/Installed								
			BMP Units			control of the control of the control of the control of the latest the latest the control of the latest the latest the control of the latest the control of the latest the latest the control of the latest			
(a) BMP				(d) anned	(e)	. (f)			
No.	Project Item	Unit of Measure	Units	Est. \$	Performed (Installed)	Charge Amount			
80/2			7472424						
						2000			
Columns (a), (o). (c), and (d) are to b	e completed pri	i or to const	ruction, let	nentation; (e) and (f) are to	be completed after			
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- Landowner Name
- Amount of Practice Match Request for Reimbursement
- Signature of Technician/NRCS/Engineer and Landowner

Regional Office Sign Off



Invoicing – CBP - 23

3900-FM-WM0392	8/2016		MENT OF E	ALTH OF PEN ENVIRONMENT PEAKE BAY O	TAL PROTEC	TION	Mail to: Stephanie Wilf Chesapeake B P.O. Box 8555 Harrisburg, PA	ay Office
	CHESAPEAK QI			ASSISTA VITY REP			OGRAM	
County Conserv Address:	vation District				nician Cont SAP Vendo Quarter E	r ID#:	1000	(6 digit
	Special Proje Special Proje Initial Con Total Amount Invi ance to be Spent by J	ct Contract : tract Amoun oiced to Date	#: <u>4100</u> rt: \$ e: \$		June 30,	410 \$ _ \$ _ : \$ _	00	
SECTION 2 - N	IUTRIENT MGMT, M		GMT, CO	NSERVATIO	ON, or AG I	&S PLAN	NING ACTIVITIE	<u>s</u>
Landowner	Watershed Code	Plan Type: (NMP, MMP, CP, Ag E&S)	Acres in Plan	In Progress or Completed	Written or Reviewed	Updated or New	Technician (First & Last Name)	Prog (CBP, MA
								- 10
								-

ndowner:		Walershed Code: Program:			
Animal Type	Animal AEUs	Tons of Manure Generated Annually	Tons of Manure Stored		

NRCS Practice Code	Units Installed	Acres Protected	CBP Cost Share	Landowner Cost	Federal or Other Cost	Total Cost	CBP Cost Share %
			6 5	2 3		0.00	
			3 3			0.00	
						0.00	
						0.00	
						0.00	
						0.00	

Animal Type	Animal AEUs	Tons of Manure Generated Annually	Tons of Manure Stored
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NRCS Practice Code	Units Installed	Acres Protected	CBP Cost Share	Landowner Cost	Federal or Other Cost	Total Cost	CBP Cost Share %
						0.00	
						0.00	
						0.00	
						0.00	
						0.00	
						0.00	

Section 4 - OTHER NOTABLE ACCOMPLISHMENTS

- Mark Cover Crops and No-till Acres Clearly --- Use "Multiple" as Landowner Name
- Use Bay/NRCS approved Practice Codes
- Do <u>NOT</u> put NRCS cost shared practices on these forms, only state or EPA funded
- Work with NRCS can be listed under other accomplishments without specific landowner names
- Make sure to SIGN the form



Invoicing – CBP - 35

3900-FM-VMD404 4/2016

COMMONWEALTH OF PENNSYLVANIA DEPARTMENT OF ENVIRONMENTAL PROTECTION CHESAPEAKE BAY OFFICE Stephanie Willong Chesapeake Bay Office P.O. Box 8555 Harrisburg, PA 17105-8556

CHESAPEAKE BAY TECHNICAL ASSISTANCE FUNDING PROGRAM

REGIONAL CONSERVATION DISTRICT ENGINEER QUARTERLY REPORT (CBP-35)

Engineer Name:	
Host County Conservation District	
Quarter Ending Date:	111

	Hours	Hours			Hours P	er County			
Code	Bay	Non Bay	-						
1									
2						2 2	8 8	6	
3									
4									
5									
6									
7									
Totals =	0.00	0.00							

Quarterly Design Information

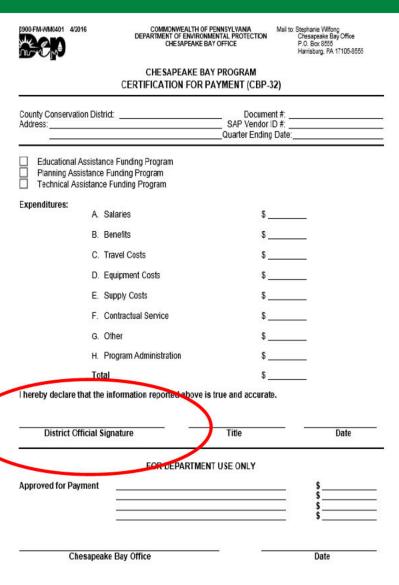
		Pro	oject	Date D	esign	Date Design	
County	Landowner Name	lay	NonBay	Completed	Revised	Approved	
				-			
				3-3	100		
		- 13		8 2		(a)	
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				5 1			

Regional Conservation District Engineers Reporting Codes

Numbers Code Description INVENTORY AND EVALUATION - Providing a written report with alternatives and cost estimates for solving an individual critical farm nutrient problem involving animal wastes and/or erosion control. DESIGN - Providing a design and technical assistance for implementation of a practice or combination of practices. Includes soil and/or geologic investigations, surveys, design revisions, bid package preparation, site showings, bid evaluations, contract modification and other technical assistance. CONSTRUCTION ASSISTANCE - Providing assistance in site construction layout, design and specification interpretation, construction quality assurance, survey and preparation of as-built documents. TRAINING - Training given or received. MEETING ATTENDANCE - Attendance at monthly district staff meetings, planning meetings for work distribution, etc. LEAVE - All leave (sick leave, annual leave, holidays, etc.) OTHER - Explain in detail on a separate sheet any work in areas not covered by the previous 6 categories.



Invoicing – CBP - 32



- Need this with all CBP-23 and CBP-35 forms
- Separate 32 for Technician vs Engineer
- Make sure to SIGN the form
- Check your math

NE and SC Regions -- Regional Office Sign Off NC Region – Send to Harrisburg



To Make Things Easier

- Email Requests for Reimbursement to Stephanie Wilfong (swilfong@pa.gov), copying the appropriate regional office
- Don't need to send in hard copies, do NOT send copies to Fred Fiscus
- Please use current version of the forms (2016)
- Using the DEP Standard Contract Agreement for ALL contracts











Office of Water Programs

Contact Information:

Veronica Kasi Program Manager vbkasi@pa.gov 717-772-4053 Jill Whitcomb
Water Program Specialist
jiwhitcomb@pa.gov
717-783-5205

Stephanie Wilfong Administrative Officer swilfong@pa.gov 717-772-5662

DEP Chesapeake Bay Website:

http://www.dep.pa.gov/Business/Water/Pages/Chesapeake-Bay-Office.aspx