pennsylvania
DEPARTMENT OF CONSERVATION
AND NATURAL RESOURCES

Bureau of Recreation and Conservation

GRANT ROUND 26

APPLICATION MATERIALS, POLICIES AND FORMS

2020 COMMUNITY CONSERVATION PARTNERSHIPS PROGRAM

GRANT ROUND 26

Grant Program Requirements and Guidelines

Department of Conservation and Natural Resources (DCNR) Community Conservation Partnerships Program (C2P2) Grant Program Requirements and Guidelines

Administered by Bureau of Recreation and Conservation (BRC)

Fiscal Year 2020-2021 Grant Cycle Applications

Applications Due (electronically) by Wednesday, April 22, 2020 at 4:00 PM

These Grant Program Requirements and Guidelines are intended to expedite, simplify and standardize the administration of the Community Conservation Partnerships Program (C2P2). If a grant is awarded, additional grant administration materials and guidelines will be provided.

DCNR provides pre-application help to grant applicants through the Bureau of Recreation and Conservation (BRC) Regional Advisors, pre-application workshops, technical reports and publications. Refer to the website for more information on the BRC C2P2 grants and current contacts; http://www.dcnr.pa.gov/Communities/Grants/Pages/default.aspx

Persons needing assistance when applying online using the application found at the website listed above may call the Grants Customer Service Center at 1-800-326-7734, Voice/TTY users call 1-800-654-5984. Persons having general questions regarding the grant application should always contact their DCNR Regional Advisor or BRC staff member.

The Pennsylvania Department of Conservation and Natural Resources is an Equal Opportunity Employer and prohibits discrimination against users of programs, facilities or services funded or provided by the Department, regardless of race, color, sex, age, religion, political affiliation, national origin or disability.

Grants Customer Service Center Mailing Address

Department of Conservation and Natural Resources
Bureau of Recreation and Conservation
Attn: Grants Customer Service Center
400 Market Street, RCSOB 5th Floor
P.O. Box 8475
Harrisburg, PA 17105-8475

pennsylvania
DEPARTMENT OF CONSERVATION
AND NATURAL RESOURCES

BUREAU OF RECREATION AND CONSERVATION

November 6, 2019

Dear Recreation and Conservation Partner:

The DCNR recreation and conservation grants program will be accepting applications from January 15,2020 to April 22,2020. The Bureau of Recreation and Conservation (BRC) provides technical and grant assistance in support of community projects that help acquire and develop parks, recreation facilities, trails, and conserve and enhance critical conservation areas. Bureau resources also support many of the Commonwealth's conservation, recreation and heritage partners.

The Pennsylvania Statewide Comprehensive Outdoor Recreation Plan (http://paoutdoorrecplan.com/) identifies PA outdoor recreation priorities, strategies and actions. Complementing the recreation plan priorities, the Bureau will also review and consider grant applications that address the following BRC priorities:

Community Parks & Recreation: Priority projects in this category include planning and development projects for rehabilitation of existing parks and improving access for all.

Land Conservation/Watershed Protection: Priority projects in this category include land conservation projects that protect critical habitat, climate resilient lands, forested watersheds, wetlands, and riparian corridors or create critical connections between public or conservation lands.

Watershed Restoration/Rivers Implementation: Priority projects in this category include projects that enhance public access to Pennsylvania's waterways or projects that improve Pennsylvania's watersheds and waterways including the planting of riparian forest buffers.

Trails: Priority projects in this category include projects that close priority trail gaps as well as projects that rehabilitate or upgrade existing trails.

BRC staff are available to assist you in developing a competitive grant application. Staff contact information can be found on the enclosed regional staff assignment maps or at the following weblink:
http://www.docs.dcnr.pa.gov/cs/groups/public/documents/document/d_001184.pdf

For more information on available grant program, please visit:
http://www.dcnr.pa.gov/Communities/Grants/Pages/default.aspx

Thank you for your interest in working with DCNR to enhance the quality of life for your community.

Sincerely,

Thomas P. Ford

Thomas P. Ford
Bureau of Recreation and Conservation

Rachel Carson State Office Building | P.O. Box 8475 | Harrisburg, PA 17105-8475 | Phone 717.783.2658 | Fax 717.787.9577
www.dcnr.pa.gov

NOTE TO ALL READERS

1. ALL Applicants should read the **General Program Requirements and Guidelines** as laid out in this document along with the following document:

Grant Terms and Conditions

The "GRANT TERMS AND CONDITIONS" will be incorporated in the Grant Agreement and the *"GRANT AGREEMENT SIGNATURE PAGE" included in the application will become the Signature Page for the Grant Agreement* for applicants selected for funding. We suggest that your solicitor/counsel review the Grant Terms and Conditions before you submit a grant application. They are mandatory for all grant projects and are not negotiable.

2. Then – **read** the sections related to the specific type of project for which you are seeking funds:

Development Projects

Land Acquisition Projects

Partnerships Projects

Planning Projects

Trail Projects

Motorized Trail Projects

ATV and Snowmobile Projects

Riparian Forest Buffers

3. The following are federally funded programs administered by the Bureau:

Land and Water Conservation Program Fact Sheet

National Land and Water Conservation Fund Outdoor Recreation Legacy Partnership Program

PA Recreational Trails Program Fact Sheet

Pre-Application Period- Developing the Grant Application

The first step in developing a grant application is to contact the applicable DCNR Regional Office or BRC staff member. DCNR Regional Advisors are responsible for providing technical assistance to potential applicants and in many cases will meet with applicants at the proposed project site. Their role is to assist the applicant in developing a competitive, complete, and accurate application. Projects are ranked in order of highest to lowest score based on their total rating score of the criteria in the Criteria Questions. (In rating a project application, the Bureau may consider other factors for selection such as regional priorities, regional demand and demonstration projects.) The highest scored projects will be selected for funding until available funds are exhausted.

Program Administration/Organization

The Department of Conservation and Natural Resources (DCNR) Bureau of Recreation and Conservation (BRC) provides a single point of contact for communities and non-profit conservation agencies seeking state assistance through its Community Conservation Partnerships Program (C2P2) in support of local recreation and conservation initiatives. This assistance can take the form of grants, technical assistance, information exchange and training. All of DCNR's funding sources are combined into one annual application cycle (generally early spring), and there is a single application format and process with one set of requirements and guidelines. Some C2P2 applications are selected for funding through the Federal Land and Water Conservation Fund Program or the Pennsylvania Recreational Trails Program, which require some supplemental information to address federal requirements. To obtain assistance, contact one of DCNR's BRC six Regional Offices.

A wide range of grant and technical assistance programs are offered through the C2P2 program to help Pennsylvania communities, land conservancies and non-profit organizations plan, acquire and develop:

- recreation, park and conservation facilities,
- watersheds, rivers corridors and resources,
- greenways and trails,
- heritage areas and facilities, and
- critical habitat, natural areas and open space.

Agency programs are linked with other State agency efforts to conserve historic resources, protect water quality, enhance tourism, and foster community development. Technical assistance or grant funding can be provided to undertake recreation and conservation projects, examples include but are not limited to:

- developing a trail that connects a subdivision to a downtown business district,
- rehabilitating a community athletic field,
- building a safe playground,
- preparing a watershed or greenways plan,
- protecting critical natural or open space areas, or
- rehabilitating a snowmobile or ATV trail.

The demand for DCNR's C2P2 funds has been steadily increasing as communities and conservancies seek to meet the recreation and conservation needs of residents; increase their

access to outdoor recreation and natural areas, enhance quality of life and preserve critical landscapes.

II. Bureau Priorities

In 2020, the DCNR grant program will focus on supporting community recreation and conservation infrastructure projects that implement Pennsylvania's 2014-2019 Comprehensive Outdoor Recreation Plan www.paoutdoorrecplan.com.

Specific priorities for grant funding include:

Community Parks & Recreation: Priority projects in this category include planning and development projects for rehabilitation of existing parks and improving access for all.

Land Conservation: Priority projects in this category include land conservation projects that provide recreational opportunities for communities, protect critical habitat, protect and enhance our water resources, and climate resilient landscapes.

Rivers Implementation: Priority projects in this category include projects that enhance public access to Pennsylvania's waterways or projects that improve Pennsylvania's watersheds including the planting of riparian forest buffers.

Trails: Priority projects in this category include projects that close priority trail gaps as well as projects that rehabilitate or upgrade existing trails.

FIGURE 2

FUNDING SOURCES by ELIGIBLE APPLICANTS TABLE

This chart illustrates which sources of funding can be used to fund various categories of applicants. This chart should be read in conjunction with the Funding Source / Eligible Projects Table (Figure 3) to understand which applicants and types of projects are eligible for a specific funding source.

Funding Sources/ Applicant	Keystone Fund-Community Recreation	Keystone Fund-Land Trust	**Keystone Fund-Rails-to-Trails ***	**Keystone Fund- Rivers Conservation ***	Land and Water Conservation Fund (LWCF)	**Environmental Stewardship Fund (GG1) ***	Pennsylvania Recreational Trails (PRT) Fund	Snowmobile and All-Terrain Vehicle Restricted Accounts	Heritage Area Fund
Municipality	Y	N	Y	Y	Y	Y	Y	Y	**
COG	Y	N	Y	Y	N	Y	Y	Y	**
Conservation District	Y	N	Y	Y	N	Y	Y	Y	**
Land Trust	N	Y	Y	Y	N	Y	Y	Y	**
School District	N	N	Y	Y	Y	Y	Y	Y	**
College/University	N	N	Y	Y	N	Y	Y	Y	**
Non-Profit Organizations- Rivers, Conserva-tion, Trails, etc.	N	N	Y	Y	N	Y	Y	Y	**
For-Profit Entity	N	N	N	N	N	N	Y	Y	**
Housing / Redevelopment Authority	Y	N	Y	Y	N	Y	Y	Y	**
Designated Heritage Areas	N	N	Y	Y	N	Y	Y	Y	Y
State Agency					Y		Y	N	

*** Funds Limited**
****Yes, but only as a sub-recipient through a Designated Heritage Area**

FIGURE 3

FUNDING SOURCES by ELIGIBLE PROJECT TYPES TABLE

This chart illustrates which sources of funding can be used to fund various types of projects. This chart should be read in conjunction with the Funding Source / Eligible Applicants Table (Figure 2) to understand which applicants and types of projects are eligible for a specific funding source.

Funding Sources/ Project Type	Keystone Fund-Community Recreation	Keystone Fund-Land Trust	**Keystone Fund-Rails-to-Trails ***	**Keystone Fund- Rivers Conservation***	Land and Water Conservation Fund (LWCF)	**Environmental Stewardship Fund (GG1) ***	Pennsylvania Recreational Trails (PRT) Fund	Snowmobile and All-Terrain Vehicle Restricted Accounts	Heritage Area Funds
Development	Y	N	Y	Y	Y	Y	Y	Y	Y
Land Acquisition	Y	Y	Y	Y	Y	Y	N	Y	Y
Planning	Y	Y	Y	Y	N	Y	N	Y	Y
Partnerships	Y	Y	Y	Y	N	Y	Y	Y	Y
Equipment Purchase	N	N	N	N	N	N	N	Y	N
Riparian Forest Buffers	Y			Y		Y			

*** Funds Limited**

Grant Programs Eligible for Funding

Community Recreation and Conservation Program- Grants are awarded to municipalities and authorized non-profit organizations for recreation, park, and conservation projects. These include planning for feasibility studies, conservation plans, master site development plans, and comprehensive recreation, park and open space and greenway plans; acquisition of land for active or passive park and conservation purposes; and new development and rehabilitation of parks and recreation facilities. Most projects require a 50% ($1 for $1) match, which can include a combination of Cash and/or Non-Cash values.

> **Small Community Development Projects**- Commonwealth municipalities with a population of 5,000 or less, as documented in the most recent U.S. Census, are eligible to receive grant funds for rehabilitation and/or new development of basic outdoor recreation and park facilities. Eligible municipalities may request a minimum of $50,000 and a maximum of $70,000 in grant funds. The first $30,000 in grant funds does not require a match. Grant funds in excess of $30,000 require a $1 for $1 match. A grant request for less than the minimum will be considered on a case-by-case basis. Municipalities with large and complex projects exceeding $110,000 in total project costs should apply for Park Rehabilitation and Development (PRD) grant provided by DCNR.

Land Trust Program- Grants are awarded to pre-qualified Land Trusts and Conservancies to fund projects for open space and natural areas planning and acquisition. These grants require a 50% cash match and/or a land donation non-cash value.

Partnerships Program- Grants are awarded to statewide and regional entities that advance Pennsylvania's Statewide Comprehensive Outdoor Recreation Plan, Pennsylvania's Heritage Areas Program and the Conservation Landscape work, as well as statewide and regional capacity building. Project categories include: Convening, Education & Training; Special Purpose Planning & Studies; Implementation; and Mini-Grants. Required match is generally based upon the funding source and level of available funding. However, applicants must demonstrate at least a 20% secured match to be eligible to receive the maximum point value on their application. Applications are to be written so that project activities take place during a 12 to 18-month timeframe within the standard grant agreement period. Applications should not request grant amounts larger than $300,000 for 18 months of work.

Non-Motorized and Motorized Trails Programs- Grants are awarded to projects that assist municipalities and non-profit organizations with planning, acquisition of land, construction, rehabilitation and maintenance of trails and trail-related facilities that include trailheads, access roads, parking areas, interpretive signage and comfort stations. For the purposes of this program, trails are defined as a designated land or water corridor with public access that provides recreation and/or alternative transportation opportunities to motorized and/or non-motorized users of all ages and abilities. To be considered a "Trail project" at least 75% of the total project cost must be related to trail activities and/or trailside facilities. These grants require a minimum of a 50% match, which can include a combination of Cash and/ or Non-Cash values. Additional eligible applicants and eligible activities can be found in the Pennsylvania Recreational Trails program description below.

Pennsylvania Recreational Trails (PRT) Program- Grants are awarded to federal & state agencies, municipalities, non-profit and for-profit organizations to assist with the construction, rehabilitation and maintenance of trails and trail related facilities for both motorized and non-motorized recreational trails, and the development of educational materials and programs. These grants require a minimum 20% match, which can include a combination of Cash and/or Non-Cash values. **All-Terrain Vehicle (ATV) and Snowmobile Program-** Grants are awarded to assist with the planning, acquisition of land, construction, rehabilitation and maintenance of

areas and facilities for snowmobile and/or all-terrain vehicle (ATV) use, the purchase or lease of equipment for trail construction and maintenance and the development of educational materials and programs. These grants do not require a match, but additional consideration will be given to projects that do have match.

Rivers Conservation Program- The purpose of this program is to address DCNR's responsibility to serve as an advocate for Pennsylvania's river resources. This program is open to non-profit and municipal entities. However, non-profit organizations are encouraged to partner with a municipal entity to develop and execute this type of project. Eligible projects include those that implement river conservation plan recommendations, enhance water trails, expand public access to aquatic resources, or increase awareness of Pennsylvania's river systems. These grants require a minimum of a 50% match, which can consist of cash and/or non-cash values. Priority is given to projects that implement plan recommendations in watersheds that are recorded on the Pennsylvania Rivers Registry.

Riparian Forest Buffer Program- Grants are awarded to municipal entities, educational institutions and non-profits to establish riparian forest buffers along Pennsylvania's waterways. DCNR will consider a variety of forest buffer project types, including conventional and multifunctional riparian forest buffers. More information about the multifunctional buffer concept is available in the grant application portal. All grants require 50% match from cash or non-cash sources. This grant program requires a minimum grant amount of $50,000.

Circuit Rider Program- Grants are awarded to initiate new programs and services for county(ies), Councils of Government and/or multi-municipal entities, that individually do not have the financial resources to hire a professional full-time staff person. The Circuit Rider's purpose is to initiate new programs and services in the designated service area. The intended result of this project is to increase the ability of grantee to more efficiently and effectively meet their recreation, park, greenway, open space and/or natural resource conservation needs. The grantee will be responsible for the long-term financial commitment and maintenance of this professional position. This is a four year commitment of funding. Match is variable based on the year of funding. Eligible project costs include the circuit rider's salary only and Bureau-approved technical assistance and training expenses.

Peer Program- Grants are awarded to help municipalities improve their park, recreation and conservation services through a collaborative process. Projects are accomplished through contracts with experienced professionals who will work closely with local leaders. Examples may include projects that form new intergovernmental recreation and park agencies (which is a high priority for DCNR); improving management of a specific facility like a community center, trail or pool; conducting an overall management assessment of an agency's park and recreation services; community asset assessment and action planning; park and recreation board training and development, etc. The applicant must provide at least a ten percent (10%) local cash match. Non-cash match is not accepted for Peer Projects.

Sources of Funding

The C2P2 program funds various types of grants with several different funding sources:

- The Keystone Recreation, Park and Conservation Fund (Key 93)
- The Environmental Stewardship Fund (Growing Greener 1)
- Heritage Areas Funding
- Snowmobile Restricted Account
- All-Terrain Vehicle (ATV) Restricted Account
- The Federal Highway Administration (FHWA) funds to the Pennsylvania Recreational Trails (PRT) program
- The Federal Land and Water Conservation Fund (LWCF)

To maximize the number of projects funded, DCNR will determine the best funding for projects based on eligible applicants, matching requirements, funding requested. Before submitting a grant application, applicants should discuss this and other issues relating to their proposed project with their DCNR BRC Regional Advisor/Staff Member.

Keystone Recreation, Park and Conservation Fund (Key 93)

The Keystone Recreation, Park and Conservation Fund Act (Key 93) became law in July 1993 with an approval of 48-0 in the Senate and 196-3 in the House. The Keystone Fund is DCNR's primary source of funding to support grants for recreation and land conservation (approximately 60% of all funding sources). Grants are awarded to project types including Community Recreation Grants for planning, development and land acquisition; Rivers Conservation Plans and Projects; Land Trust Projects; and Rails-to-Trails Projects.

The Keystone legislation provides for 15% of the Realty Transfer Tax collected by the Commonwealth to be put in the Keystone Fund for distribution to several state agencies. DCNR receives 65% of the funding. DCNR's 65% allocation is divided (by law) for the following uses: 30% for state park and forestry facility rehabilitation and construction (up to 10% of this amount can be used for rails-to-trails projects and up to 10% can be used for rivers conservation projects); 25% for grants for Community Recreation; and 10% for grants to Land Trusts.

Environmental Stewardship Fund (Growing Greener 1)

In 1999, the Legislature approved the establishment of a new fund – the Environmental Stewardship Fund – that provided funding to several state agencies and authorities for the purpose of clean water and sound land use, land reclamation, natural resource conservation and community recreation. DCNR's portion of the Fund is invested in state park and forestry facilities as well as grants for greenways, trails, open space, natural areas, river corridors and watersheds, community parks and recreation and other projects to conserve the biological diversity of the Commonwealth. Funding for Growing Greener 1 is from tipping fees placed on disposal of municipal waste and from the Marcellus Legacy Fund (Act 13) of 2011.

> **Limitations-** Grant recipients of Environmental Stewardship Funds (Growing Greener 1) must adhere to the following provision in the Environmental Stewardship and Watershed Protection Act (Act 68 of 1999):
>
> *Section 6105(f) – "Expenditure limitation. No moneys made available through the fund shall be used for any purpose which, directly or indirectly, precludes access to or use of any forested land for the practice of sustainable forestry and commercial production of timber or other forest products. This subsection shall not apply to funds used by the Department of Conservation and Natural Resources, counties, or municipalities, for the purchase or improvement of park land to be used for public recreation."*

For applicants seeking funds to buy land, this means that grant recipients cannot generally prohibit the harvesting of timber on forested lands. Grant recipients will be encouraged to develop sustainable forest management plans to help determine where timber harvesting may or may not be appropriate.

For assistance or further information regarding sustainable forestry management and planning, please contact DCNR's Bureau of Forestry at (717) 787-2105.

For land acquisition projects and other projects having the potential to affect forest lands, grant recipients will need to certify that the project does not preclude sustainable forestry practices (refer to Attachment – "Certification of the Grant Application" and Appendix A of the Grant Terms and Conditions).

Heritage Areas Funding

Pennsylvania's Heritage Areas Program has been established within DCNR by legislation to identify, protect, enhance and promote the historic, recreational, natural and cultural resources of the Commonwealth. Heritage Areas funding supports the implementation of these activities via the State's 12 designated heritage areas and is contingent upon appropriation through the State budget process.

Snowmobile Restricted Account

These funds are provided to municipalities, appropriate/authorized organizations, and for-profit organizations for the planning, acquisition of land, development, and maintenance of areas and facilities for snowmobile use, the purchase or lease of equipment for trail construction and maintenance and the development of educational materials and programs.

All-Terrain Vehicle (ATV) Restricted Account

These funds are provided to municipalities, appropriate/authorized organizations, and for-profit organizations for the planning, acquisition of land, development, and maintenance of areas and facilities for all-terrain vehicle (ATV) use, the purchase or lease of equipment for trail construction and maintenance and the development of educational materials and programs.

Federal Funding (Two Federal funding programs are administered by DCNR.)

Pennsylvania Recreational Trails (PRT)

In Pennsylvania, the Recreational Trails Program is administered by the Department of Conservation & Natural Resources (DCNR), Bureau of Recreation & Conservation (BRC) in consultation with the Pennsylvania Trails Advisory Committee, which is composed of both motorized and non-motorized recreational trail users. Funding for the Recreational Trails Program is provided to the Commonwealth through the Federal Highway Administration (FHWA).

Eligible applicants include federal and state agencies, local governments, higher education and other educational institutions, non-profits and for-profit enterprises. Grants are provided to assist with the construction, renovation and maintenance of trails and trail related facilities for both motorized and non-motorized recreational trail, and the development of educational materials and programs. The Department provides grant funding not to exceed 80% of eligible costs.

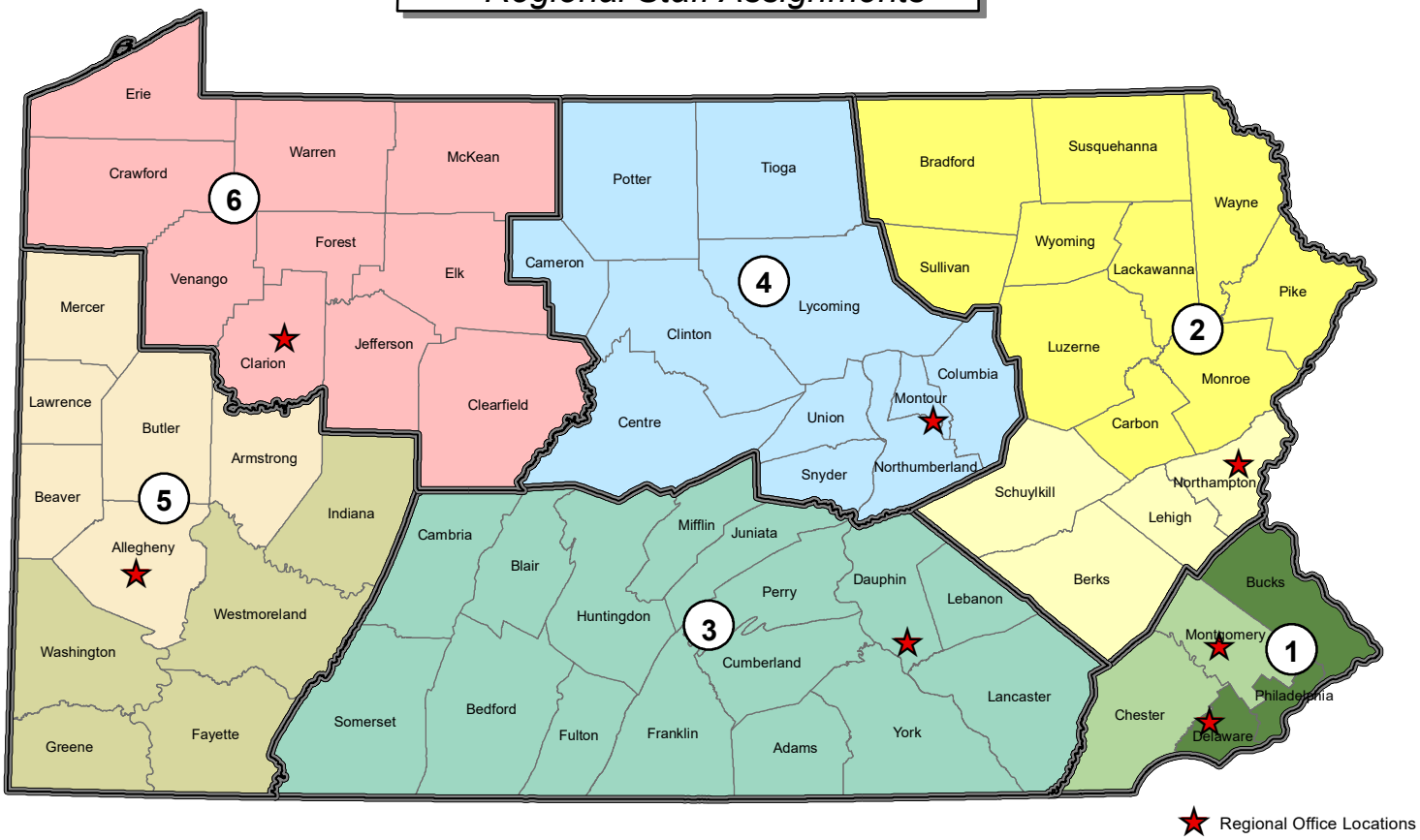
This funding must be distributed among motorized, non-motorized, and diverse trail use, as follows: 40% minimum for diverse trail use, 30% minimum for motorized recreation and 30% minimum for non-motorized recreation.

Land and Water Conservation Fund (LWCF)

Only political subdivisions (municipalities and municipal agencies), counties, state agencies and school districts are eligible to receive LWCF funding. Annual appropriations of federal funds are made to the states to provide 50% matching grants for general public outdoor park, recreation and conservation, land acquisition and development projects.

BUREAU OF RECREATION AND CONSERVATION

Regional Staff Assignments



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Updated: March 10, 2020

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General Program Requirements and Guidelines

I. Pre-application Information

A. Eligible Applicants

- **Municipality –** Any county, city, borough, incorporated town, township or home rule municipality.
- **Municipal Agency –** Any official agency created by a municipal government under the laws of the Commonwealth such as municipal authorities, Council of Governments (COG's) and intergovernmental commissions.
- **Appropriate/Authorized Organization –** A non-profit entity involved in research, restoration, rehabilitation, planning, land acquisition, development, education or other activities, which furthers the protection, enhancement, conservation, preservation or enjoyment of this Commonwealth's environmental, conservation, recreation or similar resources.

  The organization (unless it is an educational institution) must be **both tax-exempt** under Section 501(c)(3) of the Internal Revenue Code of 1986 and **registered** with the Pennsylvania Department of State, Bureau of Charitable Organizations (BCO). **Evidence of 501(c)(3) tax-exempt status and BCO Registration should be provided as part of the application.** Please note that although the BCO regulations may not require an organization to register with them, legislation for this grant program does require such registration. EXCEPTION: This is not required for grantees applying for Pennsylvania Recreational Trails (PRT), Snowmobile Management Restricted Account, or All-Terrain Vehicle Management Restricted Account funding.
- **Pre-qualified Land Trusts –** Non-profit conservation or preservation organizations, conservancies or land trusts that:
  - Have a primary purpose of conservation and preservation of critical habitat, open space, parklands or natural areas for public benefit;
  - Are tax-exempt under Section 501(c)(3) of the Internal Revenue Code of 1986;
  - Are registered with the Pennsylvania Department of State, Bureau of Charitable Organizations;
  - Have been in existence at least 5 consecutive years.
  - To obtain a pre-qualification form and instructions, contact the Bureau of Recreation and Conservation, Rachel Carson State Office Building, PO Box 8475, Harrisburg, PA 17105-8475; (717)787-7672 or contact your DCNR Regional Advisor.
- **For-profit Enterprises -** *Eligible only for PA Recreational Trails, Snowmobile and All-Terrain Vehicle Program funding.* For the purposes of these programs, for-profit enterprises must be established under Pennsylvania law or must be authorized to do business in Pennsylvania under applicable Pennsylvania law.

- The Bureau will make the final determination as to whether an applicant is eligible to apply for a specific project type. If unsure about eligibility, you are reminded to contact your Bureau-Regional Advisor or Staff Member for further clarification.

B. Required Public Participation

Municipality and Municipal Agency:

- Must provide opportunity for public comment by citizens, local associations, planning agencies, etc.
- Applications from a municipal agency must also include a copy of a notification letter(s) to the County Planning Commission and local impacted municipalities that briefly outlines the project and provides the County and municipalities with the opportunity to comment on the proposed project.
- Municipal agencies may be required to obtain approval from the participating local governing bodies in that authority or other official agency before the grant money is used for such a development, land acquisition or planning project.

Non-municipal and Authorized Organization Applicants:

- Should seek cooperation from the general public, municipal government, private sector, etc.
- Applications must include a copy of letters to the municipality(ies) and county where the project is located that briefly outlines the proposed project and provides the municipality and county with the opportunity to comment.
- **Please Note:** DCNR generally will not award funds in cases where local elected officials have expressed opposition to a proposed project. There may be special circumstances where applicants are not able to gain consensus of all interested parties. In these cases, DCNR will carefully assess the merits of each individual situation to determine whether funding is warranted.
- For certain land acquisition projects, an authorized organization shall obtain approval of all Counties in which land to be acquired is situated before the grant money is used for such an acquisition.

C. Project Start Date

Grants are awarded to assist with projects that will be undertaken **after** the award of the grant, not to retroactively reimburse cost of projects that have already begun or been completed before the award of the grant.

In rare situations, for example due to unforeseen circumstances beyond the applicant's control, the Bureau may permit grant funds and/or the required match to be applied to project costs incurred before the date of the grant award. The Bureau refers to this permission as a "Waiver for Retroactivity". The waiver must be approved in writing by the Department prior to the applicant initiating work that would be paid for by the requested grant and required match.

A waiver does not guarantee or in any way affect the chances of a project being selected for funding. It merely gives the applicant a project start date to which grant funds would be applied retroactively if the project is ultimately selected for funding. A grant applicant who wishes to request a waiver must contact their DCNR Regional Advisor for preliminary direction and submit a written request and other required materials to the Bureau's Central Office in Harrisburg, which will determine the approval or denial of a waiver. If the waiver is approved, the applicant must still submit a complete grant application by the application deadline.

If the Bureau approves a waiver, it will approve it for a specific round of funding and give an effective date of retroactivity. This date is the beginning of the period that would be covered by a grant, if a grant is later awarded.

If the Bureau approves a request for a waiver but the project is ultimately not selected for funding, the waiver cannot be applied to a grant application submitted in a future round of funding.

D. Eligible/Ineligible Costs

Applicants are strongly encouraged to review the following:

Development Eligible and Ineligible Project Activities / Costs Policy
Acquisition Eligible and Ineligible Project Activities / Costs Policy
Partnerships Eligible and Ineligible Project Activities / Costs Policy
Planning Eligible and Ineligible Project Activities / Costs Policy
Riparian Forest Buffers Eligible and Ineligible Project Activities / Costs Policy

Prospective applicants are strongly encouraged to contact the appropriate DCNR Regional Advisor to discuss any funding eligibility issues prior to submission of a grant application.

E. Matching Funds

Most DCNR grants require matching funds by cash and/or eligible non-cash value. Depending on the project type, matching funds may include cash, in-house services, donated services, equipment use and/or volunteer labor. All match must be directly related to the BRC approved scope of work. See the table below and refer to the sections on each project type for more information on match requirements.

Project Type	Required Match	Cash	Non-Cash	Land Donation
Circuit Rider	Varies	x		
Development	50%	x	x	x
Land Acquisition	50%	x		x
Land & Water Conservation Fund	50%	x		
Partnerships	Varies	x	x	
Peer	10%	x		
Planning	50%	x	x	x
Rivers	50%	x	x	x
Riparian Forest Buffer	50%	x	x	
Small Community (Development)	Varies	x	x	x
Trails (Development & Planning)	50%	x	x	x
Trails (Land Acquisition)	50%	x		x
Trails (PRT Development and Educational Programs)	20%	x	x	
ATV and Snowmobile (All Project Types)	None	**n/a**	**n/a**	**n/a**

Match, whether in the form of cash, non-cash or a donation of land, may be used only once as match. If it has been counted as match for another project or a portion of this project, it may not be counted again as match, no matter who funded the project(s). Additionally, match in excess of that counted for a project, may not be carried over for use on another grant. As part of the Bureau's technical assistance program, applicants are encouraged to discuss match requirements and sources with their Regional Advisor. Visit the Community Conservation Partnerships Program Grants webpage for sources of potential match.

F. Control of Property, Deed Restrictions and Public Access

- The applicant must control the property that will be developed, rehabilitated or for which a Site Development Drawing will be completed. Property that is not owned in fee simple must be controlled through a permanent easement or long-term lease agreement (minimum of 25 years) to protect facilities for their useful lifetime.
- All property acquired in fee or through easements funded with DCNR grant assistance requires a non-conversion clause be included in the deed, easement or declaration of covenants restricting the use and transfer of the property.
- Donated lands used as match for planning, land acquisition and/or development projects must show transfer of title within the same time period as the grant project to be an eligible match. Match is a one-time use per parcel and any excess value cannot be banked toward future projects. The document used to convey title must also include a non-conversion clause restricting the use and transfer of the property.
- All facilities and property funded by DCNR must be accessible to the public for uses consistent with the purposes for which it was acquired. Refer to the sections on each project type for more information on public access requirements.

G. Maintenance of DCNR Funded Projects

- Land acquisition and/or development projects matched by eligible land donations require that the land acquired be owned and properly maintained in perpetuity.
- Facilities developed with DCNR funding must be maintained for their useful life. (See Article XIX of the Grant Terms & Conditions)

Failure to enforce the above noted requirements (in items F & G) and/or allowing change of use or ownership may constitute a conversion. DCNR is required to investigate and determine appropriate action to take pursuant to the legislation governing the funding source used for the project. Should conversion occur, equivalent replacement land and/or repayment of funds, including interest, may be required as determined by DCNR.

H. Appraisals, Title Commitment Report and Title Insurance Policy

Appraisals need to clearly indicate the spectrum of interests/rights being appraised. The inclusion or exclusion of rights appraised including but not limited to surface, mineral (coal and hard mineral), oil, and gas, wind, timber, etc. needs to be clearly disclosed. To ensure that the appraisal reflects the value of the rights being acquired a title search should be done prior to or as part of the appraisal process. A title commitment report and title insurance will be required prior to project completion and closeout. Applicants are strongly encouraged to complete this prior to the appraisal being ordered and conducted.

I. Indoor Recreation and Conservation Facilities

Indoor recreation and conservation facilities, including such facilities as gymnasiums, swimming pools, multi-purpose rooms, ice rinks and environmental education centers, are eligible for funding. Support facilities, structures or systems that directly relate to eligible indoor recreation facilities may also be eligible, and include such items as locker/rest rooms, roof and window repairs, heating, air conditioning, and electrical systems and parking lots. A feasibility study is normally required for improvements, new construction or acquisition of such a facility. Areas of municipal buildings used for daily or regular municipal business and meetings and rooms rented or used for non-recreation purposes, as well as libraries, are not eligible for grant funding.

J. Important notice about confidentiality of submitted materials

Under Pennsylvania's "Right-to-Know Law" records submitted to DCNR by grant applicants are considered to be public records unless they are protected by one or more of the exceptions specified in the law(ex.Pre-decisional information).

III. Award Process

When the Application period closes, all grant applications and accompanying documentation are reviewed, rated and ranked, by a combination of DCNR Regional and Central Office personnel. (Please note than on average 500+ applications are received yearly.) In addition, internal meetings and discussions are also conducted, during this time period. This review process may take up to 4-6 months. During that time frame, the Commonwealth's Budget and DCNR Grant Funding Allocation are being refined and allocated. From the total funds available to DCNR in a given funding cycle, DCNR may initially reserve administrative and contingency funds. Contingency funds may be used for projects that address emergency situations, provide unique opportunities, are innovative in nature or help meet special DCNR/Commonwealth priorities. **The Bureau reserves the right to select the funding source and adjust the grant amount to be awarded for a project.**

Once the review and selection process is completed and the grant announcement occurs, grant applicants will be notified.
Notification of Funding Status:

All applicants will be notified, in writing, by the Bureau of the status of their grant application.

1. **SELECTED Applications**- Project will be funded; level of funds reserved for the project
2. **HIGH VALUE Applications**- High ranked projects not selected for funding may be classified as "High Value Projects" and may be funded when those projects are ready to proceed and/or when additional funds become available.
3. **NOT FUNDED Applications**- Projects not selected for funding but can reapply in a future funding round and, upon request, can receive technical assistance from the Bureau to strengthen their application.

Refer to the following web-links for documents which should be helpful in developing your Grant Application:

Bureau Policy Links:

- ADA Policy
- Eligible and Ineligible Grant Project Activities/Costs Policy
    - Development Eligible and Ineligible Project Activities / Costs Policy
    - Acquisition Eligible and Ineligible Project Activities / Costs Policy
    - Partnerships Eligible and Ineligible Project Activities / Costs Policy
    - Planning Eligible and Ineligible Project Activities / Costs Policy
    - Riparian Forest Buffer Eligible and Ineligible Project Activities / Costs Policy
- Greening Policy
- Ownership and Control Policy
- PNDI Policy

GRANT ROUND 26

Grant Terms and Conditions

Department of Conservation and Natural Resources (DCNR)
Community Conservation Partnerships Program (C2P2)

Grant Terms and Conditions
(Will become grant agreement between DCNR and grantee)

For applicants that are awarded grants, the terms and conditions below (Articles I through XXVII and Appendices A through G) will become the provisions in the grant agreement to be entered into between DCNR and you. Because the grant agreement is a contract, we encourage you to have your counsel or solicitor review the provisions below before you submit the grant application. The "Grant Agreement Signature Page," which is included in the application package, will become the grantee's signature page for the grant agreement.

"DEPARTMENT" in the terms and conditions below means the Department of Conservation and Natural Resources acting on behalf of the Commonwealth of Pennsylvania. ("DEPARTMENT" includes the Commonwealth.) "GRANTEE" means a grant applicant that has been awarded a grant.

ARTICLE I
GRANT AMOUNT; PROJECT ACTIVITIES

Subject to the availability of funds, the DEPARTMENT makes available to the GRANTEE a grant in the amount stated in Appendix A, which is attached hereto and incorporated herein, or such portion of that amount as may be required by the GRANTEE and authorized by the DEPARTMENT. The GRANTEE shall use the grant money and the match, if any, specified in Appendix A to carry out the project activities.

"Project activities" for purposes of this GRANT AGREEMENT mean activities that have been authorized by the DEPARTMENT to be performed under this GRANT AGREEMENT. Such activities include those contained in (1) the GRANTEE'S grant application as approved by the DEPARTMENT and (2) the Project Scope, which is stated in Appendix A, both subject to any subsequent modifications authorized by the DEPARTMENT in accordance with this GRANT AGREEMENT. The GRANTEE'S grant application, the original of which is in the possession of the DEPARTMENT and a copy of which is in the possession of the GRANTEE, is incorporated herein.

ARTICLE II
EXECUTION OF GRANT AGREEMENT; GRANT AGREEMENT PERIOD

This GRANT AGREEMENT is not binding on the DEPARTMENT until it has been properly executed by all required signatories for the COMMONWEALTH. Any cost incurred by the GRANTEE prior to such execution is incurred at the GRANTEE'S risk.

Costs for project activities incurred during the GRANT AGREEMENT period will be covered by this GRANT AGREEMENT. The dates of the GRANT AGREEMENT period are included in Appendix A. Costs incurred before the GRANT AGREEMENT period that are related to the performance of the GRANT AGREEMENT, such as costs for applications, appraisals, surveys, planning, drawings and specifications, may be eligible for funding at the discretion of the DEPARTMENT. Approval of these costs by the DEPARTMENT must be in writing. If an audit is required, and the cost of the audit is incurred after the GRANT AGREEMENT period, the cost may be eligible for funding at the discretion of the DEPARTMENT. Any other cost incurred after the GRANT AGREEMENT period is not eligible for funding.

ARTICLE III
COMPLIANCE WITH APPLICABLE STATUTES, REGULATIONS AND OTHER REQUIREMENTS

Compliance with statutes, regulations, and other requirements: The GRANTEE shall comply with all applicable federal and state statutes and regulations and local ordinances; any correspondence and instructions that may be provided by the DEPARTMENT; all conditions and requirements in Appendix A; and all terms and conditions in this GRANT AGREEMENT. If the DEPARTMENT has provided a program manual, such manual, including any addenda, is incorporated herein by reference, and the GRANTEE shall comply with its provisions.

Contractor Responsibility and Offset Provisions: The GRANTEE shall comply with the provisions in Appendix B, which is attached hereto and incorporated herein.

Contractor Integrity Provisions: The GRANTEE shall comply with the provisions in Appendix C, which is attached hereto and incorporated herein.

Nondiscrimination/Sexual Harassment Clause: The GRANTEE shall comply with the provisions in Appendix D, which is attached hereto and incorporated herein.

Right-to-Know Law: The GRANTEE shall comply with the provisions in Appendix E (Right-to-Know Law) as applicable.

Pennsylvania Electronic Payment Program (PEPP): The GRANTEE shall comply with the provisions in Appendix F (Pennsylvania Electronic Payment Program).

Americans With Disabilities Act: The GRANTEE shall comply with the provisions in Appendix G, which is attached hereto and incorporated herein.

Universal Accessibility Act; Rehabilitation Act, Architectural Barriers Act of 1968: In its performance under this GRANT AGREEMENT, the GRANTEE shall comply with applicable requirements of the following acts, as amended: Universal Accessibility Act, 71 P.S. 1455.1 et seq.; Section 504 of Rehabilitation Act of 1973, 29 U.S.C. 794; and the Architectural Barriers Act of 1968, 42 U.S.C. 4151 et seq.

Federal funding: If any portion of the grant awarded to the GRANTEE is federal money, the GRANTEE, in addition to complying with the provisions of this article, shall also comply with the requirements in Appendix H attached hereto and incorporated herein.

Post-completion responsibilities: The GRANTEE'S responsibilities under federal, state, and local statutes, regulations, and ordinances with respect to the site or other product of this grant continue beyond the GRANT AGREEMENT period. The term "site" means the properties and facilities, including any portion of them, acquired, rehabilitated, or developed under this GRANT AGREEMENT.

ARTICLE IV
PAYMENTS

The DEPARTMENT will issue payments to the GRANTEE in accordance with the provisions in Appendix A.

The GRANTEE shall charge to the project account all project costs approved by the DEPARTMENT. All such costs, including services contributed by the GRANTEE or others, shall be supported by properly executed vouchers, invoices, cancelled checks and other records detailing the nature and propriety of the charge.

Payments under this GRANT AGREEMENT will be subject to the performance of all terms and conditions of this GRANT AGREEMENT.

The DEPARTMENT may deny or adjust payment for any expenditure that is not in accordance with the terms of this GRANT AGREEMENT.

The DEPARTMENT will not be liable for any expenditure by the GRANTEE that is not for project activities or that is for costs exceeding the amount stated in this GRANT AGREEMENT.

ARTICLE V
FISCAL DUTIES OF GRANTEE

(a) Deposit and accounting of grant funds: The GRANTEE shall deposit any advance payments of grant funds in an account in a bank or other financial institution insured by the FDIC or FSLIC until such time as they are expended. They shall be separately identified in the GRANTEE'S accounting as funds received under this GRANT AGREEMENT.

(b) Interest: Appendix A states whether the account into which advance grant funds are deposited pursuant to (a) shall be interest-bearing or non-interest bearing. For grants in which interest bearing accounts are required, Appendix A contains provisions on the use and disposition of interest earned on grant funds.

(c) Use of grant funds: The GRANTEE shall use the grant funds and the match in the amounts stated in Appendix A, or as much of these monies as necessary, to carry out project activities.

(d) Refund of grant funds: The GRANTEE shall refund to the DEPARTMENT any overpayment of grant funds, as determined by the DEPARTMENT. Occurrences that could result in an overpayment include but are not limited to the following:

(1) The GRANTEE has unused grant funds after completing the project activities.
(2) The GRANTEE fails to carry out project activities.
(3) Grant funds were used for ineligible costs.
(4) The ratio of grant funds to match exceeds that permitted under the applicable grant legislation.
(5) The GRANT AGREEMENT is terminated pursuant to Article XIV (termination of grant agreement). If the termination is for convenience, the GRANTEE is not required to refund any funds for which the GRANTEE is eligible and which the GRANTEE is legally or contractually obligated to pay as of the date of its receipt of the written notice of termination required under Article XIV.

This provision does not limit the DEPARTMENT in exercising any other rights and remedies it may have under this GRANT AGREEMENT or under law or equity.

ARTICLE VI
ASSIGNMENT

The GRANTEE may not assign this GRANT AGREEMENT without the prior written approval of the DEPARTMENT.

The GRANTEE may not assign any claim for funds due or to become due under this GRANT AGREEMENT as collateral without the prior written approval of the DEPARTMENT. If such approval is granted, both the GRANTEE and the assignee shall promptly notify the DEPARTMENT in writing of the actual assignment and the intended collateral use. Approval of an assignment does not establish any legal relationship between the DEPARTMENT and the assignee, or any other third party. The DEPARTMENT assumes no liability for any act or omission committed pursuant to such an assignment.

ARTICLE VII
RECORDS; AUDITS

The GRANTEE, at its principal office or place of business, shall maintain, using accepted procedures, complete and accurate records of costs, expenses and activities under this GRANT AGREEMENT. The DEPARTMENT may, at reasonable times, inspect, examine, copy and audit such records.

The records shall be maintained for three years from the date of final payment or, if an audit is subsequently performed, three years from the date of that audit. However, if such audit results in findings, the GRANTEE shall maintain all required records until the findings are resolved. The GRANTEE shall give full and free access to all such records to the DEPARTMENT.

The DEPARTMENT may perform, or require the GRANTEE to perform, a financial and/or performance audit. Any audit that the GRANTEE is required to perform shall be performed by a certified public accountant in accordance with procedures and standards specified by the DEPARTMENT.

ARTICLE VIII
FIDELITY BOND

(a) The GRANTEE shall procure fidelity bonding for anyone authorized to sign checks, certify vouchers, or handle or control funds, checks, securities or property. If a check-signing machine is used which is not operated under the direct supervision of the authorized signer or counter signer, the machine operator shall be bonded in the same amount as the check-signer. The bond shall be adequate to insure the security of all funds received under this GRANT AGREEMENT.

(b) The DEPARTMENT may waive the fidelity bond requirement if the GRANTEE maintains an insurance policy or self-insurance that is adequate to protect the funds received under this GRANT AGREEMENT.

ARTICLE IX
AMENDMENTS

(a) Letter amendment; formal amendment: The GRANT AGREEMENT may be amended only in the following ways:

(1) Letter amendment: Any one or more of the following changes may be accomplished by means of a letter amendment: change in title of grant project, change in amount of grant funds, change in amount of the match, change in the GRANT AGREEMENT period, and change within the Project Scope in Appendix A. A letter amendment may not be used for any other type of change. A letter amendment is accomplished by means of a letter from the DEPARTMENT approving a written or electronic request or application by the GRANTEE. A letter amendment is not binding unless and until the provisions of this subparagraph are carried out. Therefore, any costs incurred by the GRANTEE prior to the performance of such provisions are incurred at the GRANTEE'S risk.

(2) Formal amendment: Any change in the GRANT AGREEMENT that is not addressed by a letter amendment shall be accomplished by a formal amendment. A formal amendment is not binding unless and until it is fully executed. Therefore, any costs incurred by the GRANTEE prior to the full execution of the amendment are incurred at the GRANTEE'S risk.

(b) Provisional extension: If the GRANTEE submits an electronic or written request for an extension of the GRANT AGREEMENT period, the GRANT AGREEMENT period will be automatically extended provisionally pending the DEPARTMENT'S decision on the request. In order for the provisional extension to occur, the request must be received by the DEPARTMENT on or before the end date of the GRANT AGREEMENT period in Appendix A.

Any costs incurred during a provisional extension of the GRANT AGREEMENT period are incurred at the GRANTEE'S risk; they will be ineligible for funding if the request for extension is subsequently denied.

If the request for extension is approved, an amendment extending the GRANT AGREEMENT period will be entered into in accordance with paragraph (a) and the extension will be retroactive to the first day of the provisional extension.

ARTICLE X
INDEPENDENT CONTRACTOR; SUBCONTRACTS

Independent contractor: The rights and duties granted to and assumed by the GRANTEE under this GRANT AGREEMENT are those of an independent contractor only. Nothing contained in this GRANT AGREEMENT shall be construed to create an employment or agency relationship between the DEPARTMENT and the GRANTEE.

Subcontracts: The GRANTEE shall not subcontract with any person or entity to perform any or all of the project activities without the express written consent of the DEPARTMENT. A conflict of interest under Article XVI (conflicts of interest), as determined by the DEPARTMENT, is a ground for withholding consent.

ARTICLE XI
PROGRESS REPORTS; INSPECTIONS

The GRANTEE shall furnish such progress reports as may be specified in Appendix A, or if not specified in Appendix A, as the DEPARTMENT may from time to time require. Such reports shall be in such form and contain such items as the DEPARTMENT requires.

The DEPARTMENT may make reasonable inspections and monitor the GRANTEE'S performance under this GRANT AGREEMENT.

ARTICLE XII
CLOSEOUT OF GRANT AGREEMENT

The GRANTEE shall submit to the DEPARTMENT an application for final payment or a final report, as instructed by the DEPARTMENT, along with documentation required by the DEPARTMENT. The submission shall be made within 60 days of either completion of project activities or the end date of this GRANT AGREEMENT, whichever occurs first, or at such later time as determined by the DEPARTMENT. The application, or final report, and documentation shall be on forms or in a format as required by the DEPARTMENT and shall state whether the project activities have been completed and whether all costs have been paid.

The DEPARTMENT will determine any overpayment or underpayment amount and any additional documentation or audit that may be necessary and will provide the GRANTEE with this determination.

ARTICLE XIII
SUSPENSION OF PROJECT

Upon written notice and at any time during the term of this GRANT AGREEMENT, the DEPARTMENT may suspend payments and/or request suspension of all or any part of the project activities. Such notice may be given if, in the opinion of the DEPARTMENT any of the following has occurred: (1) the GRANTEE has failed to submit a required report or may have violated a law or regulation or may have engaged in misuse of funds, mismanagement, malfeasance, or criminal activity; (2) an inspection or audit has resulted in unsatisfactory findings; (3) an act of God, strike, disaster, or other circumstance beyond the GRANTEE'S control prevents adequate performance of project activities; (4) the GRANTEE has failed to comply with any condition of another agreement or contract with the DEPARTMENT; (5) the GRANTEE has violated any term or condition of this GRANT AGREEMENT.

During a suspension, the GRANTEE may not expend any grant funds (or interest, as applicable) and the provisions of Article V (fiscal duties of grantee) continue to apply.

The DEPARTMENT may rescind a suspension if it determines that such rescission is appropriate.

ARTICLE XIV
TERMINATION OF GRANT AGREEMENT

Termination for cause: The DEPARTMENT may terminate this GRANT AGREEMENT by giving written notice to the GRANTEE if, in the opinion of the DEPARTMENT, any of the following has occurred: (1) for any reason the GRANTEE fails to fulfill in a timely and proper manner its obligations under this GRANT AGREEMENT; (2) for any reason the GRANTEE breaches any of the conditions of this GRANT AGREEMENT; or (3) there is a violation of an applicable law or regulation, misuse of funds, mismanagement, criminal activity or malfeasance in the performance of this GRANT AGREEMENT. The notice of termination will be effective upon receipt.

Termination for convenience: The DEPARTMENT may terminate this GRANT AGREEMENT at any time by giving written notice to the GRANTEE. The notice shall be sent at least 15 days before the effective date specified in the notice. The 15-day period may be waived by mutual agreement of the GRANTEE and the DEPARTMENT.

Upon termination, all project records shall be made available if requested by the DEPARTMENT and any overpayment of grant funds and interest (as applicable) shall be refunded to the DEPARTMENT as required under Article V (fiscal duties of grantee).

Termination of this GRANT AGREEMENT under this article will not limit the DEPARTMENT in exercising any other rights and remedies it may have under law or equity.

ARTICLE XV
HOLD HARMLESS

The GRANTEE shall indemnify the DEPARTMENT against any and all claims, demands and actions based upon or arising out of any activities performed by the GRANTEE and its employees and agents under this GRANT AGREEMENT and shall, at the request of the DEPARTMENT, defend any and all actions brought against the DEPARTMENT based upon any such claims or demands.

The GRANTEE'S responsibilities under this article with respect to the site or other product of this grant continue beyond the GRANT AGREEMENT period. The term "site" means properties and facilities, including any portion of them, designed, engineered, planned, acquired, rehabilitated, or developed under this GRANT AGREEMENT.

ARTICLE XVI
CONFLICTS OF INTEREST

The GRANTEE represents that it has no direct or indirect interest that would conflict with the performance of activities under this GRANT AGREEMENT and agrees that no such interest shall be acquired. In addition, the GRANTEE agrees that it will not enter into a subcontract for the performance of project activities that creates a conflict of interest between the GRANTEE and the subcontractor. As used in this article, the terms GRANTEE and subcontractor include their directors, officers, members, agents or employees.

Grant funds may not be used to benefit, either directly pursuant to this GRANT AGREEMENT or indirectly pursuant to a subcontract or any other means, any elected state official or employee of the DEPARTMENT, any family member of such official or employee, or any entity owned or controlled by such official, employee, or family member. "Family member" means parent, spouse, child, or sibling.

ARTICLE XVII
RIGHTS IN INTELLECTUAL PROPERTY; COPYRIGHT; DISCLOSURE, USE

(a) Work created under the Grant Agreement-license to Department: For any copyrightable work created under the GRANT AGREEMENT, the GRANTEE, on behalf of itself and any employees, subcontractors, and other persons who create the work, agrees to grant to the DEPARTMENT, and upon creation of the work, expressly and automatically grants to the DEPARTMENT, a perpetual, non-exclusive, royalty-free, irrevocable license to possess, use, display, reproduce and distribute the work and to create, possess, use, display, reproduce and distribute derivative works. The grant of license to the DEPARTMENT is binding on successors and assigns of the GRANTEE and any employees, subcontractors, and other persons who create the work.

[*Although for most grant agreements, paragraph (a) will be as stated above, some grant agreements, depending on the nature of the grant, will have the following paragraph (a):]*

(a) Work created under the Grant Agreement-copyright to Department: All copyright interests in work created under the GRANT AGREEMENT, including work created by subcontractors, are solely and exclusively the property of the DEPARTMENT. The work shall be considered work made for hire under copyright law; alternatively, if the work cannot be considered work made for hire, the GRANTEE agrees to assign and, upon the creation of the work, expressly and automatically assigns, all copyright interests in the work to the DEPARTMENT. Any subcontracts entered into by the GRANTEE shall be consistent with this provision.

(b) Other work-license to Department: For materials, documents, and data delivered pursuant to the GRANT AGREEMENT that incorporate pre-existing intellectual property not created under the GRANT AGREEMENT, the GRANTEE grants to the DEPARTMENT a perpetual, non-exclusive, royalty-free, irrevocable license to possess, use, display, reproduce and distribute derivative works. The GRANTEE warrants that it has all the rights and permissions necessary to grant this license to the DEPARTMENT.

(c) Other intellectual property: For property developed under the GRANT AGREEMENT that is patentable or that can be subject to trademark or trade secret protection, the DEPARTMENT shall have the discretion to determine the rights and responsibilities of the parties to the extent permitted by federal law with respect to registration, ownership, and agreements to license, assign, or transfer rights.

(d) Proprietary rights; right of privacy: In the performance of project activities, there shall be no violation of the right of privacy or infringement upon the copyright or any other proprietary right of any person or entity.

(e) Disclosure and use; acknowledgment: The DEPARTMENT shall have the right to access, possess and use any information or data produced under the GRANT AGREEMENT and any information or data used in the development of the intellectual property produced under this GRANT AGREEMENT.

In the disclosure, release, distribution, display, or use of any intellectual property produced under the GRANT AGREEMENT, acknowledgement of assistance shall be included in accordance with Article XVIII (acknowledgment of assistance).

(f) Effectuation and implementation of this article: For intellectual property produced under the GRANT AGREEMENT by the GRANTEE or by any employee, subcontractor, or other person, the GRANTEE is responsible for the implementation and effectuation of this article.

(g) Definition of "intellectual property": The term "intellectual property" means the type of property to which copyright, trademark, trade secret, or patent laws apply. It also includes any data or information.

(h) Post-completion responsibilities: The rights and responsibilities under this article with respect to intellectual property developed under this GRANT AGREEMENT continue beyond the grant agreement period.

ARTICLE XVIII
ACKNOWLEDGEMENT OF ASSISTANCE

Sign: The GRANTEE shall erect and maintain on the project site a permanent sign acknowledging assistance from the DEPARTMENT. The sign will state that the project is a site provided by the GRANTEE with financial assistance from the Pennsylvania Department of Conservation and Natural Resources. It will also identify the source of funding as well as the bureau or office of the DEPARTMENT that issued the grant, as stated in Appendix A. The term "site" means the properties and facilities, including any portion of them, acquired, rehabilitated, or developed under this GRANT AGREEMENT.

Publication: Any product of the grant, including a publication, will include a statement that it was produced with financial assistance from the Pennsylvania Department of Conservation and Natural Resources. It will also identify the grant that was the source of funding as well as the bureau or office of the DEPARTMENT that issued the grant, as stated in Appendix A.

The GRANTEE'S responsibilities under this article with respect to the site or other product of this grant continue beyond the grant agreement period.

ARTICLE XIX
MAINTENANCE AND OPEN USE RESPONSIBILITIES

The GRANTEE shall insure that, throughout its useful life, the site is (1) maintained properly and in accordance with applicable state and local requirements, (2) kept in reasonable repair so as to prevent undue deterioration and dangerous conditions and to encourage public use, and (3) kept open and accessible to the public at reasonable hours and times of the year consistent with the nature and intended use of the site.

The term “site” means the properties and facilities, including any portion of them, designed, engineered, planned, acquired, rehabilitated, or developed under this GRANT AGREEMENT.

The GRANTEE’S responsibilities under this article with respect to the site continue beyond the grant agreement period.

ARTICLE XX
NONDISCRIMINATION REGARDING ACCESS/RESIDENCY

The GRANTEE shall insure that no person will be denied access to or use of the site on the basis of race, color, religion, ancestry, income, national origin, age, or sex.

The GRANTEE shall not discriminate in making the site, as well as reservation, membership, or permit systems for use of the site, available to all persons, except as to fees. Reasonable differences in admission, user or other fees are permitted on the basis of residency if the GRANTEE is a municipality, or on the basis of membership or other specific relationship with the GRANTEE if the GRANTEE is other than a municipality. Specifically, fees charged to non-residents or non-members for access to or use of the site may not exceed twice that charged to residents or members. Where no fee is charged for residents or members but a fee is charged to non-residents or non-members, the fee may not exceed that charged at comparable sites or facilities.

The GRANTEE shall not discriminate in making any publications, databases, software, or other products or services developed under this GRANT AGREEMENT available to the public. Specifically, prices or fees charged to non-residents or non-members may not exceed fair market value.

The term “municipality” means any county, city, borough, incorporated town, township, home rule municipality or any official agency created by the foregoing units of government under the laws of the COMMONWEALTH.

The term “site” means the properties and facilities, including any portion of them, designed, engineered, planned, acquired, rehabilitated, or developed under this GRANT AGREEMENT.

The GRANTEE’S responsibilities under this article with respect to the site continue beyond the grant agreement period.

ARTICLE XXI
OWNERSHIP AND CONTROL; NON-CONVERSION OF USE

Ownership and control: Ownership, control, or interest in the site shall not be transferred from or by the GRANTEE without prior written approval of the DEPARTMENT. If the DEPARTMENT attaches conditions to its approval, they shall be complied with by the GRANTEE.

Non-conversion: The site shall not be converted to any use or purposes other than for project activities as defined in Article I (grant amount; project activities) without prior written approval of the DEPARTMENT. If the project activities under this GRANT AGREEMENT include the development of a plan for the site, the site shall not be converted to any uses or purposes that are inconsistent with the authorizing legislation under which the DEPARTMENT awarded this grant.

Real property: For any real property or interest in real property acquired pursuant to this GRANT AGREEMENT or donated as a match for the grant, the instrument of conveyance, such as the deed, easement agreement, or declaration of taking, shall include the language

specified in Appendix A and shall be promptly recorded in the recorder of deeds office of the applicable county or counties.

Definition of "site": The term "site" means the properties and facilities, including any portion of them, designed, engineered, planned, acquired, rehabilitated, or developed under this GRANT AGREEMENT.

Continuing responsibility: The GRANTEE'S responsibilities under this article with respect to the site continue beyond the grant agreement period.

Remedy: If a provision of this article is violated, the GRANTEE shall do one or both of the following as may be determined and required by the DEPARTMENT: (1) repay to the DEPARTMENT the amount paid under this GRANT AGREEMENT plus 10% annual interest compounded four times annually from the date(s) the grant payment(s) were received until repayment is completed; and (2) replace the disposed or converted property with other property that is determined by the DEPARTMENT to be equivalent to the original property.

ARTICLE XXII
REMEDIES

For violations by the GRANTEE of any provisions of this GRANT AGREEMENT other than those in Article XXI (ownership and control; non-conversion of use), the GRANTEE shall do the following as directed by the DEPARTMENT: (1) take corrective action at the sole expense of the GRANTEE, or (2) refund money paid by the DEPARTMENT under this GRANT AGREEMENT. The money to be refunded shall not include any funds for which the DEPARTMENT determines the GRANTEE is eligible under this GRANT AGREEMENT.

The exercise of any remedy specified in this GRANT AGREEMENT does not limit the DEPARTMENT in exercising any other rights and remedies it may have under law or equity.

No delay, discontinuance, failure, or abandonment by the DEPARTMENT in exercising a right or power under this GRANT AGREEMENT, or any partial exercise of a right or power or any conduct or custom in refraining from exercising a right or power, shall preclude or otherwise affect any of the DEPARTMENT'S rights or powers of enforcement. The rights and powers of the DEPARTMENT are cumulative and concurrent.

All rights and remedies of the DEPARTMENT at law, in equity or otherwise shall expressly survive any expiration, termination or cancellation of this GRANT AGREEMENT, whether for breach or in accordance with its terms.

ARTICLE XXIII
LOCAL PROJECT COORDINATOR

The GRANTEE shall designate a local project coordinator who will be the authorized representative of the GRANTEE to deal with the DEPARTMENT in all matters relating to the GRANT AGREEMENT and the grant project. The local project coordinator will be the person identified in the grant application submitted by the GRANTEE unless changed by written notification from the GRANTEE.

ARTICLE XXIV
SEVERABILITY

If any portion of this GRANT AGREEMENT is rendered void, invalid or unenforceable by any court of law, such a determination will not render void, invalid or unenforceable any other portion of this GRANT AGREEMENT.

ARTICLE XXV
CONSTRUCTION

This GRANT AGREEMENT will be interpreted under the laws of the COMMONWEALTH, or under federal law where applicable. All terms and conditions of this GRANT AGREEMENT are intended to be covenants as well as conditions. The titles of the articles and paragraphs are inserted for convenience and do not control or affect the meaning or construction of any terms or provisions of this GRANT AGREEMENT.

ARTICLE XXVI
ENTIRE AGREEMENT; NO RIGHTS IN THIRD PARTIES

Subject to the provisions in Article III (compliance with applicable statutes, regulations and other requirements) and Article IX (amendments), this GRANT AGREEMENT constitutes the complete agreement of the parties.

No provision of this GRANT AGREEMENT may be construed to create rights in third parties not party to this GRANT AGREEMENT. This GRANT AGREEMENT defines specific duties and responsibilities between the DEPARTMENT and the GRANTEE and will not provide any basis for claims of any other individual or entity.

ARTICLE XXVII
SPECIAL CONDITIONS

[*This article is normally left blank. However, if the project requires any special language to cover a specific/special condition, it is included in this article.*]

COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF CONSERVATION AND NATURAL RESOURCES

APPENDIX A
COMMUNITY CONSERVATION PARTNERSHIPS PROGRAM

[*The information in this Appendix is specific to each grant.*]

Name of grantee

M.E. No.

Grant agreement No.

Project type (i.e., acquisition, development, or planning)

Project title

Funding source: (i.e., Keystone Recreation, Park and Conservation Fund; Environmental Stewardship Fund; Growing Greener Bond Fund; Heritage Areas Program; Snowmobile and ATV Program; Land and Water Conservation Fund; Recreational Trails Program)

Project Scope (referenced in Article I of grant agreement)

Grant Agreement Period (referenced in Article II of grant agreement)

Beginning date: _____ Ending date:_____

Project Budget (referenced in Article I of grant agreement)

Total estimated project cost: _____

Grant amount: _____

Match amount: _____

Payment (referenced in Article IV of grant agreement)

For grants with the following sources of funding, Appendix A includes the provisions below: Keystone Recreation, Park and Conservation Fund; Environmental Stewardship Fund; Growing Greener Bond Fund; Heritage Areas Program; Snowmobile and ATV Program; Recreational Trails Program.

Upon receipt of a written request from the GRANTEE, the DEPARTMENT may issue an advance payment to the GRANTEE. The advance payment will not exceed [*percentage depends on source of funds and type of entity receiving the grant*] % of the approved grant amount.

Subsequent payments will be made to coincide, to the extent feasible, with the expenditure of cash by the GRANTEE. The GRANTEE must request such payments in writing based on

the GRANTEE'S estimate of funds needed to meet current disbursements. The DEPARTMENT may set a minimum payment amount for each request for payment. The DEPARTMENT will withhold a percentage of grant funds for final payment in accordance with the paragraph below.

The DEPARTMENT will retain 10% of the funds available under this GRANT AGREEMENT until the following have occurred: the project activities have been concluded; the project has been inspected and approved by the DEPARTMENT; the GRANTEE has submitted the final payment application and documentation required by the DEPARTMENT under Article XII (closeout of grant agreement); and the DEPARTMENT has approved such application and documentation.

For grants under the federal Land and Water Conservation Fund program, Appendix A includes the following provisions:

Upon receipt of proper documentation, the DEPARTMENT will reimburse the GRANTEE for eligible incurred costs of project activities.

The DEPARTMENT will retain 10% of the funds available under this GRANT AGREEMENT until the following have occurred: the project activities have been concluded; the project has been inspected and approved by the DEPARTMENT; the GRANTEE has submitted the final payment application and documentation required by the DEPARTMENT under Article XII (closeout of grant agreement); and the DEPARTMENT has approved such application and documentation.

Interest (referenced in Article V (b) of grant agreement)

For grants with any of the following sources of funding, Appendix A includes the provisions below: Keystone Recreation, Park and Conservation Fund; Environmental Stewardship Fund; Heritage Areas Program; Snowmobile and ATV Program; Recreational Trails Program.

Grant funds shall be deposited pursuant to Article V (a) in an **interest-bearing** account and maintained in the account until expended. The following provisions apply regarding interest:

(1) Interest shall be maintained and separately identified in the account until used or paid to the DEPARTMENT in accordance with (2), (3), or (4) below. Interest earned and interest expended shall be reported as part of the closeout documentation required under Article XII (closeout of grant agreement).

(2) Subject to the approval of the DEPARTMENT, the GRANTEE may use interest to carry out project activities.

(3) Interest not used for project activities shall be paid to the DEPARTMENT.

(4) If grant funds are required to be refunded to the DEPARTMENT under Article V (d), XIV, or XXII, interest shall also be paid. The amount of interest will be the amount actually earned or, as determined by the DEPARTMENT, the amount that would have been earned if the grant funds had been maintained in an interest-bearing account as required above.

For grants funded from the Growing Greener Bond Fund, Appendix A includes the following provision:

Grant funds shall be deposited pursuant to Article V (a) in a **non-interest** bearing account. No interest may be earned on Growing Greener Bond Fund grant monies.

Acknowledgement of assistance (referenced in Article XVIII of grant agreement)

The sign, publication, or other product of the grant will acknowledge financial assistance from the Pennsylvania Department of Conservation and Natural Resources, Bureau of Recreation and Conservation, and will identify the type of grant that was the source of funding (see "funding source" above).

Ownership and control; non-conversion of use (referenced in Article XXI of grant agreement)

For a fee simple interest in real property acquired, or donated as a match, pursuant to this GRANT AGREEMENT, the declaration of taking or deed will include the following restriction:

> *[This provision revised 11/15/2010.]* This property, or interest in property, was either acquired with or donated as a match for funds provided by the Pennsylvania Department of Conservation and Natural Resources ("Department") The source of the funds is *[name of grant program and authorizing legislation***]*** ("Act"). This property, or any portion of it, may not be converted to purposes other than those authorized under the Act for property acquired with Department funds. No change of use and no transfer of ownership, control, or interest in this property may occur, and no encumbrance may be placed on this property, without the written consent of the Department or its successor. The restriction in this paragraph applies to both the surface and subsurface of the property. This restriction has the effect of a covenant running in perpetuity with the land and is binding upon the owner(s) of the property and upon all subsequent owners, successors, and assigns. This restriction is enforceable by the Department and its successors.

For an easement acquired, or donated as a match, pursuant to this GRANT AGREEMENT, the instrument of conveyance will include the following restriction:

> *[This provision revised 11/15/2010.]* This conservation easement was either acquired with, or donated as a match for, funds provided by the Pennsylvania Department of Conservation and Natural Resources ("Department") under the [name of grant program and authorizing legislation*****] ("Act"). This easement is a conservation servitude over the property in perpetuity and as such is binding on all current and subsequent easement holders and their personal representatives, successors and assigns. The Department and its successors have the following rights with respect to this easement: a) the right to compel transfer of Holder's rights and duties under this easement to another Qualified Organization should Holder fail to uphold and enforce in perpetuity the restrictions applicable to the State Program Area or to other portions of the Property to the extent that Holder's failure to enforce the easement materially adversely affects the State Program Area; b) a right of prior approval of any amendment of this easement to determine whether the amendment permits uses of the State Program Area not permitted under the State Program or permits uses of other portions of the Property in a manner that would materially adversely affect the State Program Area; c) a right of prior approval of any transfer of Holder's rights and duties under this

easement with respect to the State Program Area; and d) the right to exercise the Holder's rights and duties under this easement if Holder fails to uphold and enforce the provisions applicable to the State Program Area or to other portions of the Property to the extent that Holder's failure to enforce the easement materially adversely affects the State Program Area.

Environmental Stewardship Fund provisions

If a source of the grant is the Environmental Stewardship Fund, Appendix A includes the following provisions:

The GRANTEE shall use no Environmental Stewardship Fund grant monies for any purpose which, directly or indirectly, precludes access to or use of any forested land for the practice of sustainable forestry and commercial production of timber or other forest products. This provision does not apply to funds used by counties and municipalities for the purchase or improvement of park land to be used for public recreation.

If this is an agreement to provide a grant to an "authorized organization" (as defined in the Environmental Stewardship and Watershed Protection Act) for acquisition of land, the GRANTEE shall obtain approval of all counties in which the land is situated before the grant money is used for such acquisition.

Growing Greener Bond Fund provision

If a source of the grant is the Growing Greener Bond Fund, Appendix A includes the following provision:

The GRANTEE shall take all actions necessary to maintain the tax-exempt status of the Growing Greener Bond Fund grant monies and shall take no actions that could cause the loss of such status.

APPENDIX B
CONTRACTOR RESPONSIBILITY AND OFFSET PROVISIONS

For the purpose of these provisions, the term Contractor is defined as any person, including, but not limited to, a bidder, offeror, loan recipient, GRANTEE, or lessor, who has furnished or performed or seeks to furnish or perform, goods, supplies, services, leased space, construction or other activity, under a contract, GRANT AGREEMENT, lease, purchase order or reimbursement agreement with the Commonwealth of Pennsylvania (Commonwealth). The term Contractor includes a permittee, licensee, or any agency, political subdivision, instrumentality, public authority, or other public entity in the Commonwealth. The term Bid/Contract includes this GRANT AGREEMENT.

Contractor Responsibility Provisions

1. The Contractor certifies, in writing, for itself and its subcontractors required to be disclosed or approved by the Commonwealth, that as of the date of its execution of this Bid/Contract, that neither the Contractor, nor any such subcontractors, are under suspension or debarment by the Commonwealth or any governmental entity, instrumentality, or authority and, if the Contractor cannot so certify, then it agrees to submit, along with its Bid/Contract, a written explanation of why such certification cannot be made.

2. The Contractor also certifies, in writing, that as of the date of its execution of this Bid/Contract it has no tax liabilities or other Commonwealth obligations, or has filed a timely administrative or judicial appeal if such liabilities or obligations exist, or is subject to a duly approved deferred payment plan if such liabilities exist.

3. The Contractor's obligations pursuant to these provisions are ongoing from and after the effective date of the Contract through the termination date thereof. Accordingly, the Contractor shall have an obligation to inform the Commonwealth if, at any time during the term of the Contract, it becomes delinquent in the payment of taxes, or other Commonwealth obligations, or if it or, to the best knowledge of the Contractor, any of its subcontractors are suspended or debarred by the Commonwealth, the federal government, or any other state or governmental entity. Such notification shall be made within 15 days of the date of suspension or debarment.

4. The failure of the Contractor to notify the Commonwealth of its suspension or debarment by the Commonwealth, any other state, or the federal government shall constitute an event of default of the Contract with the Commonwealth.

5. The Contractor agrees to reimburse the Commonwealth for the reasonable costs of investigation incurred by the Office of State Inspector General for investigations of the Contractor's compliance with the terms of this or any other agreement between the Contractor and the Commonwealth that results in the suspension or debarment of the contractor. Such costs shall include, but shall not be limited to, salaries of investigators, including overtime; travel and lodging expenses; and expert witness and documentary fees. The Contractor shall not be responsible for investigative costs for investigations that do not result in the Contractor's suspension or debarment.

6. The Contractor may obtain a current list of suspended and debarred Commonwealth contractors by either searching the Internet at **http://www.dgs.state.pa.us/** or contacting the:

Department of General Services
Office of Chief Counsel
603 North Office Building
Harrisburg, PA 17125
Telephone No: (717) 783-6472
FAX No: (717) 787-9138

Offset Provision

The Contractor agrees that the Commonwealth of Pennsylvania (Commonwealth) may set off the amount of any state tax liability or other obligation of the Contractor or its subsidiaries to the Commonwealth against any payments due the contractor under any contract with the Commonwealth.

Based on Management Directive 215.9 amended (10/25/10)

APPENDIX C

CONTRACTOR INTEGRITY PROVISIONS

For the purpose of these provisions, the term Contractor is defined to include GRANTEE and the term Contract is defined to include GRANT AGREEMENT.

It is essential that those who seek to contract with the Commonwealth of Pennsylvania ("Commonwealth") observe high standards of honesty and integrity. They must conduct themselves in a manner that fosters public confidence in the integrity of the Commonwealth contracting and procurement process.

1. **DEFINITIONS.** For purposes of these Contractor Integrity Provisions, the following terms shall have the meanings found in this Section:

   a. **"Affiliate"** means two or more entities where (a) a parent entity owns more than fifty percent of the voting stock of each of the entities; or (b) a common shareholder or group of shareholders owns more than fifty percent of the voting stock of each of the entities; or
   (c) the entities have a common proprietor or general partner.

   b. **"Consent"** means written permission signed by a duly authorized officer or employee of the Commonwealth, provided that where the material facts have been disclosed, in writing, by prequalification, bid, proposal, or contractual terms, the Commonwealth shall be deemed to have consented by virtue of the execution of this contract.

   c. **"Contractor"** means the individual or entity, that has entered into this contract with the Commonwealth.

   d. **"Contractor Related Parties"** means any affiliates of the Contractor and the Contractor's executive officers, Pennsylvania officers and directors, or owners of 5 percent or more interest in the Contractor.

   e. **"Financial Interest"** means either:

      (1) Ownership of more than a five percent interest in any business; or

      (2) Holding a position as an officer, director, trustee, partner, employee, or holding any position of management.

   f. **"Gratuity"** means tendering, giving, or providing anything of more than nominal monetary value including, but not limited to, cash, travel, entertainment, gifts, meals, lodging, loans, subscriptions, advances, deposits of money, services, employment, or contracts of any kind. The exceptions set forth in the *Governor's Code of Conduct, Executive Order 1980-18*, the *4 Pa. Code §7.153(b)*, shall apply.

   g. **"Non-bid Basis"** means a contract awarded or executed by the Commonwealth with Contractor without seeking bids or proposals from any other potential bidder or offeror.

2. In furtherance of this policy, Contractor agrees to the following:

a. Contractor shall maintain the highest standards of honesty and integrity during the performance of this contract and shall take no action in violation of state or federal laws or regulations or any other applicable laws or regulations, or other requirements applicable to Contractor or that govern contracting or procurement with the Commonwealth.

b. Contractor shall establish and implement a written business integrity policy, which includes, at a minimum, the requirements of these provisions as they relate to the Contractor activity with the Commonwealth and Commonwealth employees and which is made known to all Contractor employees. Posting these Contractor Integrity Provisions conspicuously in easily-accessible and well-lighted places customarily frequented by employees and at or near where the contract services are performed shall satisfy this requirement.

c. Contractor, its affiliates, agents, employees and anyone in privity with Contractor shall not accept, agree to give, offer, confer, or agree to confer or promise to confer, directly or indirectly, any gratuity or pecuniary benefit to any person, or to influence or attempt to influence any person in violation of any federal or state law, regulation, executive order of the Governor of Pennsylvania, statement of policy, management directive or any other published standard of the Commonwealth in connection with performance of work under this contract, except as provided in this contract.

d. Contractor shall not have a financial interest in any other contractor, subcontractor, or supplier providing services, labor, or material under this contract, unless the financial interest is disclosed to the Commonwealth in writing and the Commonwealth consents to Contractor's financial interest prior to Commonwealth execution of the contract. Contractor shall disclose the financial interest to the Commonwealth at the time of bid or proposal submission, or if no bids or proposals are solicited, no later than Contractor's submission of the contract signed by Contractor.

e. Contractor certifies to the best of its knowledge and belief that within the last five (5) years Contractor or Contractor Related Parties have not:

(1) been indicted or convicted of a crime involving moral turpitude or business honesty or integrity in any jurisdiction;

(2) been suspended, debarred or otherwise disqualified from entering into any contract with any governmental agency;

(3) had any business license or professional license suspended or revoked;

(4) had any sanction or finding of fact imposed as a result of a judicial or administrative proceeding related to fraud, extortion, bribery, bid rigging, embezzlement, misrepresentation or anti-trust; and

(5) been, and is not currently, the subject of a criminal investigation by any federal, state or local prosecuting or investigative agency and/or civil anti-trust investigation by any federal, state or local prosecuting or investigative agency.

If Contractor cannot so certify to the above, then it must submit along with its bid, proposal or contract a written explanation of why such certification cannot be made and the Commonwealth will determine whether a contract may be entered into with the Contractor. The Contractor's obligation pursuant to this certification is ongoing from and after the effective date of the contract through the termination date thereof. Accordingly, the Contractor shall have an obligation to immediately notify the Commonwealth in writing if at any time during the term of the contract if becomes aware of any event which would cause the Contractor's certification or explanation to change. Contractor acknowledges that the Commonwealth may, in its sole discretion, terminate the contract for cause if it learns that any of the certifications made herein are currently false due to intervening factual circumstances or were false or should have been known to be false when entering into the contract.

f. Contractor shall comply with the requirements of the *Lobbying Disclosure Act (65 Pa.C.S. §13A01 et seq.)* regardless of the method of award. If this contract was awarded on a Non-bid Basis, Contractor must also comply with the requirements of the *Section 1641 of the Pennsylvania Election Code (25 P.S. §3260a).*

g. When Contractor has reason to believe that any breach of ethical standards as set forth in law, the Governor's Code of Conduct, or these Contractor Integrity Provisions has occurred or may occur, including but not limited to contact by a Commonwealth officer or employee which, if acted upon, would violate such ethical standards, Contractor shall immediately notify the Commonwealth contracting officer or the Office of the State Inspector General in writing.

h. Contractor, by submission of its bid or proposal and/or execution of this contract and by the submission of any bills, invoices or requests for payment pursuant to the contract, certifies and represents that it has not violated any of these Contractor Integrity Provisions in connection with the submission of the bid or proposal, during any contract negotiations or during the term of the contract, to include any extensions thereof. Contractor shall immediately notify the Commonwealth in writing of any actions for occurrences that would result in a violation of these Contractor Integrity Provisions. Contractor agrees to reimburse the Commonwealth for the reasonable costs of investigation incurred by the Office of the State Inspector General for investigations of the Contractor's compliance with the terms of this or any other agreement between the Contractor and the Commonwealth that results in the suspension or debarment of the Contractor. Contractor shall not be responsible for investigative costs for investigations that do not result in the Contractor's suspension or debarment.

i. Contractor shall cooperate with the Office of the State Inspector General in its investigation of any alleged Commonwealth agency or employee breach of ethical standards and any alleged Contractor non-compliance with these Contractor Integrity Provisions. Contractor agrees to make identified Contractor employees available for interviews at reasonable times and places. Contractor, upon the inquiry or request of an Inspector General, shall provide, or if appropriate, make promptly available for inspection or copying, any information of any type or form deemed relevant by the Office of the State Inspector General to Contractor's integrity and compliance with these provisions. Such information may include, but shall not be limited to, Contractor's business or financial records, documents or files of any type or form that refer to or concern this

contract. Contractor shall incorporate this paragraph in any agreement, contract or subcontract it enters into in the course of the performance of this contract/agreement solely for the purpose of obtaining subcontractor compliance with this provision. The incorporation of this provision in a subcontract shall not create privity of contract between the Commonwealth and any such subcontractor, and no third party beneficiaries shall be created thereby.

j. For violation of any of these Contractor Integrity Provisions, the Commonwealth may terminate this and any other contract with Contractor, claim liquidated damages in an amount equal to the value of anything received in breach of these Provisions, claim damages for all additional costs and expenses incurred in obtaining another contractor to complete performance under this contract, and debar and suspend Contractor from doing business with the Commonwealth. These rights and remedies are cumulative, and the use or non-use of any one shall not preclude the use of all or any other. These rights and remedies are in addition to those the Commonwealth may have under law, statute, regulation, or otherwise.

From Management Directive 215.8 amended (1/14/15)

APPENDIX D

NONDISCRIMINATION/SEXUAL HARASSMENT CLAUSE [Grants]

The Grantee agrees:

1. In the hiring of any employee(s) for the manufacture of supplies, performance of work, or any other activity required under the grant agreement or any subgrant agreement, contract, or subcontract, the Grantee, a subgrantee, a contractor, a subcontractor, or any person acting on behalf of the Grantee shall not discriminate by reason of race, gender, creed, color, sexual orientation, gender identity or expression, or in violation of the *Pennsylvania Human Relations Act* (PHRA) and applicable federal laws, against any citizen of this commonwealth who is qualified and available to perform the work to which the employment relates.

2. The Grantee, any subgrantee, contractor or any subcontractor or any person on their behalf shall not in any manner discriminate by reason of race, gender, creed, color, sexual orientation, gender identity or expression, or in violation of the PHRA and applicable federal laws, against or intimidate any of its employees.

3. Neither the Grantee nor any subgrantee nor any contractor nor any subcontractor nor any person on their behalf shall in any manner discriminate by reason of race, gender, creed, color, sexual orientation, gender identity or expression, or in violation of the PHRA and applicable federal laws, in the provision of services under the grant agreement, subgrant agreement, contract or subcontract.

4. Neither the Grantee nor any subgrantee nor any contractor nor any subcontractor nor any person on their behalf shall in any manner discriminate against employees by reason of participation in or decision to refrain from participating in labor activities protected under the *Public Employee Relations Act*, *Pennsylvania Labor Relations Act* or *National Labor Relations Act*, as applicable and to the extent determined by entities charged with such Acts' enforcement, and shall comply with any provision of law establishing organizations as employees' exclusive representatives.

5. The Grantee, any subgrantee, contractor or any subcontractor shall establish and maintain a written nondiscrimination and sexual harassment policy and shall inform their employees in writing of the policy. The policy must contain a provision that sexual harassment will not be tolerated and employees who practice it will be disciplined. Posting this Nondiscrimination/Sexual Harassment Clause conspicuously in easily-accessible and well-lighted places customarily frequented by employees and at or near where the grant services are performed shall satisfy this requirement for employees with an established work site.

6. The Grantee, any subgrantee, contractor or any subcontractor shall not discriminate by reason of race, gender, creed, color, sexual orientation, gender identity or expression, or in violation of the PHRA and applicable federal laws, against any subgrantee, contractor, subcontractor or supplier who is qualified to perform the work to which the grant relates.

7. The Grantee and each subgrantee, contractor and subcontractor represents that it is presently in compliance with and will maintain compliance with all applicable federal, state, and local laws and regulations relating to nondiscrimination and sexual harassment. The Grantee and each subgrantee, contractor and

subcontractor further represents that it has filed a Standard Form 100 Employer Information Report ("EEO-1") with the U.S. Equal Employment Opportunity Commission ("EEOC") and shall file an annual EEO-1 report with the EEOC as required for employers' subject to *Title VII* of the *Civil Rights Act of 1964*, as amended, that have 100 or more employees and employers that have federal government contracts or first-tier subcontracts and have 50 or more employees. The Grantee, any subgrantee, any contractor or any subcontractor shall, upon request and within the time periods requested by the Commonwealth, furnish all necessary employment documents and records, including EEO-1 reports, and permit access to their books, records, and accounts by the granting agency and the Bureau of Diversity, Inclusion and Small Business Opportunities for the purpose of ascertaining compliance with the provisions of this Nondiscrimination/Sexual Harassment Clause.

8. The Grantee, any subgrantee, contractor or any subcontractor shall include the provisions of this Nondiscrimination/Sexual Harassment Clause in every subgrant agreement, contract or subcontract so that those provisions applicable to subgrantees, contractors or subcontractors will be binding upon each subgrantee, contractor or subcontractor.

9. The Granter's and each subgrantee's, contractor's and subcontractor's obligations pursuant to these provisions are ongoing from and after the effective date of the grant agreement through the termination date thereof. Accordingly, the Grantee and each subgrantee, contractor and subcontractor shall have an obligation to inform the commonwealth if, at any time during the term of the grant agreement, it becomes aware of any actions or occurrences that would result in violation of these provisions.

10. The commonwealth may cancel or terminate the grant agreement and all money due or to become due under the grant agreement may be forfeited for a violation of the terms and conditions of this Nondiscrimination/Sexual Harassment Clause. In addition, the granting agency may proceed with debarment or suspension and may place the Grantee, subgrantee, contractor, or subcontractor in the Contractor Responsibility File.

Based on Management Directive 215.16 Amended (8/2/18)

APPENDIX E

RIGHT-TO-KNOW LAW

1. Grantee or Subgrantee understands that this Grant Agreement and records related to or arising out of the Grant Agreement are subject to requests made pursuant to the Pennsylvania Right-to-Know Law, 65 P.S. §§ 67.101-3104, ("RTKL"). For the purpose of these provisions, the term "the Commonwealth" shall refer to the granting Commonwealth agency.

2. If the Commonwealth needs the Grantee's or Subgrantee's assistance in any matter arising out of the RTKL related to this Grant Agreement, it shall notify the Grantee or Subgrantee using the legal contact information provided in the Grant Agreement. The Grantee or Subgrantee, at any time, may designate a different contact for such purpose upon reasonable prior written notice to the Commonwealth.

3. Upon written notification from the Commonwealth that it requires Grantee's or Subgrantee's assistance in responding to a request under the RTKL for information related to this Grant Agreement that may be in Grantee's or Subgrantee's possession, constituting, or alleged to constitute, a public record in accordance with the RTKL ("Requested Information"), Grantee or Subgrantee shall:

    a. Provide the Commonwealth, within ten (10) calendar days after receipt of written notification, access to, and copies of, any document or information in Grantee's or Subgrantee's possession arising out of this Grant Agreement that the Commonwealth reasonably believes is Requested Information and may be a public record under the RTKL; and

    b. Provide such other assistance as the Commonwealth may reasonably request, in order to comply with the RTKL with respect to this Grant Agreement.

4. If Grantee or Subgrantee considers the Requested Information to include a request for a Trade Secret or Confidential Proprietary Information, as those terms are defined by the RTKL, or other information that Grantee or Subgrantee considers exempt from production under the RTKL, Grantee or Subgrantee must notify the Commonwealth and provide, within seven (7) calendar days of receiving the written notification, a written statement signed by a representative of Grantee or Subgrantee explaining why the requested material is exempt from public disclosure under the RTKL.

5. The Commonwealth will rely upon the written statement from Grantee or Subgrantee in denying a RTKL request for the Requested Information unless the Commonwealth determines that the Requested Information is clearly not protected from disclosure under the RTKL. Should the Commonwealth determine that the Requested Information is clearly not exempt from disclosure, Grantee or Subgrantee shall provide the Requested Information within five (5) business days of receipt of written notification of the Commonwealth's determination.

6. If Grantee or Subgrantee fails to provide the Requested Information within the time period required by these provisions, Grantee or Subgrantee shall indemnify and hold the Commonwealth harmless for any damages, penalties, costs, detriment or harm that the

Commonwealth may incur as a result of Grantee's or Subgrantee's failure, including any statutory damages assessed against the Commonwealth.

7. The Commonwealth will reimburse Grantee or Subgrantee for any costs associated with complying with these provisions only to the extent allowed under the fee schedule established by the Office of Open Records or as otherwise provided by the RTKL if the fee schedule is inapplicable.

8. Grantee or Subgrantee may file a legal challenge to any Commonwealth decision to release a record to the public with the Office of Open Records, or in the Pennsylvania Courts, however, Grantee or Subgrantee shall indemnify the Commonwealth for any legal expenses incurred by the Commonwealth as a result of such a challenge and shall hold the Commonwealth harmless for any damages, penalties, costs, detriment or harm that the Commonwealth may incur as a result of Grantee's or Subgrantee's failure, including any statutory damages assessed against the Commonwealth, regardless of the outcome of such legal challenge. As between the parties, Grantee or Subgrantee agrees to waive all rights or remedies that may be available to it as a result of the Commonwealth's disclosure of Requested Information pursuant to the RTKL.

9. The Grantee's or Subgrantee's duties relating to the RTKL are continuing duties that survive the expiration of this Grant Agreement and shall continue as long as the Grantee or Subgrantee has Requested Information in its possession.

Approved by OGC, OAG, Feb. 2010: RTKL, 8-K-1580

APPENDIX F
PENNSYLVANIA ELECTRONIC PAYMENT PROGRAM (PEPP)

1. The Commonwealth will make payments to the recipient through the Automated Clearing House (ACH). Within 10 days of the grant award, the recipient must submit or must have already submitted its ACH and electronic addenda information, if desired, to the Commonwealth's Payable Service Center, Vendor Data Management Unit at 717-214-0140 (FAX) or by mail to the Office of Comptroller Operations, Bureau of Payable Services, Payable Service Center, Vendor Data Management Unit, 555 Walnut Street – 9th Floor, Harrisburg, PA 17101.

2. The recipient must submit a unique invoice number with each invoice submitted. The unique invoice number will be listed on the Commonwealth of Pennsylvania's ACH remittance advice to enable the recipient to properly apply the state agency's payment to the respective invoice or program.

3. It is the responsibility of the recipient to ensure that the ACH information contained in the Commonwealth's central vendor master file is accurate and complete. Failure to maintain accurate and complete information may result in delays in payments.

From Management Directive 310.30 Amended (5/22/09)

APPENDIX G
PROVISIONS CONCERNING
THE AMERICANS WITH DISABILITIES ACT

1. Pursuant to federal regulations promulgated under the authority of the Americans With Disabilities Act, 28 C.F.R. 35.101 et seq., the GRANTEE understands and agrees that no individual with a disability shall, on the basis of the disability, be excluded from participation in this GRANT AGREEMENT or from activities provided for under this GRANT AGREEMENT. As a condition of accepting and executing this GRANT AGREEMENT, the GRANTEE agrees to comply with the "General Prohibitions Against Discrimination," 28 C.F.R 35.130, and all other regulations promulgated under Title II of the Americans With Disabilities Act which are applicable to the benefits, services, programs, and activities provided by the COMMONWEALTH through contracts with outside contractors.
2. The GRANTEE shall be responsible for and agrees to indemnify and hold harmless the DEPARTMENT from all losses, damages, expenses, claims, demands, suits, and actions brought by any party against the DEPARTMENT as a result of the GRANTEE'S failure to comply with the provisions of paragraph 1.

From Management Directive 215.12 amended (10/14/11)

APPENDIX H

*If the grant includes **no federal money,** Appendix H contains no provisions.*

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*If the grant includes federal **Land and Water Conservation Fund** money, Appendix H contains the following:*

- *Federal Funding Accountability and Transparency Act provisions*
- *Single Audit Report Requirements*
- *Specific Land and Water Conservation Fund provisions*

*If the grant includes federal **Recreational Trails Program** money, Appendix H contains the following:*

- *Federal Funding Accountability and Transparency Act provisions*
- *Single Audit Report Requirements*
- *Specific Recreational Trails Program provisions*

These provisions for Land and Water Conservation Fund and Recreational Trails Program grants are set forth below:

FEDERAL FUNDING ACCOUNTABILITY AND TRANSPARENCY ACT PROVISIONS

1. **Registration and Identification Information**
   Grantee must maintain current registration in the Central Contractor Registration (www.ccr.gov) at all times during which they have active federal awards funded pursuant to this agreement. A Dun and Bradstreet Data Universal Numbering System (DUNS) Number (www.dnb.com) is one of the requirements for registration in the Central Contractor Registration.

   Grantee must provide its assigned DUNS number, and DUNS + 4 number if applicable, to the Commonwealth along with Grantee's return of the signed grant agreement. The Commonwealth will not process this grant until such time that Grantee provides this information.

2. **Primary Location**
   Grantee must provide to the Commonwealth the primary location of performance under the award, including the city, State, and zip+4. If performance is to occur in multiple locations, then Grantee must list the location where the most amount of the grant award is to be expended pursuant to this grant agreement.

   Grantee must provide this information to the Commonwealth along with Grantee's return of the signed grant agreement. The Commonwealth will not process this grant until such time that Grantee provides this information.

3. **Compensation of Officers**

Grantee must provide to the Commonwealth the names and total compensation of the five most highly compensated officers of the entity **if**--

(i) the entity in the preceding fiscal year received—

(I) 80 percent or more of its annual gross revenues in Federal awards; **and**

(II) $25,000,000 or more in annual gross revenues from Federal awards: **and**

(ii) the public does not have access to information about the compensation of the senior executives of the entity through periodic reports filed under section 13(a) or 15(d) of the Securities Exchanges Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986.

If the Grantee does not meet the conditions listed above (in this item #3), then it must specifically affirm to the Commonwealth that the requirements of this clause (item #3) are inapplicable to the Grantee.

Grantee must provide information responding to this question (in this item #3) along with Grantee's return of the signed grant agreement. The Commonwealth will not process this grant until such time that Grantee provides such information responding to this question.

SINGLE AUDIT REPORT REQUIREMENTS

The GRANTEE must comply with all applicable federal and state grant requirements including *The Single Audit Act Amendments of 1996*; *2 CFR Part 200 as amended*; and any other applicable law or regulation, and any amendment to such other applicable law or regulation that may be enacted or promulgated by the federal government.

If the GRANTEE is a local government or non-profit organization that expends $750,000 or more in federal awards during its fiscal year, the GRANTEE is required to provide the appropriate single or program specific audit in accordance with the provisions outlined in *2 CFR Part 200.501*.

If the GRANTEE expends total federal awards of less than the threshold established by *2 CFR 200.501*, it is exempt from federal audit requirements for that year, but records must be available for review or audit by appropriate officials (or designees) of the federal agency, pass-through entity, and Government Accountability Office (GAO).

If the GRANTEE is a for-profit entity, it is not subject to the auditing and reporting requirements of *2 CFR Part 200, Subpart F – Audit Requirements (Subpart F)*. However, the pass-through commonwealth agency is responsible for establishing requirements, as necessary, to ensure compliance by for-profit grantee. The contract with the for-profit grantee should describe applicable compliance requirements and the for-profit grantee's compliance responsibility. Methods to ensure compliance for federal awards made to for-profit grantees may include pre- award audits, monitoring during the contract and post-award audits. The post-award audits may be in the form of a financial audit in accordance with *Government Auditing Standards*, a single audit report or program-specific audit report in accordance with *Subpart F*. However, these post-award audits must be submitted directly to the affected commonwealth agency that provided the funding. Only single audit

reports for local governmental and non-profit grantees are electronically submitted to the Federal Audit Clearinghouse.

ADDITIONAL POTENTIAL COMPONENTS OF THE SINGLE AUDIT REPORTING PACKAGE

In instances where a federal program-specific audit guide is available, the audit report package for a program-specific audit may be different and should be prepared in accordance with the appropriate audit guide, *Government Auditing Standards*, and *Subpart F*.

In addition to the requirements of *Subpart F*, commonwealth agencies may require that the single audit reporting packages include additional components in the SEFA, or supplemental schedules, as identified through the respective grant agreement.

SUBMISSION OF THE AUDIT REPORT

The G R A N T E E must submit an electronic copy of the audit report package to the Federal Audit Clearinghouse, which shall include the elements outlined in *Subpart F*.

SUBMISSION OF THE FEDERAL AUDIT CLEARINGHOUSE CONFIRMATION

The grantees must send a copy of the confirmation from the Federal Audit Clearinghouse to the resource account RA-BOASingleAudit@pa.gov.

AUDIT OVERSIGHT PROVISIONS.

The GRANTEE is responsible for obtaining the necessary audit and securing the services of a certified public accountant or independent governmental auditor.

The commonwealth reserves the right for federal and state agencies or their authorized representatives to perform additional audits of a financial or performance nature, if deemed necessary by commonwealth or federal agencies. Any such additional audit work will rely on work already performed by the GRANTEE's auditor and the costs for any additional work performed by the federal or state agencies will be borne by those agencies at no additional expense to the GRANTEE.

Audit documentation and audit reports must be retained by the GRANTEE's auditor for a minimum of five years from the date of issuance of the audit report, unless the GRANTEE's auditor is notified in writing by the commonwealth, the cognizant federal agency for audit, or

the oversight federal agency for audit to extend the retention period. Audit documentation will be made available upon request to authorized representatives of the commonwealth, the cognizant federal agency for audit, the oversight federal agency for audit, the federal funding agency, or the GAO.

From Management Directive 325.9 amended (12/23/14)

LAND AND WATER CONSERVATION FUND PROVISIONS

The DEPARTMENT has entered into a federal Land and Water Conservation Fund ("LWCF") Project Agreement with the United States Department of the Interior's National Park Service to obtain funding for this grant. The LWCF Project Agreement includes "General Provisions," a copy of which is included in this Appendix H. The terms, conditions, obligations and requirements of the "General Provisions" are hereby transferred to the GRANTEE. Every term, condition, obligation and requirement in the Project Agreement that refers to the "State" applies to the GRANTEE except where it is clear from the nature of the term, condition, obligation or requirement that it is applicable solely to the state.

The LWCF Project Agreement, including the "Project Agreement General Provisions," is on file with the Department.

RECREATIONAL TRAILS PROGRAM PROVISIONS:

1. Requirements of Title VI of the Civil Rights Act of 1964

a. Compliance with regulations: The GRANTEE shall comply with the federal regulations relative to nondiscrimination in federally-assisted programs of the United States Department of Transportation, Title 49, Code of Federal Regulations ("49 CFR"), Part 21, as they may be amended from time to time, which are incorporated herein by reference and made a part of this GRANT AGREEMENT.

b. Nondiscrimination: The GRANTEE, with regard to the work performed by it under the GRANT AGREEMENT, shall not discriminate on the grounds of race, color, or national origin in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The GRANTEE shall not participate either directly or indirectly in the discrimination prohibited 49 CFR § 21.5, including employment practices when the GRANT AGREEMENT covers a program set forth in Appendix B of 49 CFR Part 21.

c. Solicitations for subcontractors, including procurements of materials and equipment: In all solicitations either by competitive bidding or negotiation made by the GRANTEE for work to be performed under a subcontract, including procurements of materials or leases of equipment, each potential subcontractor or supplier shall be notified by the GRANTEE of the GRANTEE'S obligations under this GRANT AGREEMENT and the federal regulations relative to nondiscrimination on the grounds of race, color, or national origin.

d. Information and reports: The GRANTEE shall provide all information and reports required by the federal regulations or directives issued pursuant thereto, and shall permit access to its books, records, accounts, other sources of information, and its

facilities as may be determined by the DEPARTMENT or the Federal Highway Administration to be pertinent to ascertain compliance with such federal regulations, orders and instructions. Where any information required of the GRANTEE is in the exclusive possession of another who fails or refuses to furnish this information the GRANTEE shall so certify to the DEPARTMENT or the Federal Highway Administration as appropriate, and shall set forth what efforts it has made to obtain the information.

e. **Sanctions for noncompliance:** In the event of the GRANTEE'S noncompliance with the nondiscrimination provisions of this GRANT AGREEMENT, the DEPARTMENT will impose such sanctions as it or the Federal Highway Administration may determine to be appropriate, including, but not limited to:

1. withholding of payments to the GRANTEE under the GRANT AGREEMENT until the GRANTEE complies, and/or
2. cancellation, termination or suspension of the GRANT AGREEMENT, in whole or in part.

f. **Incorporation of provisions:** The GRANTEE shall include the provisions of paragraphs **a** through **f** in every subcontract, including procurements of materials and leases of equipment, unless exempt by the federal regulations or directives issued pursuant thereto. The GRANTEE shall take such action with respect to any subcontract or procurement as the DEPARTMENT or Federal Highway Administration may direct as a means of enforcing such provisions including sanctions for non-compliance: Provided, however, that in the event the GRANTEE becomes involved in, or is threatened with, litigation with a subcontractor or supplier as a result of such direction, the GRANTEE may request the DEPARTMENT to enter into such litigation to protect the interests of the DEPARTMENT, and, in addition, the GRANTEE may request the United States to enter into such litigation to protect the interests of the United States.

2. United States Executive Order 11246

If this GRANT AGREEMENT exceeds $10,000, the GRANTEE shall comply with U.S. Executive Order 11246, entitled "Equal Employment Opportunity," as amended by U.S. Executive Order 11375, and as supplemented in the U.S. Department of Labor regulations (Title 41, Chapter 60 of the Code of Federal Regulations).

3. Disadvantaged Business Enterprise (DBE), Small Business Enterprise (SBE), and Small Business Concern Involvement

The DEPARTMENT is committed to providing opportunities for Disadvantaged Business Enterprises (DBEs), Small Business Enterprises (SBEs), and small business concerns to compete for work. DBEs are certified by the Pennsylvania Unified Certification Program (PA UCP) in accordance with 49 CFR Part 26. SBEs are certified by the Pennsylvania Department of Transportation. Small business concerns are those entities seeking to participate in contracts that meet the definition of a small business concern set forth in Section 3 of the Small Business Act and Small Business Administration regulations implementing it at 13 CFR Part 121. All GRANTEES are encouraged to involve Disadvantaged Business Enterprises, Small Business Enterprises, and small business concerns in the required work and to submit documentation of any such involvement. GRANTEES must comply with all terms as stated in the **Disadvantaged Business Enterprise (DBE) and Small Business Enterprise (SBE) Requirements for the Recreational Trails Program.**

4. Other federal requirements

GRANTEE shall comply with all other applicable federal statutes, regulations Executive Orders, and other requirements.

GRANT ROUND 26

Development Project Information

Park and Recreation – Development Projects

This section provides more detailed grant information and guidance for development projects involving the rehabilitation and development of public parks, indoor and outdoor recreation facilities, greenways and river conservation projects.

Ready-To-Go Checklist

This Checklist is to be used by the applicant to ensure the Development Project is "Ready-To-Go". The items below need to be addressed, included and/or uploaded in the application. It will be used by DCNR in the grant application evaluation process. Only projects that are Ready-To-Go will be given consideration for grant awards. If you have questions regarding this Checklist, please contact your DCNR Regional Advisor.

✱ **Ready-to-Go Status is worth 15 points. It is essential to provide high quality, well-defined and/or detailed information for these items.**

	Yes	Item
	☐	Contacted Regional Advisor
	☐	Eligible Applicant
	☐	Appropriate Applicant
	☐	Eligible Project
✱	☐	Applicant owns the project site or controls through a lease (minimum 25 years)
✱	☐	Project site is open to the public
	☐	Property has no known environmental hazards
✱	☐	Match secured
	☐	Letters of match commitment from entities other than applicant uploaded
✱	☐	Detailed list of eligible cash match and non-cash match included
✱	☐	Site Development Drawing(s) by a licensed design professional and consistent with the DCNR Site Development Drawing (SDD) Checklist uploaded
✱	☐	Realistic, accurate, and detailed cost estimate/budget included
✱	☐	Clear, concise, and detailed scope of work included
	☐	PA Natural Diversity Inventory (PNDI) Receipt uploaded PNDI Environmental Review link: https://conservationexplorer.dcnr.pa.gov/
	☐	Accurate project site location map(s) uploaded
	☐	County/Municipal notification letter(s) uploaded
	☐	Reviewed the sample development project timeline and agree that the project can be completed within 4 years from date of grant award. Timeline available at: http://www.docs.dcnr.pa.gov/cs/groups/public/documents/document/dcnr_20033226.pdf
	☐	Copy of lease or easement uploaded (if applicable)
	☐	If Land Donation is part of the match: Upload a Full Appraisal Report by a state certified General Real Estate Appraiser for the land defined in the project scope and any donated parcels. Appraisal to be ordered by and prepared for the applicant. Review detailed appraisal requirements at the following link: http://www.docs.dcnr.pa.gov/cs/groups/public/documents/document/d_001269.pdf.
	☐	Properly completed Resolution Page uploaded

General Information and Funding Conditions

1. All facilities/sites renovated or developed with DCNR funding must serve a public purpose and help advance DCNR goals and priorities. Applicants are encouraged to re-invest in existing park and recreation facilities.

2. All facilities/sites must be open for use by the public.

3. More than one development application per funding period may be submitted.

4. Applicants may not seek funding for the same site, in the same funding cycle, under both Small Community Development and Community Park Rehabilitation and Development project types. Municipal applicants that meet the population requirements under the Small Community Program are not required to apply under this project type. The decision to apply under the Small Community Program should be based on project scope of work and the total project cost.

5. Match is required for all projects and is usually equal to the grant funds awarded ($1 for $1 match requirement). The local match may be eligible cash, non-cash or a land donation value.

6. If a project is selected for funding, DCNR will review the proposed cash and non-cash values and work items to determine eligibility. Adjustments to the proposed cash and non-cash values outlined in the application may be required.

7. Cash contributions being provided by other organizations to be used as a portion of the required local match should be transferred to the applicant/grantee to expend. If an outside organization/agency wishes to expend funds on behalf of the applicant/grantee, an agreement defining roles and responsibilities must be executed by all parties. Funds may include Community Development Block Grant (CDBG) funds, County Gaming funds, County Redevelopment Authority funds, etc. Draft Agreements should be provided to DCNR for review and approval prior to execution.

8. For land donations, the market value of the donated land, as determined by a state certified General Real Estate Appraiser, may be used as all or part of the required local match for the development project.

- **a.** Land accepted for donation must be acquired during the grant agreement period unless the applicant has been granted a Waiver for Retroactivity by DCNR to acquire the land prior to the grant agreement beginning date.
- **b.** The value of the donated land will only be considered as match for the development of the donated land and/or adjoining park.
- **c.** Lands acquired by mandatory dedication, by court order, or by other state/federal agencies may not be used as local match.
- **d.** Applicants must provide an appraisal from a state certified General Real Estate Appraiser.
- **e.** If selected for funding, a second appraisal may be required for DCNR to determine and approve the actual land donation value.
- **f.** Appraisal and other costs related to a land donation are not eligible for grant reimbursement on development projects.
- **g.** Land accepted for donation must provide both public value and public use.

9. Grant applications from non-municipal applicants must include evidence that the municipality(ies) and county where the facility/site is being renovated or developed have had the opportunity to comment on the project proposal. As a general policy, DCNR will not approve grant funding where local elected officials have expressed opposition to the proposed project.

10. Property that is not owned in fee simple must be controlled through a permanent easement or long-term lease agreement (minimum 25 years) with terms and provisions acceptable to DCNR. If the property is currently leased, a copy of the lease(s) must be included with the grant application. If the property will be leased, the applicant should discuss the terms of the lease with the DCNR Regional Advisor. A draft lease should be included with the grant application for review and approval by DCNR.

11. All facilities renovated or developed with DCNR funding must comply with the Americans with Disabilities Act of 1990, as amended, and the 2010 ADA Standards for Accessible Design. Compliance includes such items as special parking provisions, negotiable circulation patterns and walkway surfaces, extra wide doors, accessible comfort facilities, accessible drinking fountains, accessible services, facilities and programs. The 2010 ADA Standards are available online. DCNR staff is also available to discuss any concerns you may have relative to your project complying with these regulations.

12. All facilities renovated or developed with DCNR funding must comply with the Pennsylvania Construction Code Act (Act 45 of 1999, as amended) (35 P.S. Sections 7210.101 et seq.), as implemented by the Pennsylvania Department of Labor and Industry Regulations, 34 Pa. Code Chapters 401-405.

13. A qualified design professional (architect, landscape architect or engineer licensed to practice in the Commonwealth of Pennsylvania) is required to prepare drawings and/or specifications used for the layout and construction of any public facility. Final drawings and specifications must be signed, sealed, and dated by the design professional. Professional services such as design, engineering, preparation of bid documents and construction inspection are eligible expenditures.

14. Generally, projects are required to be publicly advertised and bid for the award of construction and/or materials contracts. The Department of Labor and Industry annually publishes competitive bid requirements for political subdivisions and other entities where open and competitive bidding is required by law. The base amounts are recalculated and published in the Pennsylvania Bulletin annually in December. The adjusted base amounts become effective January 1 of the following year. It is the responsibility of the applicant/grantee, in consultation with their solicitor/attorney, to follow the established bid requirements.

15. Upon project completion, the design professional will be required to submit a letter to the DCNR certifying that the final construction was completed in accordance with the drawings and specifications. Therefore, construction observation or inspection should be included in the design professional's contracted scope of work.

16. Routine maintenance is ineligible for funding. Routine maintenance is defined as small-scale activities generally associated with a regular set schedule (daily, weekly, monthly, or annually) for general upkeep of a park and recreation facility. Examples include but are not limited to: mowing, replacing safety surfacing, painting, graffiti removal, cleaning, trash removal and any other general activity to preserve an asset's operational status. DCNR will determine, at its own discretion, what is routine maintenance.

17. Elements of the project scope of work may be completed by municipal and//or in-house staff and volunteers with DCNR approval.

18. If a proposed project includes development of new or renovation of existing structures, such as swimming pools, recreation and/or environmental education centers, ice rinks, gymnasiums, bridges, etc., a feasibility study prepared by a licensed design professional must be submitted with the grant application. In rare instances, a structural assessment will be considered on a case by case basis by DCNR after the applicant/grantee has provided a written request and justification and that material has been reviewed by Central Office staff in consultation with Regional staff.

19. Projects may be rehabilitated or developed in phases; however, the project scope of work to be funded with grant assistance must result in a complete and useable facility. Phased projects will only be funded one phase at a time. Approval of one phase does not guarantee funding of additional phases in future grant rounds. A current master site development plan showing the phasing should be submitted with the grant application, if available. For development of new, large scale park and recreation facilities, a master site development plan may be required.

20. For facilities that serve both eligible and ineligible areas and/or uses, DCNR will determine their eligibility and calculate a prorated percentage of the support facility and/or area eligible for grant funding. The applicant/grantee should discuss this possibility with the DCNR Regional Advisor.

21. DCNR is a strong proponent of green and sustainable best management practices and encourage all applicants/grantees to incorporate appropriate practices into their projects.

Project Types

1. Park and Recreation Areas

Area of land for use as a neighborhood, community or regional public park and recreation site. Property may be programmed for active and/or passive recreation use to create new park and recreation areas and/or expand existing recreational sites.

a. Community Park Rehabilitation and Development

These projects involve the rehabilitation and development of public indoor and/or outdoor park, recreation, and conservation areas and facilities. All construction must be completed in accordance with the applicable federal, state and local laws, including the Uniform Construction Code (UCC) and the 2010 ADA Standards for Accessible Design.

SAMPLE PROJECT DESCRIPTION:

Rehabilitation and further development of Owen Park, Clearfield Borough, Clearfield County. Work to include construction of new access road and parking area; baseball fields; installation of playground equipment with required safety surfacing; ADA access; landscaping, project sign and related site improvements.

b. Small Community Development

Commonwealth municipalities with a population of 5,000 or less, as documented in the most recent U.S. Census, are eligible to receive grant funds for rehabilitation and/or new development of basic outdoor recreation and park facilities that provide a high level of recreational value. Eligible municipalities may request a minimum of $50,000 and a maximum of $70,000 in grant funds. The first $30,000 in grant funds does not require a match. Grant funds in excess of $30,000 require a $1 for $1 match. A grant request for less than the minimum will be considered on a case-by-case basis.

The funding legislation requires the separation of costs for Professional Service Fees, Materials/Equipment, and Labor related to all Small Community Program projects.

A maximum of $10,000 of the grant award is earmarked for Professional Service Fees only and does not require a match. In small communities where capacity may be limited, the Professional Service Fees allowance is intended to support a greater leadership role by a design consultant to ensure compliance with program requirements and successful completion of the project.

A minimum of $20,000 of the grant award must be used for Materials/Equipment Costs and/or additional Professional Service Fees and does not require a match.

The Total Project Costs for a Small Community Program project cannot exceed $110,000. Municipalities with large and complex projects exceeding $110,000 in total project costs should apply for Park Rehabilitation and Development (PRD) grant provided by DCNR.

If an eligible municipality applies for a Small Community Program grant, they may not also apply for a Park Rehabilitation and Development (PRD) grant for the in the same grant cycle.

SAMPLE PROJECT DESCRIPTION:

Rehabilitation of Township Park, Penn Township, Perry County. Work to include the installation of a small playground with required safety surfacing; ADA access; landscaping, project sign and related site improvements.

2. Rivers Conservation

These projects restore and enhance the cultural, ecological and recreational aspects of waterways. For more information, reference the Rivers Projects section of the grant manual.

Special Requirements and Conditions

a. Eligible Applicants – This program is open to non-profit and municipal entities. However, non-profit organizations are encouraged to partner with a municipal entity to develop and execute this type of project.

b. Eligible Projects – Eligible projects include those that implement river conservation plan recommendations, enhance water trails, expand public access to aquatic resources, or increase awareness of Pennsylvania's river systems.

c. Ownership/Control – For projects that are not intended to be open to the public, such as stream bank improvements, cattle fencing, etc., an agreement between the applicant and the landowner, giving the applicant access to construct and maintain the improvements, is required. An exception to this rule can only exist if other provisions satisfactory to DCNR are made which satisfy the construction and maintenance requirements of the grant agreement.

d. Project Feasibility – If a proposed project includes the renovation of an existing structure, such as a small impoundment, aqueduct, marina, etc., a signed and sealed structural assessment will be required and should be submitted with the grant application.

SAMPLE PROJECT DESCRIPTION:
Development of Hough Park, Hamburg Borough in Berks County. Work to include the construction of a fishing pier and boat ramp; stabilization of stream bank restoration; ADA access; landscaping; project sign and other related site amenities.

Resources

The following resources may be helpful for developing a competitive Grant Application.

Grant Program – Grant Management Documents
http://www.docs.dcnr.pa.gov/cs/groups/public/documents/document/dcnr_20033226.pdf

- Sample Estimated Project Timeline (Development)
- Non-Cash Match Record Keeping Sheet
- Park Site Development Drawing (SDD) Checklist
- Design Consultant Selection
- (PRD) Preparation of Final Construction Drawings and Specifications
- (SC) Preparation of Final Construction Drawings and Specifications- Materials and Labor
- (SC) Preparation of Final Construction Drawings and Specifications- Materials only

http://www.docs.dcnr.pa.gov/cs/groups/public/documents/document/dcnr_20033224.pdf

- Indoor Recreation Facility - Feasibility Study - General Information and Scope of Work Guidelines
- Swimming Pool Complex - Feasibility Study - General Information and Scope of Work Guidelines

Grant Program – Policies
http://www.docs.dcnr.pa.gov/cs/groups/public/documents/document/dcnr_20033227.pdf

- Acquisition Conversion Process Policy LWCF
- Acquisition Conversion Process Policy State
- ADA Policy
- Appraisal Policy
- Community Gardens Policy
- Competitive Bid Policy
- Development Grant Administrative Instructions and Process Policy
- Development Eligible and Ineligible Grant Project Activities/Costs Policy
- Greening Policy
- Ownership and Control Policy
- PNDI Policy
- Professional Services Fees Policy
- Public Value and Use Policy
- Sign Policy

- Small Community Program Policy
- Waiver for Retroactivity Policy

General Design

- Planning and Design of Outdoor Sports Facilities- Technical Manual (Depts. of the Army and Air Force- 1988): https://www.wbdg.org/FFC/ARMYCOE/COETM/tm_5_803_10.pdf
- Green and Sustainable Design:
- http://www.docs.dcnr.pa.gov/cs/groups/public/documents/document/d_001279.pdf
- U.S. Dept. of Justice - 2010 ADA Standards for Accessible Design (2010 Standards) http://www.ada.gov/regs2010/2010ADAStandards/2010ADAstandards.htm
- U.S. Access Board: https://www.access-board.gov/guidelines-and-standards/recreation-facilities/guides/sports-facilities/accessible-routes
- Time Saver Standards for Landscape Architecture (Charles W. Harris & Nicholas T. Dines), 1998 Second Edition.
- U.S. Consumer Product Safety Commission – Handbook for Public Playground Safety (Pub. #325) and Safety Alerts: https://www.cpsc.gov/s3fs-public/325.pdf
- ASTM International: www.astm.org
    a) ASTM F1487-07 Standard Consumer Safety Performance Specification for Playground Equipment for Public Use
    b) ASTM F1292-04 Standard Specification for Impact Attenuation of Surface Systems Under and Around Playground Equipment
    c) ASTM F1951-09 Standard Specification for Determination of Accessibility of Surface Systems Under and Around Playground Equipment
    d) ASTM F2075-10a Standard Specification for Engineered Wood Fiber for Use as a Playground Safety Surface Under and Around Playground Equipment
    e) ASTM F2223-10 Standard Guide for ASTM Standards on Playground Surfacing
    f) ASTM F2373-11 Standard Consumer Safety Performance Specification for Public Use Play Equipment for Children 6 Months through 23 Months
    g) ASTM F2479-12 Standard Guide for Specification, Purchase, Installation and Maintenance of Poured-In-Place Playground Surfacing

DEVELOPMENT

GENERAL INSTRUCTIONS

Under Project Narratives of the DCNR GRANT PORTAL application, address the **Criteria Questions, Project Plans, and Project Partners** sections as they relate to your proposed project. Ensure that your responses are thorough and concise, describing how the project relates to the DCNR priorities outlined below. To fully illustrate and support your responses, upload high quality maps, photos, and site drawings, as appropriate for your project, to your GRANT PORTAL application.

Your application will be reviewed, scored, and ranked based on your responses to the Criteria Questions, Project Plans, and Project Partners sections and items listed on the project-specific Ready-to-Go Checklist.

Pedestrian walkways internal to a park will be funded as part of a Park Development Project and will not be considered as an independent Trail Project. An internal pedestrian walkway is local and contained within the park property boundary, such as a perimeter walkway within a park, provides for a continuous, unobstructed path which connects all accessible elements and spaces within the park facility. This walkway is usually constructed in conjunction with other park rehabilitation or development.

CRITERIA QUESTIONS

1. Briefly describe your project's needs, benefits, and urgencies and how they will be addressed through your proposed scope of work.

- Provide a concise, explanation of the needs, benefits and urgencies that have been identified by the community or organization. Why is your project needed? How was the need identified? Describe how your project will benefit your community or organization. Please explain and detail any urgencies facing your project, such as a safety hazard, threat of development and/or opportunities to leverage other funding.

2. The Department is a strong proponent of green/sustainable parks, trails, recreation facilities, and conservation areas. Briefly describe the green and sustainable management practices that have been or will be incorporated into your project. You should reference where these green and sustainable practices can be found in the project budget and site plan (as applicable).

- Please refer to the Green and Sustainable Community Parks for additional resources and technical assistance information. Please note that upon award, it is expected that all green and sustainable best management practices proposed in this application will be incorporated into your project. Green and sustainable

best management practices should be selected so they are appropriate for both your site and project. Consider the following key elements when evaluating the project:

A. Site Location & Site Design
B. Water
C. Natural Landscaping
D. Materials Selection & Construction
E. Connecting People to Nature
F. Operations and Maintenance
G. Environmental Stewardship Messaging

3. The Department **requires** all grant applicants to comply with the 2010 ADA Standards for Accessible Design. Specifically, please describe how your project will comply with the 2010 ADA Standards for Accessible Design. You should reference where these accessible accommodations can be found in the project budget, scope of work, and/or site plan (as applicable).

- Please refer to DCNR's ADA Policies Page for additional resources and technical assistance information. DCNR strongly suggests that a qualified design consultant knowledgeable of the current standards and DCNR best practices be relied on for their expertise. In addition to a qualified design consultant, the U.S. Access Board is another great resource for questions regarding ADA Standards and requirements.

4. The Department is a strong proponent of public involvement in all funded projects. Describe in detail how the public has been and/or will be engaged in the planning, design, implementation, long-term maintenance, and/or stewardship of your project (i.e. - public meetings, press releases, volunteer days, etc.).

- You may wish to contact your Regional Advisor to discuss public outreach strategies best suited to your project needs. Applicants should focus on outreach strategies that involve the public in meaningful ways such as public meetings as part of a formal planning process, outreach campaigns, or any other method used to involve the public either in the formative process of your project or the long-term maintenance or stewardship of your project. DCNR's Public Participation Guide for Planning Projects may provide ideas on how to best engage and involve the public in your project.

5. Explain how your project will implement the actions in Natural Connections, the 2014-2019 Pennsylvania Statewide Comprehensive Outdoor Recreation Plan (SCORP). To receive maximum points, you must give a detailed explanation as to how your project will address at least three (3) actions identified in the plan on pages 9-17 of the Executive Summary. If your project is related to improving Pennsylvania's trail network, you may find related actions in Pennsylvania's Land and Water Trail Network Strategic Plan as well. Be sure to mention if you are:

- Closing a trail gap (Gap Map)
- Rehabilitating a community park
- Implementing a watershed restoration project

- Acquiring lands that enhance landscape connectivity and/or recreational access to existing protected lands

6. The Department requires that the site be properly maintained, kept in reasonable repair, and open and accessible to the public throughout its useful life**.** Please describe your strategy to operate, maintain, and/or provide stewardship to your project.

- A Maintenance Plan should consist of an inventory and analysis of all your trails, park sites and facilities, identifying both the required staffing and funding necessary to properly care for and regularly service these areas for the public. The Plan should establish schedules and timelines for regular inspections, general maintenance to include mowing, cleaning, landscaping, etc., site upgrades and facility replacements. Priority issues and procedures should be in place to address and resolve all safety concerns, sanitation or structural issues with the goal of avoiding injury, reducing liability, minimizing costly repairs, extending the useful life of the amenities, general facilities and overall site while providing a consistently high quality and level of user experience. These plans should include a schedule for when regular maintenance, cleaning or janitorial services, and/or inspections are to occur, inspection checklists or other documentation, policies for how inspections are to be collected and reported, and remedies to address issues as they are discovered. A maintenance plan should also include a cost estimate for annual maintenance needs.

- A Stewardship Plan should consist of inventory, analysis, and recommendations to establish a long-term management plan for the preservation and environmental protection of specific natural areas or important environmental aspects of specific regions. These studies usually entail substantial research conducted by experts in critical habitat identification and assessment and substantial mapping of sensitive environmental and important habitat areas.

PROJECT PLANS

Identify and briefly describe local, county, and regional plans that your project advances through the implementation of your scope of work. Limit to three total plans.

- Identify the top three (3) relevant plans that your project advances through the implementation of the scope of work. For each plan, identify the name, date of publication, page numbers relevant to your project, hyperlink (if applicable), if it lists your project as a high priority or early implementation project (Yes/No), and a brief, detailed description of how your project advances the plan.

- Local, county, and regional plans include, but are not limited to:

  A. Rivers Conservation Plan
  B. County Park & Recreation Plan
  C. Local Network Greenways, Trails and Open Space Plan
  D. Municipal Comprehensive Plan
  E. Local Comprehensive Park & Recreation Plan
  F. Watershed Plan
  G. Economic Impact Study
  H. Project Feasibility Study and/or Master Site Plan
  I. Conservation Landscape Work Plan
  J. Heritage Area Strategic Plan

PROJECT PARTNERS

Identify all major partners (financial, technical assistance, or general support) involved in your project.

- It is essential that you solicit and engage the appropriate partners for your project, which may include local, municipal, county, state, or federal governments, private foundations, private business, or friends groups.
- All partners should provide a letter of commitment to upload to your application that details the nature of their involvement in the project.
- For all financial partners, the commitment letter should detail the amount and type of match they are providing as well as when it will become available to you. Financial partnership can take the form of a donation of cash, materials, or in-kind services, such as the use of equipment or volunteer labor.
- For all technical assistance partners, the commitment letter should detail the nature of the assistance provided by the partner, such as volunteering their time and expertise to serve as a member of a steering committee.
- If you have no financial or technical assistance partners, you should include letters of general support. Each letter should detail how the project will directly benefit the organization providing the letter.
- For projects that cross municipal boundaries, letters from all affected municipalities should be uploaded documenting their support or commitment to the project.

DCNR-2020-Gen
Gen-GPM –2 Rev. 10-19

COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF CONSERVATION AND NATURAL RESOURCES
BUREAU OF RECREATION AND CONSERVATION

pennsylvania
DEPARTMENT OF CONSERVATION AND NATURAL RESOURCES
www.dcnr.state.pa.us

Park Site Development Drawing (SDD) Checklist

The Site Development Drawing (SDD) Checklist is provided to assist the Design Consultant in preparing a drawing that complies with grant program requirements. *An aerial view of the project site from mapping programs such as Google Earth or MapQuest is not an acceptable SDD.*

SDD for a Grant Application: The SDD must be prepared by a licensed professional such as a Landscape Architect, Architect, or Engineer who is authorized by Pennsylvania law to seal such documents. At minimum, the SDD should clearly identify property boundaries using the best available information, existing conditions, and proposed scope of work elements. A professional seal is not required. Favorable evaluation of an application is dependent on the answers to Criteria Questions and the quality of information presented in the scope of work, outlined in the detailed budget, and represented on the SDD.

SDD for a Grant-Funded Project: The final SDD must include all applicable items outlined below and be signed, sealed, and dated by a licensed professional such as a Landscape Architect, Architect, or Engineer who is authorized by Pennsylvania law to seal such documents.

Check	No.	Items
☐	1.	Applicant/Grantee Name, Project Site Name, Project Title, and Phase
☐	2.	Location of Project Site (*county and municipality*)
☐	3.	Legend, Scale, North Arrow, and Date
☐	4.	Boundary and Acreage of Project Site Property including ownership, easement, and/or lease information (*metes and bounds is preferred and may be required if the project is funded*)
☐	5.	Adjacent Property Boundaries and Uses, Parking, and Circulation (*streets, access drives, sidewalks, trails, public transit facilities, etc.*)
☐	6.	Project Work Limits and Acreage
☐	7.	Existing Conditions at Project Site Property: • Outdoor/Indoor Recreational Facilities (*playgrounds, fields, courts, pools, trails, etc.*) • Outdoor/Indoor Non-Recreational Facilities (*government offices, emergency services, etc.*) • Parking and Circulation (*streets, access drives, sidewalks, public transit facilities, etc.*) • Site Control Structures (*gates, fences, walls, dams, etc.*) • Site Amenities (*tables, benches, trash receptacles, etc.*) • ADA Accessibility and Connectivity • Utilities and Stormwater Management Infrastructure (*basins, bioswales, rain gardens, etc.*) • Topography (*10-foot contours or spot elevations*) • Water Bodies, Wetlands, Floodways, and 100-year Floodplains • Vegetation and Soils
☐	8.	Proposed Scope of Work at Project Site identifying new, rehabilitated, relocated, and/or removed: • Outdoor/Indoor Recreational Facilities (*playgrounds, fields, courts, pools, trails, etc.*) • Outdoor/Indoor Non-Recreational Facilities (*government offices, emergency services, etc.*) • Parking and Circulation (*streets, access drives, sidewalks, public transit facilities, etc.*) • Site Control Structures (*gates, fences, walls, dams, etc.*) • Site Amenities (*tables, benches, trash receptacles, etc.*) • ADA Accessibility and Connectivity • Utilities and Stormwater Management Infrastructure (*basins, bioswales, rain gardens, etc.*) • Water Bodies, Wetlands, Floodways, and 100-year Floodplains • Landscaping • DCNR Funding Acknowledgement Sign

Application Term Glossary - Park Rehabilitation and Development

Applicant Type: Help - Applicant Type	Select the Applicant Type that applies to your organization.
Applicant Type: Non-Profit Information	If your organization is an incorporated 501(c)(3) non-profit, you must fill out this section; in addition you must be registered with the PA Bureau of Charitable Organizations. You may use the following web-link http://www.dos.state.pa.us/portal/server.pt/community/charities/12444 (http://www.dos.state.pa.us/portal/server.pt/community/charities/12444) to register or to check if already registered.
Attachments: Site Development Drawing(s)	**Required for Development projects, ONLY.** If you have a digital copy we prefer you upload the document. Otherwise you may mail it in. Please follow the Park Site Development Drawing(s) Checklist guidelines at the following link. http://www.dcnr.state.pa.us/cs/groups/public/documents/document/dcnr_20028713.doc (http://www.dcnr.state.pa.us/cs/groups/public/documents/document/dcnr_20028713.doc)
Attachments: Appraisal Report	**Required for Land Acquisition and Development- Land Donation projects, ONLY.** (More than one attachment may be necessary to upload the entire file.) **Failure to submit an appraisal or provide one in the proper format will delay or prevent an application from being selected for funding.** The Appraisal must be prepared by state certified General Real Estate Appraiser and conform to the Uniform Standards of Professional Appraisal Practice (USPAP) (http://www.dcnr.state.pa.us/cs/groups/public/documents/document/dcnr_20030127.docx) . Review the Land Acquisition section to confirm eligibility requirements for the proposed project.
Attachments: County/Municipal Notification Letter(s)	DCNR requires applicants to notify the county planning agency and municipalities where your project is located. You are not required to submit letters of support from these entities or letters recognizing the project. If you have them, they may be helpful so it is suggested that you attach them.
Attachments: Draft Sales Agreement	**For Land Acquisition and Development- Land Donation projects, ONLY.** If available please provide.
Attachments: Grant Agreement Signature Page	Download the Form, have the Chief Elected Official sign it in blue ink, and mail it to the Grants Customer Service Center. This will be necessary to execute a formal Agreement. **Grants Customer Service Center Address:** Department of Conservation and Natural Resources Bureau of Recreation and Conservation Attn: Grants Customer Service Center PO Box 8475, 400 Market Street RCSOB 5th Floor Harrisburg, PA 17105-8475
Attachments: Letters of Cash/Non-Cash Commitment	Letters of Commitment from **ALL** project partners pledging Non-Cash and/or Cash support, as indicated in the Budget Details **MUST** be uploaded.

Attachments: Letters of Commitment	Letters of Commitment from **ALL** project partners pledging Non-Cash and/or Cash support, as indicated in the Budget Details **MUST** be uploaded.
Attachments: Project Related Photos	Attach any photo's that relate to your project.
Attachments: Project Site Location Map	Provide a map that clearly show the project area, street names and intersections with sufficient detail to locate the project site.
Attachments: Property Boundary/Tax Parcel Map	**Development projects, ONLY**; identify the parcels to be developed. If area is leased, provide property survey information.
Attachments: Resolution	For multi-municipal projects, attach resolutions from EACH participating municipality.
Attachments: Survey or Tax Map / Public Access Map	**Required for Land Acquisition and Development- Land Donation projects, ONLY**. Identify the parcels to be acquired and/or eased. Public Access Map must show the designated area(s) for public access.
Budget Summary: DCNR Grant Request	The amount of funding you are requesting from DCNR.
Budget: Cash Costs	**Cash costs** are those paid costs that are directly related to performing the scope of work included in your grant application. These paid costs typically include professional service fees, (consultants), construction contacts, material costs, etc. Click here (http://www.dcnr.state.pa.us/cs/groups/public/documents/document/DCNR_017033.pdf) for a list of Eligible and Ineligible Project Activities and Costs Policy.
Budget: Construction Development Material and Labor Costs	These costs include the materials, labor and/or equipment directly related to the development and construction of the project. Typically, these items must be publicly advertised, bid and awarded with applicable state and federal laws.
Budget: Construction/Development Labor and/or Equipment Costs	These include the labor and/or equipment costs directly related to the development and construction of the project. Rental Equipment costs shall be included in this section. Typically, these items must be publicly advertised, bid and awarded with applicable state and federal laws.
Budget: Contracted/Professional Services	**Contracted/Professional Services-** costs provided under contract/professional service agreements with the grantee to perform all or part of the official scope of work.
Budget: Development/Materials and Supply Costs	These include the materials and supply costs directly related to the development and construction of the project. Examples of materials include but limited to: permanent recreational equipment, safety surface material, asphalt and stone materials, drainage materials, fencing etc. Typically, these items must be publicly advertised, bid and awarded with applicable state and federal laws.

Budget: Donated Goods and Services	The value for **Donated Goods** shall be established by the actual cost of those materials, if items were to be sold at actual cost and should be documented on an invoice by the Supplier/Person donating them. **Donated Services**- can include both Labor and Equipment costs, owned and provided by a local contractor and used exclusively to develop the site. Such a donation requires a Letter of Commitment during the application period. **Individuals and firms providing and/or donating services must possess** the actual skills, qualifications, certifications, training and experience, for the services they will provide and must provide written documentation of the service rendered. The Bureau may request a resume and/or listing of qualifications. The acceptable rate will be established as the professionals/contractors actual hourly rate, as documented on their employer's/firms official letterhead or invoice.
Budget: Donated Professional Services	**Donated Professional Services-** include services provided at no cost to the grantee by individuals possessing specialized skills or expert knowledge to perform all or part of the official scope of work. DCNR may request written documentation in support of the listed professional services.
Budget: Equipment Use	The value of municipal owned equipment used to directly develop the site. Equipment must be owned by the applicant/grantee or use donated by an equipment owner.
Budget: Help - Scope Item Description	Enter a detailed but concise explanation of this scope item. **Example:** Install 6 interpretive signs along the Ghost Town Trail in Ebensburg Borough and Cambria Township, Cambria County.
Budget: Help - Scope Item Timeframe	Enter a target date or date range when this scope item is expected to be completed.
Budget: Help - Scope Item Title	Enter a short title that describes this particular scope item. **Example:** Kittatinny Ridge Conservation Plan Update
Budget: In-House Professional Services	**In-House Professional Services-** the grantee's paid staff costs for services and labor to perform all or part of the official scope of work. In-house professional services are tabulated using an established "billable rate," which can include an employee's hourly wage, fringe benefits, and overhead costs. The billable rate should be officially established by the grantee's governing body. Fringe benefits and overhead costs include but are not limited to employee insurance, retirement benefits, and paid time off.
Budget: In-House Professional Services	The value of In-House staff services and labor will be equal to the employees actual, established hourly wage rate, as set by the organization/agency's governing body or the employee's hourly rate plus fringe benefits and operational overhead costs. Fringe benefits and overhead costs include but are not limited to employee insurance, retirement benefits and paid time off.
Budget: Land Donations	Land donations may be an eligible non-cash match, typically applicable to PRD projects. The market value must be determined by a state certified General Real Estate Appraiser, and the applicant must provide a copy of the Appraisal Report with the application. This value will be considered as match for developing the donated land and/or adjoining parklands.

Budget: Non-Cash Costs	Non -Cash costs are that costs/match directly related to performing the scope of work included in your grant application. They include in-house services, volunteer labor services, Equipment use, Donated Goods & Services, and Land Donations. These non-cash costs/match are defined below in each category. Click here (http://www.dcnr.state.pa.us/cs/groups/public/documents/document/DCNR_017033.pdf) for a list of Eligible and Ineligible Project Activities and Costs Policy.
Budget: Other Project Donations	**Other Project Donations-** donated values, not directly incurred/paid by the grantee, to complete the official scope of work as such as advertisements, meeting room rentals, map reproduction, printing, postage, travel, meals and lodging. Subsistence costs for meals, lodging and automobile mileage shall not exceed the rates allowed by Commonwealth policy http://www.gsa.gov/portal/content/104877 (http://www.gsa.gov/portal/content/104877) .
Budget: Professional Services	These fees/costs can include: design costs provided by an architect, engineer or landscape architect to develop drawings and specifications, bid advertisements including postage, construction observation, property surveys, solicitor/attorney fees, permitting costs, etc. Professional Services Fees are limited to 15% of the total eligible construction costs.
Budget: Volunteer Services	Those services which are not paid for by the applicant/grantee to perform all or part of the project scope of work. Volunteer services (non-skilled labor), will be valued up to the current Pennsylvania Independent Sector Volunteer Rate, http://www.independentsector.org/volunteer_time (http://www.independentsector.org/volunteer_time) at the time the work was performed. **Work performed by prisoners or individuals under the age of 18 will be valued at the Commonwealth's minimum wage rate.**
Budget: Volunteer Services	**Volunteer Services-** are non-skilled services not paid for by the grantee to perform all or part of the official scope of work. Volunteer rates, not previously approved by the Bureau for individuals age 18 and over, should not exceed the "Value of a Volunteer Hour" for Pennsylvania as published by the Independent Sector at www.independentsector.org/volunteer_time (http://www.independentsector.org/volunteer_time) . Work performed by individuals under the age of 18 will be valued at the Commonwealth's minimum wage rate.
Criteria Questions (Question 1): Criteria Needs	Provide a concise, detailed explanation of the needs, issues, and/or urgencies that have been identified by the community or organization and the benefits derived from the implementation of the scope of work. Why is your project needed? How was the need identified? How will your project address the identified needs and/or issues? Please explain and detail any urgencies facing your project, such as a safety hazard or threat of development.

Criteria Questions (Question 2): Criteria Plan

Identify all relevant plans your project advances through the implementation of the scope of work. For each plan, identify it by name, the date of publication, page numbers relevant to your project, hyperlink (if applicable), identify if it lists your project as a high priority or early implementation project (Yes/No), and a brief, detailed description of how your project advances the plan. Please do not attach or upload the actual plans. If a hyperlink is not available, please upload just the relevant pages from the plan.

Local, county and regional plans include, but are not limited to:

A. County Greenway Plan (http://www.dcnr.state.pa.us/brc/conservation/greenways/countygreenwayplans/index.htm) ;
B. Rivers Conservation Plan (http://www.dcnr.state.pa.us/brc/conservation/rivers/index.htm) ;
C. County Park & Recreation Plan;
D. Local Network Greenways, Trails and Open Space Plan;
E. Municipal Comprehensive Plan;
F. Local Comprehensive Park & Recreation Plan;
G. Watershed Plan;
H. Economic Impact Study;
I. Project Feasibility Study and/or Master Site Plan;
J. Conservation Landscape Work Plan (http://www.dcnr.state.pa.us/cli/index.htm) ;
K. Heritage Area Strategic Plan (http://www.dcnr.state.pa.us/cs/groups/public/documents/document/dcnr_20031475.pdf)

Please use the "**Add Plan**" button to input additional plans.

Criteria Questions (Question 3): Criteria Green

Please refer to DCNR's Greening Parks and Sustainable Practices (http://www.dcnr.state.pa.us/brc/grants/greening/greeninggrants.aspx) page for additional resources and technical assistance information. Please note that upon award, it is expected that all green and sustainable best management practices proposed in this application will be incorporated into your project. Green and sustainable best management practices should be selected so they are appropriate for both your site and project.

Consider the following key elements when evaluating the project:

A. Site Location & Site Design
B. Water
C. Natural Landscaping
D. Materials Selection & Construction
E. Connecting People to Nature
F. Operations and Maintenance
G. Environmental Stewardship Messaging

Criteria Questions (Question 6): Criteria Priority Areas

The 2014-2019 State Comprehensive Outdoor Recreation Plan (http://paoutdoorrecplan.com/) (SCORP) is organized into 5 priority areas, with each priority containing related recommendations and action steps. To complete this question, first select a priority area to expand the associated recommendations from the plan. Provide a detailed explanation as to how your project implements each applicable recommendation in the text box below that recommendation. Repeat this process for each priority area to ensure that you have reviewed all the Outdoor Recreation Plan's recommendation.

Criteria Questions (Question 7): Criteria Public Involvement

You may wish to contact your Regional Advisor (http://www.dcnr.state.pa.us/brc/aboutus/index.htm?tab=RegionalOffices#RegionalOffices) to discuss public outreach strategies best suited to your project needs. Applicants should focus on outreach strategies that involve the public in meaningful ways such as public meetings as part of a formal planning process, outreach campaigns, or any other method used to involve the public either in the formative process of your project or the long-term maintenance or stewardship of your project. DCNR's Public Participation Guide for Planning Projects (http://www.dcnr.state.pa.us/cs/groups/public/documents/document/dcnr_006106.pdf) may provide you ideas on how to best engage and involve the public in your project.

Criteria Questions (Question 8): Criteria Partners	It is essential that you solicit and engage the appropriate partners for your project, which may include local, municipal, county, state, or federal governments, private foundations, private business, or friends groups. All partners should provide a letter of commitment to upload to your application that details the nature of their involvement in the project. For all financial partners, the commitment letter should detail the amount and type of match they are providing as well as when it will become available to you. Financial partnership can take the form of a donation of cash, materials or in-kind services, such as the use of equipment or volunteer labor. For all technical assistance partners, the commitment letter should detail the nature of the assistance provided by the partner, such as volunteering their time and expertise to serve as a member of a steering committee. If you have no financial or technical assistance partners, you should include letters of general support. Each letter should detail how the project will directly benefit the organization providing the letter. For projects that cross municipal boundaries, letters from all affected municipalities should be uploaded documenting their support or commitment to the project.
General: Help - County	County associated with the applicant's mailing address.
General: Help - Federal ID	Please enter a Federal ID to add an applicant to your user profile. ***Note: You Must have a Federal ID to apply for a DCNR Grant.*** Nine-digit number used to identify a business entity; assigned to sole (EIN): proprietors, corporations, partnerships, estates, trusts, and other entities for tax filing and reporting purposes. This number is also known as a Federal Tax Identification Number or (TIN).
General: Help - Municipality	Municipality associated with the applicant's mailing address.

General: Help - Organizational DUNS

You must have a DUNS number to apply for a DCNR grant.

It takes a minimum of 30 business days for a new D&B DUNS Number to be processed. Get your D-U-N-S® Number within 24 hours with D-U-N-S Expedited and build an online custom profile with D-U-N-S Registered.

Call 1-866-594-2464 today for more information.

Q. How do I request a DUNS Number?
A. Go to the Dun & Bradstreet website at http://www.dnb.com/get-a-duns-number.html (http://www.dnb.com/get-a-duns-number.html) . This will take you to a page where you can determine whether your organization already has a DUNS number and/or whether you need to apply for a DUNS number.

Q. Do I need a DUNS Number to apply for a DCNR Grant?
A. Yes, The Federal government requires Pennsylvania to provide the DUNS number for grantees.

Q. Is registering for a DUNS Number free of charge?
A. Yes, registering for the DUNS number is free of charge, though Dun & Bradstreet offers additional products and services which they may suggest that you purchase when you register.

General: Help - Project Applicant

Please select a project applicant or search for a new project applicant to add to your user profile.

Grant Agreement Sig.: Help - Grant Agreement Signature

An accurately completed Signature Page is needed to execute a formal Grant Agreement if the application is selected for funding.

DCNR no longer requires that the Signature Page be mailed to the Harrisburg office.

Grant Opportunities: Budget

Please review the **sample** budget forms below.

1. Cash Only - Small Community (SC) (http://www.dcnr.state.pa.us/cs/groups/public/documents/document/dcnr_20030118.docx)
2. Cash/Non Cash - Small Community (SC) (http://www.dcnr.state.pa.us/cs/groups/public/documents/document/DCNR_20030214.pdf)
3. Cash Only - Park Rehabilitation Development (PRD) (http://www.dcnr.state.pa.us/cs/groups/public/documents/document/dcnr_20030119.docx)
4. Cash/Non Cash - Park Rehabilitation Development (PRD) (http://www.dcnr.state.pa.us/cs/groups/public/documents/document/DCNR_20030215.pdf)

Grant Opportunities: County/Municipal Notification Letters

DCNR requires applicants to notify the county planning agency and municipalities where your project is located. You are not required to submit letters of support from these entities or letters recognizing the project. If you have them, they may be helpful so it is suggested that you attach them.

Grant Opportunities: Development - Related Policies	**Development Project Related Policies** • ADA Policy (http://www.dcnr.state.pa.us/cs/groups/public/documents/document/d_001266.pdf) • Appraisal Policy (http://www.dcnr.state.pa.us/cs/groups/public/documents/document/d_001269.pdf) • Competitive Bidding/Purchasing Procedures (http://www.dcnr.state.pa.us/cs/groups/public/documents/document/d_001270.pdf) • COSTARS Policy (http://www.dcnr.state.pa.us/cs/groups/public/documents/document/DCNR_009498.pdf) • Conversion Policy (http://www.dcnr.state.pa.us/cs/groups/public/documents/document/d_001264.pdf) • Development-Project Management Process Policy (http://www.dcnr.state.pa.us/cs/groups/public/documents/document/d_001272.pdf) • Development Eligible and Ineligible Grant Project Activities/Costs Policy (http://www.dcnr.state.pa.us/cs/groups/public/documents/document/DCNR_017033.pdf) • Greening Policy (http://www.dcnr.state.pa.us/cs/groups/public/documents/document/d_001279.pdf) • Ownership and Control Policy (http://www.dcnr.state.pa.us/cs/groups/public/documents/document/d_001282.pdf) • PNDI Policy (http://www.dcnr.state.pa.us/cs/groups/public/documents/document/d_001284.pdf) • Small Community Program Policy (http://www.dcnr.state.pa.us/cs/groups/public/documents/document/d_001288.pdf) • Waiver for Retroactivity Policy (http://www.dcnr.state.pa.us/cs/groups/public/documents/document/d_001289.pdf)
Grant Opportunities: Park Rehabilitation and Development (PRD)	**Park Rehabilitation and Development (PRD):** These projects involve the rehabilitation and development of public indoor and/or outdoor park, recreation and conservation areas and facilities. All construction must be completed in accordance with the applicable federal, state and local laws, including the Uniform Construction Code (UCC) and the 2010 ADA Standards for Accessible Design.
Grant Opportunities: Secure Match	Match is required for all development projects and is usually equal to the grant funds awarded except for Small Community projects. The local match may be eligible cash, non-cash or a land donation value.
Grant Opportunities: Small Community Development (SC)	• Municipality with a population of 5,000 or less • Maximum total project cost of $60,000; At least $17,000 of material costs within the project • Maximum grant amount of $40,000 (initial $20,000 requires no match) with any additional funds up to $20,000 matched dollar for dollar by the municipality) • Priority project focus under this funding type is playground rehabilitation designed to bring play areas into compliance with current playground standards and ADA accessibility. For more details on the program, please review the program guidelines at http://www.dcnr.state.pa.us/cs/groups/public/documents/document/d_001288.pdf (http://www.dcnr.state.pa.us/cs/groups/public/documents/document/d_001288.pdf)
Intro: Help - Grant Program	Select the appropriate grant opportunity. You can change your selection, without losing data entered, at any point up until the grant deadline.

Intro: Help - Grant Workshop	In partnership with the Pennsylvania Recreation and Park Society, DCNR offered free, in-person grant workshops at six locations across Pennsylvania in November. These workshops are offered annually. These workshops provided information to potential applicants on DCNR grants available for public recreation and conservation projects. Grants are funded through a variety of grant programs including the Keystone Recreation and Conservation Fund, Environmental Stewardship Fund, Pennsylvania Recreational Trails Program, and the Land and Water Conservation Fund. Participants in these grant workshops will be provided with in-depth information on projects eligible for DCNR's grant funds, how to develop a competitive "ready-to-go" application, eligible applicants, and matching fund requirements. Participants will also receive guidance and updates on the eGrants application process and the documents required for each type of project, and have the opportunity to interact with Bureau of Recreation and Conservation staff. Community leaders, municipal officials, consultants, land trusts, board members, trail managers, and park and recreation professionals are encouraged to attend.
Intro: Help - Project Title	Give your project a descriptive title of fewer than 10 words. Please use this title for all correspondence and when referencing this project. (Example: M&M Park- Phase I)
Intro: Help - Regional Advisor	Please list the name of your Bureau of Recreation and Conservation Regional Advisor with whom you discussed your project. It is highly recommended that you discuss your application with your Regional Advisor (http://www.dcnr.state.pa.us/brc/aboutus/index.htm?tab=RegionalOffices#RegionalOffices) before you start your application.
Location: Help - Acreage	Enter Acreage (if applicable).
Location: Help - Latitude	Enter Latitude for each project site.
Location: Help - Length in Miles	Length in Miles; noting logical beginning and ending points. Applicable primarily to trail projects, greenways or watershed studies.
Location: Help - Location Description	Please add a description for the project site location and fill out the address if there is a known address for the location.
Location: Help - Longitude	Enter Longitude for each project site.
Location: Help - Other Property Agreements	Other property agreements include Right-of-Way agreements, access/use agreements, etc.
Location: Help - Parcel Number	Enter Parcel Number (if applicable and available)
Location: Help - Project Site Location Name	Please use the descriptive project title as supplied earlier. ***Example: M & M Park- Phase I*** If you have more than one site location for your project then click on the "Add New Location".
Location: Help - Property Leased	Property to be developed or rehabilitated that is is not owned by applicant in fee simple must have control of property through a permanent easement or long-term lease agreement (minimum of 25 years) to protect facilities for their useful lifetime. Identify for each project site. The applicant must control the property that will be developed, rehabilitated, or for which a Master Site Development Plan will be created. *Note: Check "yes" if you own the site but control has been leased to another party. In addition, you must check "yes" if you are leasing the property from another party.*

Location: Help - Property Owner	Name of property owner for each project site. Property to be developed or rehabilitated must be owned by the applicant in fee simple.
Location: Help - Property Owner	Name of property owner(s) for each project site. Property that is not owned in fee simple must be controlled through a permanent easement or long term lease agreement (minimum 25 years) with terms and provisions acceptable to DCNR.
Location: Location Help	For detailed instructions on how to map your Project Site Location Click here. (http://www.dcnr.state.pa.us/cs/groups/public/documents/document/DCNR_20030300.pdf)
Match: Non-Cash Value	Eligible non-cash values include: In-House Services, Equipment Use, Donated Goods & Services, Donated Land and/or Volunteer Labor
PNDI: Help - PNDI Receipt	Complete the PNDI Environmental Review Tool found at the following link: http://www.gis.dcnr.state.pa.us/hgis-er/Login.aspx (http://www.gis.dcnr.state.pa.us/hgis-er/Login.aspx) . Upload a copy of the PNDI Receipt to your application.
Project Info: Help - Brief Project Description	Provide a brief description of the project, to include type, size, location and work elements of the project, as applicable. **Sample DEVELOPMENT Project Description – (prd/sc)** Rehabilitation and further development of Owen Park, Clearfield Borough, Clearfield County. Work to include construction of new access road and parking area; baseball fields; installation of playground equipment with required safety surfacing; ADA access; landscaping, project acknowledgement sign and related site improvements. **Sample DEVELOPMENT Project Description – (Greenways & Trails)** Development of Owen Greenway in Johnstown City, Cambria County. Work to include the construction of approximately 2.0 miles of trail; within the City from Owen Park to Road B; parking area; landscaping; ADA access; project acknowledgement sign and related site improvements. **Sample DEVELOPMENT Project Description - (Rails-to-Trails)** Rehabilitation of Owen Trail in Hampden Township, Cumberland County, Work to include the construction of approximately 5.0 miles of a rail-trail corridor, between Road A and Road B; construction of trailhead parking, comfort station and drainage improvements; ADA accessibility; project acknowledgement sign, and related site improvements. **Sample DEVELOPMENT Project Description - (S/ATV)** Trail Maintenance of Owen S/ATV Trail in Somerset Township, Somerset County. Work to include maintenance of approximately 5.0 miles of S/ATV trail; purchase a trail groomer; ADA access; project acknowledgement sign and related site improvements. **Sample DEVELOPMENT Project Description - (Rivers Conservation)** Development of Hough Park, Hamburg Borough in Berks County. Work to include the construction of a fishing pier and boat ramp; stabilization of stream bank restoration; ADA access; landscaping; project acknowledgement sign and other related site amenities. ct acknowledgement sign and other related site amenit Land Acquisition:
Project Info: Help - Conservation Easement	Acquisition of right to use all or a portion of the surface rights of a property owner for a specific conservation use or uses.

Project Info: Help - End Date	Projects to be developed or rehabilitated typically take approximately 26 to 36 months to complete from the time the applicant is notified of their selection of the grant. ***Note: All projects must be completed within 4 years of the contract start date, except for all planning projects which need to be completed within 3 years.***
Project Info: Help - Environmental Hazards	Any environmental condition that exceeds Pennsylvania's Act 2 Environmental Standards (http://www.portal.state.pa.us/portal/server.pt/community/land_recycling_program/20541) .
Project Info: Help - Fee Acquisition	Acquisition of owner's existing rights to a parcel of land.
Project Info: Help - Property Leased	Property to be developed or rehabilitated that is is not owned by applicant in fee simple must have control of property through a permanent easement or long-term lease agreement (minimum of 25 years) to protect facilities for their useful lifetime.
Project Info: Help - Start Date	Grants are awarded to assist with projects that will be undertaken **after** the award of the grant, not to retroactively reimburse cost of projects that have already begun or been completed before the award of the grant. ***Note: All projects must be completed within 4 years of the contract start date, except for all planning projects which need to be completed within 3 years.***
Project Info: Help - Statewide	Will your proposed project take place at a specific project site or site locations?
Project Info: Project Type	**New Development** - Any new construction, improvement or alteration required for and compatible with physical development, improvement of land or buildings for public park, conservation, or recreation purposes. **Rehabilitation** - The improvement or restoration, excluding routine maintenance*, of existing public indoor or outdoor recreational and park facilities or natural areas that have safety concerns or have deteriorated due to age and/or use; not as a result of a lack of maintenance* on the part of the applicant. **Rehabilitation projects will be a priority for funding consideration and will be eligible for up to 10 bonus points.** ****Maintenance*** *- Routine park and recreation facility maintenance is ineligible for funding consideration. Routine maintenance is defined as small-scale activities generally associated with a regular set schedule (daily, weekly, monthly, or annually) for the purpose of general upkeep of park and recreation facilities, buildings, property, equipment and site amenities against normal wear and tear. Examples include but are not limited to: mowing, replacing safety surfacing, painting, graffiti removal, cleaning, trash removal and any other general activity to preserve an asset's operational status. The Bureau reserves the right to determine, at its own discretion, what is routine maintenance.*
Resolution: Help - Appointed Title	The title of the person appointed by the applicant/grantee. **This must match #7 on the Grant Agreement Signature Page (http://www.dcnr.state.pa.us/cs/groups/public/documents/document/DCNR_20030462.pdf) .**
Resolution: Help - Resolution	For multi-municipal projects, attach resolutions from EACH participating municipality.

GRANT ROUND 26

Land Acquisition Project Information

LAND ACQUISITION Projects

This section provides more detailed grant information and guidance for Land Acquisition projects. These projects involve the purchase, easement and/or donation of land for park and recreation areas, greenways, critical habitat areas and/or open space.

Ready-To-Go Checklist

This Checklist is to be used to determine if a Land Acquisition Project is "Ready-To-Go". The items below need to be addressed, included or uploaded in the application. If you have questions regarding this Checklist, please contact your DCNR Regional Advisor.

✱ Ready-to-Go Status is worth 15 points. It is essential to provide high quality, well-defined and/or detailed information for these items.

	Yes	
	☐	Contacted Regional Advisor
	☐	Eligible Applicant
	☐	Appropriate Applicant
	☐	Eligible project
	☐	Property has no known environmental hazards
✱	☐	Match secured
	☐	Letters of match commitment from entities other than applicant uploaded
✱	☐	Detailed list of eligible cash match and/or donated land value
✱	☐	Realistic, accurate and detailed cost estimate/budget included, including any land donation value
✱	☐	Clear, concise and detailed project scope of work included
✱	☐	Description of negotiations your organization has had with the land owner included
	☐	PNDI receipt uploaded, required for all land acquisition and conservation easement applications
	☐	Accurate project site location map(s) and identification of parcel(s) being acquired, including acreage and boundaries, uploaded
	☐	Conservation Easements ONLY – If property has a mortgage, a Consent, Non-Disturbance, and Subordination Agreement will be required. Review an example at the following link: https://conservationtools.org/library_items/724
	☐	Copy of current deed(s) for the property(ies) uploaded
	☐	Draft sales agreement uploaded
	☐	Draft easement agreement uploaded (if applicable)
	☐	County/Municipal Notification Letter(s) uploaded
✱	☐	Clearly describe the specific rights to be acquired and any rights severed from the property by past or proposed transactions
✱	☐	Full Appraisal Report by a state certified **General** Real Estate Appraiser for the land defined in the project scope and any donated parcels. Appraisal to be ordered by and prepared for the applicant. Review detailed appraisal requirements at the following link: http://www.docs.dcnr.pa.gov/cs/groups/public/documents/document/d_001269.pdf.
	☐	When circumstances warrant a "Waiver for Retroactivity" - the applicant has submitted a formal written request to the DCNR - Central Office
	☐	Properly completed Resolution Page uploaded
	☐	Reviewed the sample land acquisition project timeline at the following link, http://www.docs.dcnr.pa.gov/cs/groups/public/documents/document/dcnr_009424.pdf. Agree the project can be completed within 3 years from date of grant award.

General Information and Funding Conditions

All projects must serve a public purpose and help advance DCNR Goals.

1. Land Acquisition grant applicants may submit more than one application per funding cycle. A separate application must be submitted for each land acquisition project unless the projects are substantially related.

2. Match is required for all projects and is usually equal to the grant funds awarded. The local match MUST be cash or donated land value.

3. Grants may be used for purchase of **fee simple title** to real property or a less than fee interest such as a **perpetual easement**. Applicants need to clearly indicate the interests/rights proposed for Land Acquisition. If some interests/rights will reside with another party post-acquisition, the applicant must disclose this. *Please note: If any rights have or will be severed, this information must be disclosed to the appraiser and addressed in the appraisal report.*

4. Appraisals must be performed by a **state certified General Real Estate Appraiser** and must comply with the Acquisition Policy: Requirements for Property Appraisals. These guidelines should be provided to the appraiser preparing your report.

5. All deeds or easement agreements acquired with DCNR grant funding will be required to contain a clause restricting the transfer and change of use of the property as per the Grant Agreement. The DCNR required restriction should not be included in a deed or easement until a grant has been awarded and purchase of the property or easement has been approved by the Bureau.

6. Donated lands used as match for planning, land acquisition and/or development projects must show transfer of title within the same time period as the grant project to be an eligible match. Match is a one-time use per parcel and any excess value cannot be banked toward future projects. The document used to convey title must also include a non-conversion clause restricting the use and transfer of the property.

7. All sales agreements and deeds must be reviewed by the Bureau before being executed.

8. All easement agreements must be reviewed and approved by the Bureau before being executed. Easements must follow the PALTA model to be considered for funding: https://conservationtools.org/library_items/323-Model-Grant-of-Conservation-Easement-and-Declaration-of-Covenants-7th-edition.

9. Copies of all current existing leases shall be submitted with the grant application.

10. A Title Commitment Report and Title Insurance Policy will be required prior to project completion and closeout.

11. Land or an interest in land (i.e. an easement) acquired with grant assistance is restricted solely to those uses permitted by the statute under which the grant funding is awarded.

12. When assisting with the acquisition of an easement, DCNR is seeking as much public value as possible, while retaining flexibility to address special site conditions and respond to local

needs. This often translates into significant public access to the property; however, this public access is balanced against environmental, historical, cultural, safety, water quality and other considerations.

- The need to protect critical habitat can override the interest in providing public access.
- Public access should be considered whenever possible, involving various portions of the property, for various activities at various times and levels.
- Reasonable restrictions on the time and manner of public access, as well as temporary limitations on public access for protecting or restoring the land, are acceptable.

13. The Department reserves the right to determine the level of acceptable public access in an easement application at its sole discretion.

14. "Public Value and Use" is to be addressed in the Grant Application. The overall level of public value will be considered in rating and ranking individual grant applications.
    - All municipal recreation land acquisition projects **must be open to public** uses consistent with purposes for which the land was acquired.
    - Public access is NOT required for Land Trusts (as defined in the Keystone legislation) acquisition projects (fee simple or easement) but it is encouraged.

15. Grants are awarded to assist with projects to be undertaken **after** the award of the grant, rather than to retroactively pay (reimburse) for projects already begun or completed before the award of the grant. In special situations, the Bureau may permit grant funds to be applied to project costs incurred before the date of the grant award. Refer to the Bureau Policy- "Waiver for Retroactivity".

16. Only pre-qualified Land Trusts are eligible to receive Keystone- Land Trust funding. The Land Trust Pre-qualification Form can be found at the following link, http://www.dcnr.state.pa.us/cs/groups/public/documents/document/dcnr_20031212.docx.

17. Grant applications from non-municipal applicants must include evidence that the municipality(ies) and county where the property is being acquired have had the opportunity to comment on the project proposal. *As a general policy, the Department **will not** approve grant funding in areas where local elected officials have expressed opposition to the proposed project.*

Land Acquisition Project Types:

1. Community Recreation

Projects include acquisition of lands to serve neighborhood, community or regional public park and recreation needs. Projects may provide for or enhance access to rivers, lakes and streams. Property may be acquired for active and/or passive recreation use to create new park and recreation areas and/or expand existing recreational sites.

2. Critical Habitat/ Open Space

Projects that protect open space and critical habitat for important species and ecosystems. May include lands that have large connectivity to other protected lands with varied topography and multiple microclimates to support greater species biodiversity.

SAMPLE PROJECT DESCRIPTIONS:

Land Acquisition Project

Acquisition of approximately 17 acres located in Green Township, Pocono County, for an addition to the Evergreen Nature Preserve, providing wildlife habitat, watershed protection and recreation opportunities connection to the existing County trail.

Conservation Easement Project

Acquisition of a conservation easement on approximately 200 acres in Wheatfield Township, Jackson County, along Frog Creek Road and close to the Frog Creek Road Bridge, to provide for open space and greenway protection.

The following documents may be helpful in developing your Grant Application:

Land Acquisition Documents/Policies:
http://www.dcnr.pa.gov/Communities/Grants/LandAcquisitionGrants/Pages/default.aspx

Bureau Policies:

- Acquisition Eligible and Ineligible Grant Project Activities/Costs Policy
- Community Gardens Policy
- Acquisition Grant Administrative Instructions and Process Policy
- Ownership and Control Policy
- Pennsylvania Natural Diversity Inventory (PNDI)
- Public Value and Use Policy
- Requirements for Property Appraisals
- Requirements for Boundary Surveys and Title Work
- Sign Policy
- Waiver for Retroactivity
- Acquisition Conversion Process Policy – LWCF Grants
- Acquisition Conversion Process Policy – State Grants

PALTA- Easements:
https://conservationtools.org/library_items/topic/165-Model-Conservation-Easements

- Model Grant of Conservation Easement and Commentary, 7th Edition
  Model Grant of Conservation Easement and Declaration of Covenants for Riparian Buffer Protection

LAND ACQUISITION

GENERAL INSTRUCTIONS

Under Project Narratives of the DCNR GRANT PORTAL application, address the **Criteria Questions, Project Plans, and Project Partners** sections as they relate to your proposed project. Ensure that your responses are thorough and concise, describing how the project relates to the DCNR priorities outlined below. To fully illustrate and support your responses, upload high quality maps, photos, and site drawings, as appropriate for your project, to your GRANT PORTAL application.

Your application will be reviewed, scored, and ranked based on your responses to the Criteria Questions, Project Plans, and Project Partners sections and items listed on the project-specific Ready-to-Go Checklist.

CRITERIA QUESTIONS

1. Briefly describe your project's needs, benefits, and urgencies and how they will be addressed through your proposed scope of work.

- Provide a concise, explanation of the needs, benefits and urgencies that have been identified by the community or organization. Why is your project needed? How was the need identified? Describe how your project will benefit your community or organization. Please explain and detail any urgencies facing your project, such as a safety hazard, threat of development and/or opportunities to leverage other funding.

2. The Department is a strong proponent of green/sustainable parks, trails, recreation facilities, and conservation areas. Briefly describe the green and sustainable management practices that have been or will be incorporated into your project. You should reference where these green and sustainable practices can be found in the project budget and site plan (as applicable).

- Please refer to the Green and Sustainable Community Parks for additional resources and technical assistance information. Please note that upon award, it is expected that all green and sustainable best management practices proposed in this application will be incorporated into your project. Green and sustainable best management practices should be selected so they are appropriate for both your site and project. Consider the following key elements when evaluating the project:

  A. Site Location & Site Design
  B. Water
  C. Natural Landscaping
  D. Materials Selection & Construction

E. Connecting People to Nature
F. Operations and Maintenance
G. Environmental Stewardship Messaging

3. The Department is a strong proponent of public access for property acquired with grant funding. Briefly describe the anticipated level of public access for each property/easement and what benefits will be realized by the proposed level of access.

- For acquisition projects, please refer to the DCNR's Public Value and Use Policy for additional information. Please provide a concise, detailed explanation of the specific benefits that will be realized and the level of public access that is anticipated through the acquisition.

4. The Department is a strong proponent of public involvement in all funded projects. Describe in detail how the public has been and/or will be engaged in the planning, design, implementation, long-term maintenance, and/or stewardship of your project (i.e. - public meetings, press releases, volunteer days, etc.).

- You may wish to contact your Regional Advisor to discuss public outreach strategies best suited to your project needs. Applicants should focus on outreach strategies that involve the public in meaningful ways such as public meetings as part of a formal planning process, outreach campaigns, or any other method used to involve the public either in the formative process of your project or the long-term maintenance or stewardship of your project. DCNR's Public Participation Guide for Planning Projects may provide ideas on how to best engage and involve the public in your project.

5. Explain how your project will **implement the Actions** in Natural Connections, the 2014-2019 PA Outdoor Recreation Plan. To receive maximum points, you must give a detailed explanation as to how your project will address **at least 3 Actions** identified in the Plan on pages 9-17 of the Executive Summary. If your project is related to improving Pennsylvania's trail network, you may find related actions in Pennsylvania's Land and Water Trail Network Strategic Plan as well. **Be sure to mention if you are:** Closing a trail gap, rehabilitating a community park, implementing a watershed restoration project, or are acquiring lands that enhance landscape connectivity or recreational access to existing protected lands.

- **For land acquisition projects only:** The following SCORP Actions may help you with your response to this question.

  Health and Wellness: Promoting Healthy Living Through Outdoor Connections

  2. Continue to Strengthen connections between outdoor recreation and health in communities for people of all ages and abilities.

  b. Link state grant program criteria to community projects designed to strengthen the health and outdoor recreation connection.

  Local Parks and Recreation: Enhancing Close-To-Home Outdoor Recreation

  1. Connect citizens to close-to-home recreational opportunities and green space.

c. Identify and take steps to reduce barriers so that every citizen has equal access to local and school parks and outdoor recreation opportunities.

Resource Management and Stewardship: Sustaining Natural Resources and Public Investments

1. Conserve and protect Pennsylvania's natural places.

a. Protect critical wildlife habitat, forested watersheds, wetlands and riparian corridors through conservation planning and easements, nature preserves and land conservation programs.

3. Cultivate support to protect wildlife and fish habitat through wildlife viewing, fishing and hunting.

b. Enhance access to wildlife viewing, hunting, fishing and shooting sports opportunities close to population centers, and improve communication to connect people to those opportunities.

Funding: Ensuring Long-Term Financial Stability for Recreation and Conservation

3. Prioritize the use of federal LWCF funds that come to Pennsylvania over the next five years.

a. Set the acquisition of crucial wildlife habitat, forested watershed, wetlands and riparian corridors for nature-based recreation as a LWCF priority.

6. The Department requires that the site be properly maintained, kept in reasonable repair, and open and accessible to the public throughout its useful life**.** Please describe your strategy to operate, maintain, and/or provide stewardship to your project.

- A Maintenance Plan should consist of an inventory and analysis of all your trails, park sites and facilities, identifying both the required staffing and funding necessary to properly care for and regularly service these areas for the public. The Plan should establish schedules and timelines for regular inspections, general maintenance to include mowing, cleaning, landscaping, etc., site upgrades and facility replacements. Priority issues and procedures should be in place to address and resolve all safety concerns, sanitation or structural issues with the goal of avoiding injury, reducing liability, minimizing costly repairs, extending the useful life of the amenities, general facilities and overall site while providing a consistently high quality and level of user experience. These plans should include a schedule for when regular maintenance, cleaning or janitorial services, and/or inspections are to occur, inspection checklists or other documentation, policies for how inspections are to be collected and reported, and remedies to address issues as they are discovered. A maintenance plan should also include a cost estimate for annual maintenance needs.

- A Stewardship Plan should consist of inventory, analysis, and recommendations to establish a long-term management plan for the preservation and environmental protection of specific natural areas or important environmental aspects of specific regions. These studies usually entail substantial research conducted by experts in critical habitat identification and assessment and substantial mapping of sensitive environmental and important habitat areas.

PROJECT PLANS

Identify and briefly describe local, county, and regional plans that your project advances through the implementation of your scope of work. Limit to three total plans.

- Identify up to your top three (3) relevant plans that your project advances through the implementation of the scope of work. For each plan, identify the name, date of publication, page numbers relevant to your project, hyperlink (if applicable), if it lists your project as a high priority or early implementation project (Yes/No), and a brief, detailed description of how your project advances the plan.
- Local, county, and regional plans include, but are not limited to:

  A. Rivers Conservation Plan
  B. County Park & Recreation Plan
  C. Local Network Greenways, Trails and Open Space Plan
  D. Municipal Comprehensive Plan
  E. Local Comprehensive Park & Recreation Plan
  F. Watershed Plan
  G. Economic Impact Study
  H. Project Feasibility Study and/or Master Site Plan
  I. Conservation Landscape Work Plan
  J. Heritage Area Strategic Plan

A Project Plan is required to submit your application. Please limit your responses to the 3 most relevant plans that are pertinent to your project.

PROJECT PARTNERS

Identify all major partners (financial, technical assistance, or general support) involved in your project.

- It is essential that you solicit and engage the appropriate partners for your project, which may include local, municipal, county, state, or federal governments, private foundations, private business, or friends groups.
- All partners should provide a letter of commitment to upload to your application that details the nature of their involvement in the project.
- For all financial partners, the commitment letter should detail the amount and type of match they are providing as well as when it will become available to you. Financial partnership can take the form of a donation of cash, materials, or in-kind services, such as the use of equipment or volunteer labor.
- For all technical assistance partners, the commitment letter should detail the nature of the assistance provided by the partner, such as volunteering their time and expertise to serve as a member of a steering committee.
- If you have no financial or technical assistance partners, you should include letters of general support. Each letter should detail how the project will directly benefit the organization providing the letter.
- For projects that cross municipal boundaries, letters from all affected municipalities should be uploaded documenting their support or commitment to the project.

Application Term Glossary - Land Acquisition and Conservation

Applicant Type: Help - Applicant Type	Select the Applicant Type that applies to your organization.
Applicant Type: Non-Profit Information	If your organization is an incorporated 501(c)(3) non-profit, you must fill out this section; in addition you must be registered with the PA Bureau of Charitable Organizations. You may use the following web-link http://www.dos.state.pa.us/portal/server.pt/community/charities/12444 (http://www.dos.state.pa.us/portal/server.pt/community/charities/12444) to register or to check if already registered.
Attachments: Draft Conservation Easement	Please provide a draft Conservation Easement (Acquisition of right to use all or a portion of the surface rights of a property owner for a specific conservation use or uses.)
Attachments: Sales Agreement	Draft or final sales agreement. Details the structure of the proposed sale.
Attachments: Appraisal Report	**Required for Land Acquisition and Development- Land Donation projects, ONLY.** (More than one attachment may be necessary to upload the entire file.) **Failure to submit an appraisal or provide one in the proper format will delay or prevent an application from being selected for funding.** The Appraisal must be prepared by state certified General Real Estate Appraiser and conform to the Uniform Standards of Professional Appraisal Practice (USPAP) (http://www.dcnr.state.pa.us/cs/groups/public/documents/document/dcnr_20030127.docx) . Review the Land Acquisition section to confirm eligibility requirements for the proposed project.
Attachments: County/Municipal Notification Letter(s)	DCNR requires applicants to notify the county planning agency and municipalities where your project is located. You are not required to submit letters of support from these entities or letters recognizing the project. If you have them, they may be helpful so it is suggested that you attach them.
Attachments: Draft Sales Agreement	**For Land Acquisition and Development- Land Donation projects, ONLY.** If available please provide.
Attachments: Grant Agreement Signature Page	Download the Form, have the Chief Elected Official sign it in blue ink, and mail it to the Grants Customer Service Center. This will be necessary to execute a formal Agreement. **Grants Customer Service Center Address:** Department of Conservation and Natural Resources Bureau of Recreation and Conservation Attn: Grants Customer Service Center PO Box 8475, 400 Market Street RCSOB 5th Floor Harrisburg, PA 17105-8475
Attachments: Letters of Cash/Non-Cash Commitment	Letters of Commitment from **ALL** project partners pledging Non-Cash and/or Cash support, as indicated in the Budget Details **MUST** be uploaded.

Attachments: Letters of Commitment	Letters of Commitment from **ALL** project partners pledging Non-Cash and/or Cash support, as indicated in the Budget Details **MUST** be uploaded.
Attachments: Project Related Photos	Attach any photo's that relate to your project.
Attachments: Project Site Location Map	Provide a map that clearly show the project area, street names and intersections with sufficient detail to locate the project site.
Attachments: Property Boundary/Tax Parcel Map	**Development projects, ONLY**; identify the parcels to be developed. If area is leased, provide property survey information.
Attachments: Resolution	For multi-municipal projects, attach resolutions from EACH participating municipality.
Attachments: Survey or Tax Map / Public Access Map	**Required for Land Acquisition and Development- Land Donation projects, ONLY**. Identify the parcels to be acquired and/or eased. Public Access Map must show the designated area(s) for public access.
Budget Summary: DCNR Grant Request	The amount of funding you are requesting from DCNR.
Budget: Cash Costs - Acquisition	Can include the following: Apprial #1, Appraisal #2, Survey, Settlement Costs, Legal Costs, Phase 1 Environmental Costs, and Signage.
Budget: Construction Development Material and Labor Costs	These costs include the materials, labor and/or equipment directly related to the development and construction of the project. Typically, these items must be publicly advertised, bid and awarded with applicable state and federal laws.
Budget: Contracted Professional Service or Task	These costs can include: Appraisal #1, Appraisal #2, Survey, Settlement Costs, Legal Costs, Phase 1 Environmental Costs, and Signage.
Budget: Contracted/Professional Services	**Contracted/Professional Services-** costs provided under contract/professional service agreements with the grantee to perform all or part of the official scope of work.
Budget: Contracted/Professional Services - Acquisition	These costs can include professional service fees for attorney services to perform title work, prepare sales agreements or option to purchase. Real estate appraisals and other costs include Phase 1-Enviornmental Site Assessment, boundary survey, title report, title insurance, settlement costs, certain legal costs, pro-rated taxes, Bureau-required signage and, if required, PNDI surveys.
Budget: Description of Property	Provide a brief description of the property including acreage.

Budget: Donated Goods and Services	The value for **Donated Goods** shall be established by the actual cost of those materials, if items were to be sold at actual cost and should be documented on an invoice by the Supplier/Person donating them. **Donated Services**- can include both Labor and Equipment costs, owned and provided by a local contractor and used exclusively to develop the site. Such a donation requires a Letter of Commitment during the application period. **Individuals and firms providing and/or donating services must possess** the actual skills, qualifications, certifications, training and experience, for the services they will provide and must provide written documentation of the service rendered. The Bureau may request a resume and/or listing of qualifications. The acceptable rate will be established as the professionals/contractors actual hourly rate, as documented on their employer's/firms official letterhead or invoice.
Budget: Donated Land Value	If land (or an easement) will be purchased by a grant applicant at a price less than the appriased value of the land (for example, in a bargain sale), the difference between the appraised value and the purchase price would be considered a donation to the applicant. The value of this donation may be used by the applicant as a non-cash match for the grant. All donated land to be used as match must meet all other grant requirements for eligible land. For example, contaminated land or farmland that will continue in use as farmland cannot be used as match. Also, land donation must occur within the timeframe of the grant agreement or be covered by a waiver-of-retroactivity.
Budget: Donated Professional Services	**Donated Professional Services-** include services provided at no cost to the grantee by individuals possessing specialized skills or expert knowledge to perform all or part of the official scope of work. DCNR may request written documentation in support of the listed professional services.
Budget: Equipment Use	The value of municipal owned equipment used to directly develop the site. Equipment must be owned by the applicant/grantee or use donated by an equipment owner.
Budget: Help - Scope Item Description	Enter a detailed but concise explanation of this scope item. **Example:** Install 6 interpretive signs along the Ghost Town Trail in Ebensburg Borough and Cambria Township, Cambria County.
Budget: Help - Scope Item Timeframe	Enter a target date or date range when this scope item is expected to be completed.
Budget: Help - Scope Item Title	Enter a short title that describes this particular scope item. **Example:** Kittatinny Ridge Conservation Plan Update
Budget: In-House Professional Services	**In-House Professional Services-** the grantee's paid staff costs for services and labor to perform all or part of the official scope of work. In-house professional services are tabulated using an established "billable rate," which can include an employee's hourly wage, fringe benefits, and overhead costs. The billable rate should be officially established by the grantee's governing body. Fringe benefits and overhead costs include but are not limited to employee insurance, retirement benefits, and paid time off.
Budget: Land Donations	Land donations may be an eligible non-cash match, typically applicable to PRD projects. The market value must be determined by a state certified General Real Estate Appraiser, and the applicant must provide a copy of the Appraisal Report with the application. This value will be considered as match for developing the donated land and/or adjoining parklands.

Budget: Land/Easement Purchase Cash Costs	Include the cost to purchase the property/easement. Not to include the donated land value which you will detail in the Non-Cash Costs Section below. You will also put the donated land value on the match tab.
Budget: Non-Cash Costs	Non -Cash costs are that costs/match directly related to performing the scope of work included in your grant application. They include in-house services, volunteer labor services, Equipment use, Donated Goods & Services, and Land Donations. These non-cash costs/match are defined below in each category. Click here (http://www.dcnr.state.pa.us/cs/groups/public/documents/document/DCNR_017033.pdf) for a list of Eligible and Ineligible Project Activities and Costs Policy.
Budget: Non-Cash Costs - Acquisition	The only eligible non-cash value for Land Acquisition projects is Donated Land. Click here (http://www.dcnr.state.pa.us/cs/groups/public/documents/document/dcnr_017034.pdf) for a list of Eligible and Ineligible Project Activities and Costs Policy.
Budget: Other Project Donations	**Other Project Donations-** donated values, not directly incurred/paid by the grantee, to complete the official scope of work as such as advertisements, meeting room rentals, map reproduction, printing, postage, travel, meals and lodging. Subsistence costs for meals, lodging and automobile mileage shall not exceed the rates allowed by Commonwealth policy http://www.gsa.gov/portal/content/104877 (http://www.gsa.gov/portal/content/104877) .
Budget: Professional Services	These fees/costs can include: design costs provided by an architect, engineer or landscape architect to develop drawings and specifications, bid advertisements including postage, construction observation, property surveys, solicitor/attorney fees, permitting costs, etc. Professional Services Fees are limited to 15% of the total eligible construction costs.
Budget: Volunteer Services	**Volunteer Services-** are non-skilled services not paid for by the grantee to perform all or part of the official scope of work. Volunteer rates, not previously approved by the Bureau for individuals age 18 and over, should not exceed the “Value of a Volunteer Hour” for Pennsylvania as published by the Independent Sector at www.independentsector.org/volunteer_time (http://www.independentsector.org/volunteer_time) . Work performed by individuals under the age of 18 will be valued at the Commonwealth’s minimum wage rate.
Criteria Questions (Question 1): Criteria Needs	Provide a concise, detailed explanation of the needs, issues, and/or urgencies that have been identified by the community or organization and the benefits derived from the implementation of the scope of work. Why is your project needed? How was the need identified? How will your project address the identified needs and/or issues? Please explain and detail any urgencies facing your project, such as a safety hazard or threat of development.

Criteria Questions (Question 2): Criteria Plan

Identify all relevant plans your project advances through the implementation of the scope of work. For each plan, identify it by name, the date of publication, page numbers relevant to your project, hyperlink (if applicable), identify if it lists your project as a high priority or early implementation project (Yes/No), and a brief, detailed description of how your project advances the plan. Please do not attach or upload the actual plans. If a hyperlink is not available, please upload just the relevant pages from the plan.
Local, county and regional plans include, but are not limited to:
A. County Greenway Plan (http://www.dcnr.state.pa.us/brc/conservation/greenways/countygreenwayplans/index.htm) ;
B. Rivers Conservation Plan (http://www.dcnr.state.pa.us/brc/conservation/rivers/index.htm) ;
C. County Park & Recreation Plan;
D. Local Network Greenways, Trails and Open Space Plan;
E. Municipal Comprehensive Plan;
F. Local Comprehensive Park & Recreation Plan;
G. Watershed Plan;
H. Economic Impact Study;
I. Project Feasibility Study and/or Master Site Plan;
J. Conservation Landscape Work Plan (http://www.dcnr.state.pa.us/cli/index.htm) ;
K. Heritage Area Strategic Plan (http://www.dcnr.state.pa.us/cs/groups/public/documents/document/dcnr_20031475.pdf)
Please use the "**Add Plan**" button to input additional plans.

Criteria Questions (Question 3): Criteria Green

Please refer to DCNR's Greening Parks and Sustainable Practices (http://www.dcnr.state.pa.us/brc/grants/greening/greeninggrants.aspx) page for additional resources and technical assistance information. Please note that upon award, it is expected that all green and sustainable best management practices proposed in this application will be incorporated into your project. Green and sustainable best management practices should be selected so they are appropriate for both your site and project.

Consider the following key elements when evaluating the project:
A. Site Location & Site Design
B. Water
C. Natural Landscaping
D. Materials Selection & Construction
E. Connecting People to Nature
F. Operations and Maintenance
G. Environmental Stewardship Messaging

Criteria Questions (Question 6): Criteria Priority Areas

The 2014-2019 State Comprehensive Outdoor Recreation Plan (http://paoutdoorrecplan.com/) (SCORP) is organized into 5 priority areas, with each priority containing related recommendations and action steps. To complete this question, first select a priority area to expand the associated recommendations from the plan. Provide a detailed explanation as to how your project implements each applicable recommendation in the text box below that recommendation. Repeat this process for each priority area to ensure that you have reviewed all the Outdoor Recreation Plan's recommendation.

Criteria Questions (Question 7): Criteria Public Involvement

You may wish to contact your Regional Advisor (http://www.dcnr.state.pa.us/brc/aboutus/index.htm?tab=RegionalOffices#RegionalOffices) to discuss public outreach strategies best suited to your project needs. Applicants should focus on outreach strategies that involve the public in meaningful ways such as public meetings as part of a formal planning process, outreach campaigns, or any other method used to involve the public either in the formative process of your project or the long-term maintenance or stewardship of your project. DCNR's Public Participation Guide for Planning Projects (http://www.dcnr.state.pa.us/cs/groups/public/documents/document/dcnr_006106.pdf) may provide you ideas on how to best engage and involve the public in your project.

Criteria Questions (Question 8): Criteria Partners	It is essential that you solicit and engage the appropriate partners for your project, which may include local, municipal, county, state, or federal governments, private foundations, private business, or friends groups. All partners should provide a letter of commitment to upload to your application that details the nature of their involvement in the project. For all financial partners, the commitment letter should detail the amount and type of match they are providing as well as when it will become available to you. Financial partnership can take the form of a donation of cash, materials or in-kind services, such as the use of equipment or volunteer labor. For all technical assistance partners, the commitment letter should detail the nature of the assistance provided by the partner, such as volunteering their time and expertise to serve as a member of a steering committee. If you have no financial or technical assistance partners, you should include letters of general support. Each letter should detail how the project will directly benefit the organization providing the letter. For projects that cross municipal boundaries, letters from all affected municipalities should be uploaded documenting their support or commitment to the project.
General: Help - County	County associated with the applicant's mailing address.
General: Help - Federal ID	Please enter a Federal ID to add an applicant to your user profile. ***Note: You Must have a Federal ID to apply for a DCNR Grant.*** Nine-digit number used to identify a business entity; assigned to sole (EIN): proprietors, corporations, partnerships, estates, trusts, and other entities for tax filing and reporting purposes. This number is also known as a Federal Tax Identification Number or (TIN).
General: Help - Municipality	Municipality associated with the applicant's mailing address.

General: Help - Organizational DUNS	**You must have a DUNS number to apply for a DCNR grant.** It takes a minimum of 30 business days for a new D&B DUNS Number to be processed. Get your D-U-N-S® Number within 24 hours with D-U-N-S Expedited and build an online custom profile with D-U-N-S Registered. Call 1-866-594-2464 today for more information. **Q. How do I request a DUNS Number?** **A.** Go to the Dun & Bradstreet website at http://www.dnb.com/get-a-duns-number.html (http://www.dnb.com/get-a-duns-number.html) . This will take you to a page where you can determine whether your organization already has a DUNS number and/or whether you need to apply for a DUNS number. **Q. Do I need a DUNS Number to apply for a DCNR Grant?** **A.** Yes, The Federal government requires Pennsylvania to provide the DUNS number for grantees. **Q. Is registering for a DUNS Number free of charge?** **A.** Yes, registering for the DUNS number is free of charge, though Dun & Bradstreet offers additional products and services which they may suggest that you purchase when you register.
General: Help - Project Applicant	Please select a project applicant or search for a new project applicant to add to your user profile.
Grant Agreement Sig.: Help - Grant Agreement Signature	An accurately completed Signature Page is needed to execute a formal Grant Agreement if the application is selected for funding. ***DCNR no longer requires that the Signature Page be mailed to the Harrisburg office.***
Grant Opportunities: Critical Habitat	Natural habitat or landscapes primarily utilized for the protection of rare or endangered species.
Grant Opportunities: Open Space	Land utilized for natural landscapes containing minimal or no structures for purpose of maintaining undeveloped space.
Grant Opportunities: Recreation	Human physical non-work activity on an organized or non-organized basis.
Intro: Help - Grant Program	Select the appropriate grant opportunity. You can change your selection, without losing data entered, at any point up until the grant deadline.
Intro: Help - Grant Workshop	In partnership with the Pennsylvania Recreation and Park Society, DCNR offered free, in-person grant workshops at six locations across Pennsylvania in November. These workshops are offered annually. These workshops provided information to potential applicants on DCNR grants available for public recreation and conservation projects. Grants are funded through a variety of grant programs including the Keystone Recreation and Conservation Fund, Environmental Stewardship Fund, Pennsylvania Recreational Trails Program, and the Land and Water Conservation Fund. Participants in these grant workshops will be provided with in-depth information on projects eligible for DCNR's grant funds, how to develop a competitive "ready-to-go" application, eligible applicants, and matching fund requirements. Participants will also receive guidance and updates on the eGrants application process and the documents required for each type of project, and have the opportunity to interact with Bureau of Recreation and Conservation staff. Community leaders, municipal officials, consultants, land trusts, board members, trail managers, and park and recreation professionals are encouraged to attend.

Intro: Help - Project Title	Give your project a descriptive title of fewer than 10 words. Please use this title for all correspondence and when referencing this project. (Example: M&M Park- Phase I)
Intro: Help - Regional Advisor	Please list the name of your Bureau of Recreation and Conservation Regional Advisor with whom you discussed your project. It is highly recommended that you discuss your application with your Regional Advisor (http://www.dcnr.state.pa.us/brc/aboutus/index.htm?tab=RegionalOffices#RegionalOffices) before you start your application.
Location: Help - Acreage	Enter Acreage (if applicable).
Location: Help - Latitude	Enter Latitude for each project site.
Location: Help - Length in Miles	Length in Miles; noting logical beginning and ending points. Applicable primarily to trail projects, greenways or watershed studies.
Location: Help - Location Description	Please add a description for the project site location and fill out the address if there is a known address for the location.
Location: Help - Longitude	Enter Longitude for each project site.
Location: Help - Other Property Agreements	Other property agreements include Right-of-Way agreements, access/use agreements, etc.
Location: Help - Parcel Number	Enter Parcel Number (if applicable and available)
Location: Help - Project Site Location Name	Please use the descriptive project title as supplied earlier. ***Example: M & M Park- Phase I*** If you have more than one site location for your project then click on the "Add New Location".
Location: Help - Property Leased	Property to be developed or rehabilitated that is is not owned by applicant in fee simple must have control of property through a permanent easement or long-term lease agreement (minimum of 25 years) to protect facilities for their useful lifetime. Identify for each project site. The applicant must control the property that will be developed, rehabilitated, or for which a Master Site Development Plan will be created. *Note: Check "yes" if you own the site but control has been leased to another party. In addition, you must check "yes" if you are leasing the property from another party.*
Location: Help - Property Owner	Name of property owner for each project site. Property to be developed or rehabilitated must be owned by the applicant in fee simple.
Location: Location Help	For detailed instructions on how to map your Project Site Location Click here. (http://www.dcnr.state.pa.us/cs/groups/public/documents/document/DCNR_20030300.pdf)
Match: Non-Cash Value	Eligible non-cash values include: In-House Services, Equipment Use, Donated Goods & Services, Donated Land and/or Volunteer Labor

PNDI: Help - PNDI Receipt	Complete the PNDI Environmental Review Tool found at the following link: http://www.gis.dcnr.state.pa.us/hgis-er/Login.aspx (http://www.gis.dcnr.state.pa.us/hgis-er/Login.aspx) . Upload a copy of the PNDI Receipt to your application.
Project Info: Help - Acquired or Severed Rights	Clearly outline the specific property rights to be acquired and any property rights severed by the proposed transaction. Including but not limited to: oil and gas leases, utility right of ways, driveway or access easement, etc.
Project Info: Help - Brief Project Description	Provide a brief description of the project, to include type, size, location and work elements of the project, as applicable. **LAND ACQUISITION DESCRIPTION – (FEE SIMPLE)** Fee simple acquisition of approximately 17 acres of the Owen Tract located in Green Township, Pocono County, adjacent to the Township's Evergreen Nature Preserve, to provide a buffer between the Preserve and the impending development of Evergreen Heights, while creating a green corridor connection to the existing County trail. **LAND ACQUISITION DESCRIPTION – (EASEMENT)** Acquisition of a conservation easement on approximately 200 acres in Wheatfield Township, Jackson County, along Frog Creek Road and close to the Frog Creek Road Bridge, to provide for open space and greenway protection.
Project Info: Help - Conservation Easement	Acquisition of right to use all or a portion of the surface rights of a property owner for a specific conservation use or uses.
Project Info: Help - End Date	Projects to be developed or rehabilitated typically take approximately 26 to 36 months to complete from the time the applicant is notified of their selection of the grant. ***Note: All projects must be completed within 4 years of the contract start date, except for all planning projects which need to be completed within 3 years.***
Project Info: Help - End Date - Acq	Acquisition projects typically take approximately 10 to 21 months to complete from the time the applicant is notified of their selection of the grant. ***Note: All projects must be completed within 4 years of the contract start date, except for all planning projects which need to be completed within 3 years.***
Project Info: Help - Environmental Hazards	Any environmental condition that exceeds Pennsylvania's Act 2 Environmental Standards (http://www.portal.state.pa.us/portal/server.pt/community/land_recycling_program/20541) .
Project Info: Help - Fee Acquisition	Acquisition of owner's existing rights to a parcel of land.
Project Info: Help - Property Leased	Property to be developed or rehabilitated that is is not owned by applicant in fee simple must have control of property through a permanent easement or long-term lease agreement (minimum of 25 years) to protect facilities for their useful lifetime.
Project Info: Help - Start Date	Grants are awarded to assist with projects that will be undertaken **after** the award of the grant, not to retroactively reimburse cost of projects that have already begun or been completed before the award of the grant. ***Note: All projects must be completed within 4 years of the contract start date, except for all planning projects which need to be completed within 3 years.***

Project Info: Help - Start Date - Acq	Grants are awarded to assist with projects that will be undertaken after the award of the grant, unless awarded a waiver of retroactivity. ***Note: All projects must be completed within 4 years of the contract start date, except for all planning projects which need to be completed within 3 years.***
Project Info: Help - Statewide	Will your proposed project take place at a specific project site or site locations?
Resolution: Help - Appointed Title	The title of the person appointed by the applicant/grantee. **This must match #7 on the Grant Agreement Signature Page (http://www.dcnr.state.pa.us/cs/groups/public/documents/document/DCNR_20030462.pdf) .**
Resolution: Help - Resolution	For multi-municipal projects, attach resolutions from EACH participating municipality.

GRANT ROUND 26

Partnership Project Information

Partnerships Projects

This section provides more detailed information and guidance on collaborative statewide and regional recreation, conservation and heritage projects. Grants are awarded to assist with building professional capacity and educating the public on the benefit and value of recreation, conservation and heritage in Pennsylvania.

Ready-To-Go Checklist

This Checklist is to be used by the applicant to determine if their Partnerships Project is "Ready-To-Go". If you have questions regarding this Checklist, please contact your DCNR Regional Advisor.

✱ "Ready-to-Go" Status is worth up to 15 points. It is essential to provide complete, high quality, well-defined and/or detailed information for these items.

	Yes	
	☐	Contacted appropriate DCNR Regional or Partnerships Division Staff
	☐	Eligible applicant
	☐	Eligible scope of work activities
✱	☐	The applicant does not have any open expired DCNR grant agreements
✱	☐	The applicant has filed work plans for all currently open DCNR Partnerships grants
✱	☐	The application contains a clear & concise work plan with detailed scope of work items that contain accurate cost estimates, measurable outputs and meaningful outcomes
✱	☐	Completed current progress reports for all open Partnerships grants are uploaded to the application (existing Partnerships grantees only)
✱	☐	The application contains a minimum of 20% secured match in relation to the requested grant amount. Letters of match commitment from entities other than applicant are uploaded. (Does not apply to Heritage Area Management Funds)
	☐	Detailed account of eligible cash and/or non-cash match
	☐	Properly completed Resolution Page uploaded

PARTNERSHIPS

Partnerships projects are collaborative statewide or regional recreation, conservation, or heritage projects that convene, educate, or train partners; build capacity; undertake special purpose studies or implementation projects; or offer mini-grants to grassroots partner organizations. Partnerships projects help build local, county, regional and statewide capacity to better develop and manage natural, recreational, or heritage resources through plan implementation.

A. Statewide and Regional Projects

Statewide and regional partners may apply for grant funding to assist in advancing these and other plans and programs:

- Pennsylvania's Statewide Outdoor Recreation Plan
- Pennsylvania Greenways Plan
- Pennsylvania Heritage Areas Program
- Conservation Landscapes

Eligible applicants are statewide and regional non-profit recreation, conservation and greenways organizations, regional municipal entities and Pennsylvania's 12 designated heritage areas.

Project Types:

1. Convening, Education, and Training Projects

Projects that develop, promote, and/or conduct training or education programs; prepare and distribute technical assistance or educational materials, brochures or videos and/or otherwise provide for the training and education of professionals and/or the general public on a local, county, regional or statewide basis. These projects address issues related to plan implementation, capacity building, training or education programs related to natural resource and community conservation, land and open space preservation, greenways, trails and recreation and parks.

Example of these types of projects include: Advancing awareness of rivers, greenways, trails, recreation and/or conservation issues through educational conferences, workshops, materials, publications, sojourns and websites**.**

2. Special Purpose Planning Projects

Special Purpose Planning is a comprehensive planning process that will define a long-range (5-10 year) plan of action to organize, implement, manage and market natural resource and community conservation, heritage resources, land and open space preservation, greenways, trails, recreation and parks, or cultural preservation.

Special Purpose Study is a more concentrated study or plan necessary to implement one or more of the recommendations of a previously completed planning study. These projects will be negotiated on a case-by-case basis.

The Bureau requires that project consultants are selected using a competitive request for proposal (RFP) process.

Examples of special purpose studies would be management action plans, economic assessments, marketing plans, specialized inventories, preservation and interpretive plans, as well as, special feasibility studies.

3. Implementation Projects

Implementation Projects are non-planning projects that implement recommendations of previously completed special purpose plans or studies. Examples of implementation projects include the construction of interpretive/educational exhibits, programs, signage and materials, as well as, promotional/marketing products.

The Bureau requires an open and competitive process for the award of all sub-contracts.

4. Mini-Grants Projects

Statewide and regional partners may request mini-grant funding to develop small grant programs that will implement multiple projects through their local partners. These projects should advance priorities identified through previous completed plans. The request can include a combination of project types eligible for funding under the Statewide and Regional category.

A 50/50 match requirement applies to all projects funded. Any other proposed match amount will require written justification for review and consideration by DCNR.

Statewide and Regional Project Special Requirements and Conditions:

- Grant application scopes of work are expected to be written for a timeframe not to exceed 18 months. In general, grant awards will also be made in this fashion. The Department may award funding for a longer duration at its discretion.
- Requests for DCNR funding in a single application should generally not exceed $300,000 for an 18 month period. The Department may award higher grant amounts at its discretion.
- Match requirements for Partnerships projects are based upon the type of applicant, proposed scope of work and available funding source(s). Some conditions may require a 50:50 match. All applicants are strongly encouraged to show a minimum 20% secured match.
    - Partnerships Program match is considered secure if pledged directly by the grantee, anticipated as mini-grant local match, anticipated as a realistic volunteer value and documented in an attached partner commitment letter.
- For funding appropriated to the Pennsylvania Heritage Area Program (PHAP), Pennsylvania's 12 designated heritage areas are eligible applicants and heritage areas should follow PHAP program guidelines.

B. Local Capacity Building Projects

Partners may apply for grant funding to help build municipal, multi-municipal and/or county capacity to better develop, manage and promote recreation and park facilities and the conservation of our natural resources.

Eligible applicants are primarily counties and municipalities, except where noted in special requirements and conditions.

1. Peer

These projects help municipalities improve their park, recreation and conservation services through a collaborative process. Projects are accomplished through contracts with experienced park, recreation or conservation professionals working closely with community leaders.

Examples of eligible projects include the forming of a new intergovernmental recreation and park agency (which is a high priority for DCNR); improving management of recreation, park and trail facilities; conducting a review of a community's recreation facilities for acceptable green principals and practices, and/or park and recreation board training and development.

Peer Project Special Requirements and Conditions:

- Peer applications are accepted at any time.
- The maximum grant award is $10,000. The applicant must provide at least a ten percent (10%) local cash match.
- In special circumstances non-profit entities will be considered for peer funding on a case by case basis.

2. Circuit Rider

These projects provide grant funds for county or regional organizations to hire a professional, full-time staff person. The circuit rider's purpose is to initiate new programs and services for a county and/or municipalities that individually do not have the financial resources to hire a professional staff person. The intended result of such a hiring is to increase the ability of county and local officials to more efficiently and effectively meet their recreation, park, greenways, open space and/or natural resource and community conservation needs. Examples of eligible Circuit Rider projects include:

- The first full-time professional recreation director to expand recreation program offerings for a multi-municipal agency or county.
- An established recreation and park department serving one municipality hires a recreation program coordinator to provide contracted recreation services to two or more neighboring municipalities.
- A county greenways and open space coordinator is hired to help implement a county greenways and open space network plan.

Circuit Rider Project Special Requirements and Conditions:

- Circuit rider applications are accepted at any time. The application must come from a county, one municipality, a council of governments, an authority or an official agency created under the Intergovernmental Cooperation Law. In most situations, the Bureau will require a peer review under our Peer grants before approving an application for circuit rider funding.

- To be eligible for circuit rider funding, two or more municipalities must cooperate in a new intergovernmental effort by adopting an intergovernmental agreement. A single county can be eligible without an intergovernmental agreement providing the county is undertaking or has completed the appropriate recreation and/or greenways planning and will be providing services countywide to their residents and municipalities.
- This is a four-year commitment of funding.
- Eligible project costs include the circuit rider's salary only, as well as, Bureau-approved technical assistance and training expenses as follows:

  First year up to one hundred percent (100%) of gross salary.

  Second year up to seventy-five percent (75%) of gross salary.

  Third year up to fifty percent (50%) of gross salary.

  Fourth year up to twenty-five percent (25%) of gross salary.

  Training Expenses up to $2,000 available for Bureau-approved training expenses over the four years of funding.

  Mentoring Expenses up to $1,500 for a Bureau-approved mentor to assist a new circuit rider.

- Participating parties must provide local funds to cover the circuit rider's employee benefits for all four years, the balance of the salary in years two, three and four, and normal support services, such as office space and furnishings, training and travel expenses, clerical support, equipment, etc.
- In year five and beyond, the Bureau expects the local effort to continue on its own.

Refer to the following web-links for documents which should be helpful in developing your Grant Application:

Statewide and Regional Projects:

- Partnerships Grant Administrative Instructions
- Pennsylvania Heritage Area Program Guidelines

Local Capacity Building Document Links:

- Circuit Rider Projects – General Information and Guidelines
- Peer Program – General Information and Guidelines

Bureau Policy Links:

- Partnerships Eligible and Ineligible Grant Project Activities, Costs, and Match

PARTNERSHIPS

GENERAL INSTRUCTIONS

Under Project Narratives of the DCNR GRANT PORTAL application, address the **Criteria Questions, Project Plans, and Project Partners** sections as they relate to your proposed project. Ensure that your responses are thorough and concise, describing how the project relates to the DCNR priorities outlined below. To fully illustrate and support your responses, upload high quality maps, photos, and site drawings, as appropriate for your project, to your GRANT PORTAL application.

Your application will be reviewed, scored, and ranked based on your responses to the Criteria Questions, Project Plans, and Project Partners sections and items listed on the project-specific Ready-to-Go Checklist.

CRITERIA QUESTIONS

1. Briefly describe your project's needs, benefits, and urgencies and how they will be addressed through your proposed scope of work.

- Provide a concise, explanation of the needs, benefits and urgencies that have been identified by the community or organization. Why is your project needed? How was the need identified? Describe how your project will benefit your community or organization. Please explain and detail any urgencies facing your project, such as a safety hazard, threat of development and/or opportunities to leverage other funding.

2. The Department is a strong proponent of green/sustainable parks, trails, recreation facilities, and conservation areas. Briefly describe the green and sustainable management practices that have been or will be incorporated into your project. You should reference where these green and sustainable practices can be found in the project budget and site plan (as applicable).

- Please refer to the Green and Sustainable Community Parks for additional resources and technical assistance information. Please note that upon award, it is expected that all green and sustainable best management practices proposed in this application will be incorporated into your project. Green and sustainable best management practices should be selected so they are appropriate for both your site and project. Consider the following key elements when evaluating the project:

  A. Site Location & Site Design
  B. Water
  C. Natural Landscaping
  D. Materials Selection & Construction

E. Connecting People to Nature
F. Operations and Maintenance
G. Environmental Stewardship Messaging

3. How does the project create new opportunities currently not available or build upon existing momentum?

- Describe how your scope will create new opportunities for preservation, business, programming or other growth within your region. For ongoing initiatives, describe the major milestones that have been reached so far and give an account of how this scope of work will continue the project toward realization of your outputs and outcomes.

4. The Department is a strong proponent of public involvement in all funded projects. Describe in detail how the public has been and/or will be engaged in the planning, design, implementation, long-term maintenance, and/or stewardship of your project (i.e. - public meetings, press releases, volunteer days, etc.).

- You may wish to contact your Regional Advisor to discuss public outreach strategies best suited to your project needs. Applicants should focus on outreach strategies that involve the public in meaningful ways such as public meetings as part of a formal planning process, outreach campaigns, or any other method used to involve the public either in the formative process of your project or the long-term maintenance or stewardship of your project. DCNR's Public Participation Guide for Planning Projects may provide ideas on how to best engage and involve the public in your project.

5. Explain how your project will implement the actions in Natural Connections, the 2014-2019 Pennsylvania Statewide Comprehensive Outdoor Recreation Plan (SCORP). To receive maximum points, you must give a detailed explanation as to how your project will address at least three (3) actions identified in the plan on pages 9-17 of the Executive Summary. If your project is related to improving Pennsylvania's trail network, you may find related actions in Pennsylvania's Land and Water Trail Network Strategic Plan as well. Be sure to mention if you are:

- Closing a trail gap (Gap Map)
- Rehabilitating a community park
- Implementing a watershed restoration project
- Acquiring lands that enhance landscape connectivity and/or recreational access to existing protected lands

6. Describe how the results of the project will be sustained long-term.

- Give an account of the partnerships, methods and resources that will be employed to further implement or steward project outputs and outcomes over the long term.

PROJECT PLANS

Identify and briefly describe local, county, and regional plans that your project advances through the implementation of your scope of work. Limit to three total plans.

- Identify the top three (3) relevant plans that your project advances through the implementation of the scope of work. For each plan, identify the name, date of publication, page numbers relevant to your project, hyperlink (if applicable), if it lists your project as a high priority or early implementation project (Yes/No), and a brief, detailed description of how your project advances the plan.
- Local, county, and regional plans include, but are not limited to:

  A. Rivers Conservation Plan
  B. County Park & Recreation Plan
  C. Local Network Greenways, Trails and Open Space Plan
  D. Municipal Comprehensive Plan
  E. Local Comprehensive Park & Recreation Plan
  F. Watershed Plan
  G. Economic Impact Study
  H. Project Feasibility Study and/or Master Site Plan
  I. Conservation Landscape Work Plan
  J. Heritage Area Strategic Plan

PROJECT PARTNERS

Identify all major partners (financial, technical assistance, or general support) involved in your project.

- It is essential that you solicit and engage the appropriate partners for your project, which may include local, municipal, county, state, or federal governments, private foundations, private business, or friends groups.
- All partners should provide a letter of commitment to upload to your application that details the nature of their involvement in the project.
- For all financial partners, the commitment letter should detail the amount and type of match they are providing as well as when it will become available to you. Financial partnership can take the form of a donation of cash, materials, or in-kind services, such as the use of equipment or volunteer labor.
- For all technical assistance partners, the commitment letter should detail the nature of the assistance provided by the partner, such as volunteering their time and expertise to serve as a member of a steering committee.
- If you have no financial or technical assistance partners, you should include letters of general support. Each letter should detail how the project will directly benefit the organization providing the letter.
- For projects that cross municipal boundaries, letters from all affected municipalities should be uploaded documenting their support or commitment to the project.

Application Term Glossary - State and Regional Partnerships

Applicant Type: Help - Applicant Type	Select the Applicant Type that applies to your organization.
Applicant Type: Non-Profit Information	If your organization is an incorporated 501(c)(3) non-profit, you must fill out this section; in addition you must be registered with the PA Bureau of Charitable Organizations. You may use the following web-link http://www.dos.state.pa.us/portal/server.pt/community/charities/12444 (http://www.dos.state.pa.us/portal/server.pt/community/charities/12444) to register or to check if already registered.
Attachments: Appraisal Report	**Required for Land Acquisition and Development- Land Donation projects, ONLY.** (More than one attachment may be necessary to upload the entire file.) **Failure to submit an appraisal or provide one in the proper format will delay or prevent an application from being selected for funding.** The Appraisal must be prepared by state certified General Real Estate Appraiser and conform to the Uniform Standards of Professional Appraisal Practice (USPAP) (http://www.dcnr.state.pa.us/cs/groups/public/documents/document/dcnr_20030127.docx) . Review the Land Acquisition section to confirm eligibility requirements for the proposed project.
Attachments: County/Municipal Notification Letter(s)	DCNR requires applicants to notify the county planning agency and municipalities where your project is located. You are not required to submit letters of support from these entities or letters recognizing the project. If you have them, they may be helpful so it is suggested that you attach them.
Attachments: Draft Sales Agreement	**For Land Acquisition and Development- Land Donation projects, ONLY.** If available please provide.
Attachments: Grant Agreement Signature Page	Download the Form, have the Chief Elected Official sign it in blue ink, and mail it to the Grants Customer Service Center. This will be necessary to execute a formal Agreement. **Grants Customer Service Center Address:** Department of Conservation and Natural Resources Bureau of Recreation and Conservation Attn: Grants Customer Service Center PO Box 8475, 400 Market Street RCSOB 5th Floor Harrisburg, PA 17105-8475
Attachments: Letters of Cash/Non-Cash Commitment	Letters of Commitment from **ALL** project partners pledging Non-Cash and/or Cash support, as indicated in the Budget Details **MUST** be uploaded.
Attachments: Letters of Commitment	Letters of Commitment from **ALL** project partners pledging Non-Cash and/or Cash support, as indicated in the Budget Details **MUST** be uploaded.
Attachments: Project Related Photos	Attach any photo's that relate to your project.

Attachments: Project Site Location Map	Provide a map that clearly show the project area, street names and intersections with sufficient detail to locate the project site.
Attachments: Property Boundary/Tax Parcel Map	**Development projects, ONLY**; identify the parcels to be developed. If area is leased, provide property survey information.
Attachments: Resolution	For multi-municipal projects, attach resolutions from EACH participating municipality.
Attachments: Survey or Tax Map / Public Access Map	**Required for Land Acquisition and Development- Land Donation projects, ONLY**. Identify the parcels to be acquired and/or eased. Public Access Map must show the designated area(s) for public access.
Budget Summary: DCNR Grant Request	The amount of funding you are requesting from DCNR.
Budget: Cash Costs	**Cash costs** are those paid costs that are directly related to performing the scope of work included in your grant application. These paid costs typically include professional service fees, (consultants), construction contacts, material costs, etc. Click here (http://www.dcnr.state.pa.us/cs/groups/public/documents/document/dcnr_017036.pdf) for a list of Eligible and Ineligible Project Activities and Costs Policy.
Budget: Construction Development Material and Labor Costs	These costs include the materials, labor and/or equipment directly related to the development and construction of the project. Typically, these items must be publicly advertised, bid and awarded with applicable state and federal laws.
Budget: Contracted/Professional Services	**Contracted/Professional Services-** costs provided under contract/professional service agreements with the grantee to perform all or part of the official scope of work.
Budget: Donated Goods and Services	The value for **Donated Goods** shall be established by the actual cost of those materials, if items were to be sold at actual cost and should be documented on an invoice by the Supplier/Person donating them. **Donated Services**- can include both Labor and Equipment costs, owned and provided by a local contractor and used exclusively to develop the site. Such a donation requires a Letter of Commitment during the application period. **Individuals and firms providing and/or donating services must possess** the actual skills, qualifications, certifications, training and experience, for the services they will provide and must provide written documentation of the service rendered. The Bureau may request a resume and/or listing of qualifications. The acceptable rate will be established as the professionals/contractors actual hourly rate, as documented on their employer's/firms official letterhead or invoice.
Budget: Donated Professional Services	**Donated Professional Services-** include services provided at no cost to the grantee by individuals possessing specialized skills or expert knowledge to perform all or part of the official scope of work. DCNR may request written documentation in support of the listed professional services.
Budget: Equipment Use	The value of municipal owned equipment used to directly develop the site. Equipment must be owned by the applicant/grantee or use donated by an equipment owner.

Budget: Help - Outcomes	Enter the long term goals supported by the outputs. **Example:** The Ebensburg Historical Society accomplishes 50% of its goal to install 12 signs along the trail. Cambria County Museum's Place Based Interpretive Program reaches 20% of its goal to install exhibits at 5 target sites by 2020. 10,000 trail users annually are exposed to Cambria County's industrial history.
Budget: Help - Outputs	Enter a detailed but concise list of deliverables for this scope item. **Example:** Establishment of signage maintenance agreements with Ebensburg Historical Society. Artifact photography and text formatted and bound for Ebensburg Historical Society. Installation of 6 interpretive signs.
Budget: Help - Priority #	Use this box to prioritize this scope item within your work plan. Scope item priorities can be rearranged at any time up until the application is submitted.
Budget: Help - Scope Item Description	Enter a detailed but concise explanation of this scope item. **Example:** Install 6 interpretive signs along the Ghost Town Trail in Ebensburg Borough and Cambria Township, Cambria County.
Budget: Help - Scope Item Timeframe	Enter a target date or date range when this scope item is expected to be completed.
Budget: Help - Scope Item Title	Enter a short title that describes this particular scope item. **Example:** Kittatinny Ridge Conservation Plan Update
Budget: Help - Sub Agreements	Check "yes" if the scope item will require one or more sub-agreements to complete. If no sub-agreements will needed to accomplish the scope item, check "no."
Budget: In-House Professional Services	**In-House Professional Services-** the grantee's paid staff costs for services and labor to perform all or part of the official scope of work. In-house professional services are tabulated using an established "billable rate," which can include an employee's hourly wage, fringe benefits, and overhead costs. The billable rate should be officially established by the grantee's governing body. Fringe benefits and overhead costs include but are not limited to employee insurance, retirement benefits, and paid time off.
Budget: Land Donations	Land donations may be an eligible non-cash match, typically applicable to PRD projects. The market value must be determined by a state certified General Real Estate Appraiser, and the applicant must provide a copy of the Appraisal Report with the application. This value will be considered as match for developing the donated land and/or adjoining parklands.
Budget: Non-Cash Costs	Non-Cash costs are that costs/match directly related to performing the scope of work included in your grant application. They include in-house services, volunteer labor services, Equipment use, Donated Goods & Services, and Land Donations. These non-cash costs/match are defined below in each category. Click here (http://www.dcnr.state.pa.us/cs/groups/public/documents/document/dcnr_017036.pdf) for a list of Eligible and Ineligible Project Activities and Costs Policy.

Budget: Non-Cash Costs	Non -Cash costs are that costs/match directly related to performing the scope of work included in your grant application. They include in-house services, volunteer labor services, Equipment use, Donated Goods & Services, and Land Donations. These non-cash costs/match are defined below in each category. Click here (http://www.dcnr.state.pa.us/cs/groups/public/documents/document/DCNR_017033.pdf) for a list of Eligible and Ineligible Project Activities and Costs Policy.
Budget: Other Project Cash Costs	Other cash costs that will be incurred by the applicant to implement the scope of work. These include but are not limited to advertisements, meeting room rental, map reproduction, printing, travel, meals and lodging. Subsistence costs for meals, lodging and automobile mileage shall not exceed the rates allowed by Commonwealth policy, which is consistent with the information found on the U.S. General Services Administration website: http://www.gsa.gov/portal/content/104877 (http://www.gsa.gov/portal/content/104877)
Budget: Other Project Donations	**Other Project Donations-** donated values, not directly incurred/paid by the grantee, to complete the official scope of work as such as advertisements, meeting room rentals, map reproduction, printing, postage, travel, meals and lodging. Subsistence costs for meals, lodging and automobile mileage shall not exceed the rates allowed by Commonwealth policy http://www.gsa.gov/portal/content/104877 (http://www.gsa.gov/portal/content/104877) .
Budget: Professional Services	These fees/costs can include: design costs provided by an architect, engineer or landscape architect to develop drawings and specifications, bid advertisements including postage, construction observation, property surveys, solicitor/attorney fees, permitting costs, etc. Professional Services Fees are limited to 15% of the total eligible construction costs.
Budget: Volunteer Services	**Volunteer Services-** are non-skilled services not paid for by the grantee to perform all or part of the official scope of work. Volunteer rates, not previously approved by the Bureau for individuals age 18 and over, should not exceed the “Value of a Volunteer Hour” for Pennsylvania as published by the Independent Sector at www.independentsector.org/volunteer_time (http://www.independentsector.org/volunteer_time) . Work performed by individuals under the age of 18 will be valued at the Commonwealth’s minimum wage rate.
Criteria Questions (Question 1): Criteria Needs	Provide a concise, detailed explanation of the needs, issues, and/or urgencies that have been identified by the community or organization and the benefits derived from the implementation of the scope of work. Why is your project needed? How was the need identified? How will your project address the identified needs and/or issues? Please explain and detail any urgencies facing your project, such as a safety hazard or threat of development.

Criteria Questions (Question 2): Criteria Plan

Identify all relevant plans your project advances through the implementation of the scope of work. For each plan, identify it by name, the date of publication, page numbers relevant to your project, hyperlink (if applicable), identify if it lists your project as a high priority or early implementation project (Yes/No), and a brief, detailed description of how your project advances the plan. Please do not attach or upload the actual plans. If a hyperlink is not available, please upload just the relevant pages from the plan. Local, county and regional plans include, but are not limited to:

A. County Greenway Plan (http://www.dcnr.state.pa.us/brc/conservation/greenways/countygreenwayplans/index.htm) ;
B. Rivers Conservation Plan (http://www.dcnr.state.pa.us/brc/conservation/rivers/index.htm) ;
C. County Park & Recreation Plan;
D. Local Network Greenways, Trails and Open Space Plan;
E. Municipal Comprehensive Plan;
F. Local Comprehensive Park & Recreation Plan;
G. Watershed Plan;
H. Economic Impact Study;
I. Project Feasibility Study and/or Master Site Plan;
J. Conservation Landscape Work Plan (http://www.dcnr.state.pa.us/cli/index.htm) ;
K. Heritage Area Strategic Plan (http://www.dcnr.state.pa.us/cs/groups/public/documents/document/dcnr_20031475.pdf)

Please use the "**Add Plan**" button to input additional plans.

Criteria Questions (Question 3): Criteria Green

Please refer to DCNR's Greening Parks and Sustainable Practices (http://www.dcnr.state.pa.us/brc/grants/greening/greeninggrants.aspx) page for additional resources and technical assistance information. Please note that upon award, it is expected that all green and sustainable best management practices proposed in this application will be incorporated into your project. Green and sustainable best management practices should be selected so they are appropriate for both your site and project.

Consider the following key elements when evaluating the project:

A. Site Location & Site Design
B. Water
C. Natural Landscaping
D. Materials Selection & Construction
E. Connecting People to Nature
F. Operations and Maintenance
G. Environmental Stewardship Messaging

Criteria Questions (Question 6): Criteria Priority Areas

The 2014-2019 State Comprehensive Outdoor Recreation Plan (http://paoutdoorrecplan.com/) (SCORP) is organized into 5 priority areas, with each priority containing related recommendations and action steps. To complete this question, first select a priority area to expand the associated recommendations from the plan. Provide a detailed explanation as to how your project implements each applicable recommendation in the text box below that recommendation. Repeat this process for each priority area to ensure that you have reviewed all the Outdoor Recreation Plan's recommendation.

Criteria Questions (Question 7): Criteria Public Involvement

You may wish to contact your Regional Advisor (http://www.dcnr.state.pa.us/brc/aboutus/index.htm?tab=RegionalOffices#RegionalOffices) to discuss public outreach strategies best suited to your project needs. Applicants should focus on outreach strategies that involve the public in meaningful ways such as public meetings as part of a formal planning process, outreach campaigns, or any other method used to involve the public either in the formative process of your project or the long-term maintenance or stewardship of your project. DCNR's Public Participation Guide for Planning Projects (http://www.dcnr.state.pa.us/cs/groups/public/documents/document/dcnr_006106.pdf) may provide you ideas on how to best engage and involve the public in your project.

Criteria Questions (Question 8): Criteria Partners	It is essential that you solicit and engage the appropriate partners for your project, which may include local, municipal, county, state, or federal governments, private foundations, private business, or friends groups. All partners should provide a letter of commitment to upload to your application that details the nature of their involvement in the project. For all financial partners, the commitment letter should detail the amount and type of match they are providing as well as when it will become available to you. Financial partnership can take the form of a donation of cash, materials or in-kind services, such as the use of equipment or volunteer labor. For all technical assistance partners, the commitment letter should detail the nature of the assistance provided by the partner, such as volunteering their time and expertise to serve as a member of a steering committee. If you have no financial or technical assistance partners, you should include letters of general support. Each letter should detail how the project will directly benefit the organization providing the letter. For projects that cross municipal boundaries, letters from all affected municipalities should be uploaded documenting their support or commitment to the project.
General: Help - County	County associated with the applicant's mailing address.
General: Help - Federal ID	Please enter a Federal ID to add an applicant to your user profile. ***Note: You Must have a Federal ID to apply for a DCNR Grant.*** Nine-digit number used to identify a business entity; assigned to sole (EIN): proprietors, corporations, partnerships, estates, trusts, and other entities for tax filing and reporting purposes. This number is also known as a Federal Tax Identification Number or (TIN).
General: Help - Municipality	Municipality associated with the applicant's mailing address.

General: Help - Organizational DUNS

You must have a DUNS number to apply for a DCNR grant.

It takes a minimum of 30 business days for a new D&B DUNS Number to be processed. Get your D-U-N-S® Number within 24 hours with D-U-N-S Expedited and build an online custom profile with D-U-N-S Registered.

Call 1-866-594-2464 today for more information.

Q. How do I request a DUNS Number?
A. Go to the Dun & Bradstreet website at http://www.dnb.com/get-a-duns-number.html (http://www.dnb.com/get-a-duns-number.html) . This will take you to a page where you can determine whether your organization already has a DUNS number and/or whether you need to apply for a DUNS number.

Q. Do I need a DUNS Number to apply for a DCNR Grant?
A. Yes, The Federal government requires Pennsylvania to provide the DUNS number for grantees.

Q. Is registering for a DUNS Number free of charge?
A. Yes, registering for the DUNS number is free of charge, though Dun & Bradstreet offers additional products and services which they may suggest that you purchase when you register.

General: Help - Project Applicant

Please select a project applicant or search for a new project applicant to add to your user profile.

Grant Agreement Sig.: Help - Grant Agreement Signature

An accurately completed Signature Page is needed to execute a formal Grant Agreement if the application is selected for funding.

DCNR no longer requires that the Signature Page be mailed to the Harrisburg office.

Grant Opportunities: Convening, Education, or Training

Projects that develop, promote, and/or conduct training or education programs; prepare and distribute technical assistance or educational materials, brochures or videos and/or otherwise provide for the training and education of professionals and/or the general public on a local, county, regional or statewide basis. These projects address issues related to plan implementation, capacity building, training or education programs related to natural resource and community conservation, land and open space preservation, greenways, trails and recreation and parks.

Example of these types of projects include: Advancing awareness of rivers, greenways, trails, recreation and/or conservation issues through educational conferences, workshops, materials, publications, sojourns and websites.

Grant Opportunities: Implementation Projects

Implementation Projects are non-planning projects that implement recommendations of previously completed special purpose plans or studies. Examples of implementation projects include the construction of interpretive/educational exhibits, programs, signage and materials, as well as, promotional/marketing products.

The Bureau requires an open and competitive process for the award of all sub-contracts.

Grant Opportunities: Mini-Grants

Statewide and regional partners may request mini-grant funding to develop small grant programs that will implement multiple projects through their local partners. These projects should advance priorities identified through previous completed plans. The request can include a combination of project types eligible for funding under the Statewide and Regional category.

A 50/50 match requirement applies to all projects funded.

Grant Opportunities: Special Purpose and Planning Studies	Special Purpose Planning is a comprehensive planning process that will define a long-range (5-10 year) plan of action to organize, implement, manage and market natural resource and community conservation, heritage resources, land and open space preservation, greenways, trails, recreation and parks, or cultural preservation. Special Purpose Study is a more concentrated study or plan necessary to implement one or more of the recommendations of a previously completed planning study. These projects will be negotiated on a case-by-case basis. The Bureau requires that project consultants are selected using a competitive request for proposal (RFP) process. Examples of special purpose studies would be management action plans, economic assessments, marketing plans, specialized inventories, preservation and interpretive plans, as well as, special feasibility studies.
Intro: Help - Grant Program	Select the appropriate grant opportunity. You can change your selection, without losing data entered, at any point up until the grant deadline.
Intro: Help - Grant Workshop	In partnership with the Pennsylvania Recreation and Park Society, DCNR offered free, in-person grant workshops at six locations across Pennsylvania in November. These workshops are offered annually. These workshops provided information to potential applicants on DCNR grants available for public recreation and conservation projects. Grants are funded through a variety of grant programs including the Keystone Recreation and Conservation Fund, Environmental Stewardship Fund, Pennsylvania Recreational Trails Program, and the Land and Water Conservation Fund. Participants in these grant workshops will be provided with in-depth information on projects eligible for DCNR's grant funds, how to develop a competitive "ready-to-go" application, eligible applicants, and matching fund requirements. Participants will also receive guidance and updates on the eGrants application process and the documents required for each type of project, and have the opportunity to interact with Bureau of Recreation and Conservation staff. Community leaders, municipal officials, consultants, land trusts, board members, trail managers, and park and recreation professionals are encouraged to attend.
Intro: Help - Project Title	Give your project a descriptive title of fewer than 10 words.
Intro: Help - Project Title	Give your project a descriptive title of fewer than 10 words. Please use this title for all correspondence and when referencing this project. (Example: M&M Park- Phase I)
Intro: Help - Regional Advisor	Please list the name of your Bureau of Recreation and Conservation Regional Advisor with whom you discussed your project. It is highly recommended that you discuss your application with your Regional Advisor (http://www.dcnr.state.pa.us/brc/aboutus/index.htm?tab=RegionalOffices#RegionalOffices) before you start your application.
Location: Help - Acreage	Enter Acreage (if applicable).
Location: Help - Latitude	Enter Latitude for each project site.
Location: Help - Length in Miles	Length in Miles; noting logical beginning and ending points. Applicable primarily to trail projects, greenways or watershed studies.
Location: Help - Location Description	Please add a description for the project site location and fill out the address if there is a known address for the location.

Location: Help - Longitude	Enter Longitude for each project site.
Location: Help - Other Property Agreements	Other property agreements include Right-of-Way agreements, access/use agreements, etc.
Location: Help - Parcel Number	Enter Parcel Number (if applicable and available)
Location: Help - Project Site Location Name	Please use the descriptive project title as supplied earlier. ***Example: M & M Park- Phase I*** If you have more than one site location for your project then click on the "Add New Location".
Location: Help - Property Leased	Property to be developed or rehabilitated that is is not owned by applicant in fee simple must have control of property through a permanent easement or long-term lease agreement (minimum of 25 years) to protect facilities for their useful lifetime. Identify for each project site. The applicant must control the property that will be developed, rehabilitated, or for which a Master Site Development Plan will be created. *Note: Check "yes" if you own the site but control has been leased to another party. In addition, you must check "yes" if you are leasing the property from another party.*
Location: Help - Property Owner	Name of property owner for each project site. Property to be developed or rehabilitated must be owned by the applicant in fee simple.
Location: Location Help	For detailed instructions on how to map your Project Site Location Click here. (http://www.dcnr.state.pa.us/cs/groups/public/documents/document/DCNR_20030300.pdf)
Match: Non-Cash Value	Eligible non-cash values include: In-House Services, Equipment Use, Donated Goods & Services, Donated Land and/or Volunteer Labor
PNDI: Help - PNDI Receipt	Complete the PNDI Environmental Review Tool found at the following link: http://www.gis.dcnr.state.pa.us/hgis-er/Login.aspx (http://www.gis.dcnr.state.pa.us/hgis-er/Login.aspx) . Upload a copy of the PNDI Receipt to your application.

Project Info: Help - Brief Project Description Examples	Provide a brief description of the project, to include type, size, location and work elements of the project, as applicable. **Convening, Education, and Training Projects** Develop and manage citizen volunteers to offer education, outreach and service dedicated to the understanding of the beneficial management of natural areas in local communities; facilitate four volunteer training courses on the ecology of the Northern Piedmont Eco-Region; and hold at least 12 continuing education courses. Work to include a written summary report. **Special Purpose Planning Projects** Produce updates to the 2003 Heritage Area Management Action Plan and 2006 Ridge and Valley Cultural Heritage Interpretive Plan. **Implementation Projects** Conduct early implementation projects of the 2014 Northern Tier Ecological Restoration Plan to include the establishment of a volunteer conservation corps and the installation of approximately 2000 feet of forested riparian buffer along Bug Leg Creek in Franklin Borough and Endicott Township, Crowfoot County. Work to include a written summary report. **Mini-Grant Projects** Fund and coordinate the 2014 joint mini-grant program to advance recreation, conservation, and heritage initiatives in Adams, Franklin, and Cumberland Counties. Work to include a written summary report. **Combination Projects** Develop and manage citizen volunteers to offer education, outreach and service dedicated to the understanding of the beneficial management of natural areas in local communities; facilitate four volunteer training courses on the ecology of the Northern Piedmont Eco-Region and hold at least 12 continuing education courses; produce updates to the 2003 Heritage Area Management Action Plan and 2006 Ridge and Valley Cultural Heritage Interpretive Plan; conduct early implementation projects of the 2014 Northern Tier Ecological Restoration Plan to include the establishment of a volunteer conservation corps and the installation of approximately 2000 feet of forested riparian buffer along Bug Leg Creek in Franklin Borough and Endicott Township, Crowfoot County; and fund and coordinate the 2014 joint mini-grant program to advance recreation, conservation, and heritage initiatives in Adams, Franklin, and Cumberland Counties. Work to include a written summary report.
Project Info: Help - Conservation Easement	Acquisition of right to use all or a portion of the surface rights of a property owner for a specific conservation use or uses.
Project Info: Help - End Date	Projects to be developed or rehabilitated typically take approximately 26 to 36 months to complete from the time the applicant is notified of their selection of the grant. ***Note: All projects must be completed within 4 years of the contract start date, except for all planning projects which need to be completed within 3 years.***
Project Info: Help - End Date - Partner	Enter the date you anticipate project activities will conclude.
Project Info: Help - Environmental Hazards	Any environmental condition that exceeds Pennsylvania's Act 2 Environmental Standards (http://www.portal.state.pa.us/portal/server.pt/community/land_recycling_program/20541) .
Project Info: Help - Fee Acquisition	Acquisition of owner's existing rights to a parcel of land.
Project Info: Help - Property Leased	Property to be developed or rehabilitated that is is not owned by applicant in fee simple must have control of property through a permanent easement or long-term lease agreement (minimum of 25 years) to protect facilities for their useful lifetime.

Project Info: Help - Start Date	Grants are awarded to assist with projects that will be undertaken **after** the award of the grant, not to retroactively reimburse cost of projects that have already begun or been completed before the award of the grant. ***Note: All projects must be completed within 4 years of the contract start date, except for all planning projects which need to be completed within 3 years.***
Project Info: Help - Start Date - Partner	Enter the date you anticipate project activities will start.
Project Info: Help - Statewide	Will your proposed project take place at a specific project site or site locations?
Resolution: Help - Appointed Title	The title of the person appointed by the applicant/grantee. **This must match #7 on the Grant Agreement Signature Page (http://www.dcnr.state.pa.us/cs/groups/public/documents/document/DCNR_20030462.pdf) .**
Resolution: Help - Resolution	For multi-municipal projects, attach resolutions from EACH participating municipality.

Application Term Glossary - Peer and Circuit Rider

Applicant Type: Help - Applicant Type	Select the Applicant Type that applies to your organization.
Applicant Type: Non-Profit Information	If your organization is an incorporated 501(c)(3) non-profit, you must fill out this section; in addition you must be registered with the PA Bureau of Charitable Organizations. You may use the following web-link http://www.dos.state.pa.us/portal/server.pt/community/charities/12444 (http://www.dos.state.pa.us/portal/server.pt/community/charities/12444) to register or to check if already registered.
Attachments: Appraisal Report	**Required for Land Acquisition and Development- Land Donation projects, ONLY.** (More than one attachment may be necessary to upload the entire file.) **Failure to submit an appraisal or provide one in the proper format will delay or prevent an application from being selected for funding.** The Appraisal must be prepared by state certified General Real Estate Appraiser and conform to the Uniform Standards of Professional Appraisal Practice (USPAP) (http://www.dcnr.state.pa.us/cs/groups/public/documents/document/dcnr_20030127.docx) . Review the Land Acquisition section to confirm eligibility requirements for the proposed project.
Attachments: County/Municipal Notification Letter(s)	DCNR requires applicants to notify the county planning agency and municipalities where your project is located. You are not required to submit letters of support from these entities or letters recognizing the project. If you have them, they may be helpful so it is suggested that you attach them.
Attachments: Draft Sales Agreement	**For Land Acquisition and Development- Land Donation projects, ONLY.** If available please provide.
Attachments: Grant Agreement Signature Page	Download the Form, have the Chief Elected Official sign it in blue ink, and mail it to the Grants Customer Service Center. This will be necessary to execute a formal Agreement. **Grants Customer Service Center Address:** Department of Conservation and Natural Resources Bureau of Recreation and Conservation Attn: Grants Customer Service Center PO Box 8475, 400 Market Street RCSOB 5th Floor Harrisburg, PA 17105-8475
Attachments: Letters of Cash/Non-Cash Commitment	Letters of Commitment from **ALL** project partners pledging Non-Cash and/or Cash support, as indicated in the Budget Details **MUST** be uploaded.
Attachments: Letters of Commitment	Letters of Commitment from **ALL** project partners pledging Non-Cash and/or Cash support, as indicated in the Budget Details **MUST** be uploaded.
Attachments: Project Related Photos	Attach any photo's that relate to your project.

Attachments: Project Site Location Map	Provide a map that clearly show the project area, street names and intersections with sufficient detail to locate the project site.
Attachments: Property Boundary/Tax Parcel Map	**Development projects, ONLY**; identify the parcels to be developed. If area is leased, provide property survey information.
Attachments: Resolution	For multi-municipal projects, attach resolutions from EACH participating municipality.
Attachments: Survey or Tax Map / Public Access Map	**Required for Land Acquisition and Development- Land Donation projects, ONLY**. Identify the parcels to be acquired and/or eased. Public Access Map must show the designated area(s) for public access.
Budget Summary: DCNR Grant Request	The amount of funding you are requesting from DCNR.
Budget: Construction Development Material and Labor Costs	These costs include the materials, labor and/or equipment directly related to the development and construction of the project. Typically, these items must be publicly advertised, bid and awarded with applicable state and federal laws.
Budget: Contracted/Professional Services	**Contracted/Professional Services-** costs provided under contract/professional service agreements with the grantee to perform all or part of the official scope of work.
Budget: Donated Goods and Services	The value for **Donated Goods** shall be established by the actual cost of those materials, if items were to be sold at actual cost and should be documented on an invoice by the Supplier/Person donating them. **Donated Services**- can include both Labor and Equipment costs, owned and provided by a local contractor and used exclusively to develop the site. Such a donation requires a Letter of Commitment during the application period. **Individuals and firms providing and/or donating services must possess** the actual skills, qualifications, certifications, training and experience, for the services they will provide and must provide written documentation of the service rendered. The Bureau may request a resume and/or listing of qualifications. The acceptable rate will be established as the professionals/contractors actual hourly rate, as documented on their employer's/firms official letterhead or invoice.
Budget: Donated Professional Services	**Donated Professional Services-** include services provided at no cost to the grantee by individuals possessing specialized skills or expert knowledge to perform all or part of the official scope of work. DCNR may request written documentation in support of the listed professional services.
Budget: Equipment Use	The value of municipal owned equipment used to directly develop the site. Equipment must be owned by the applicant/grantee or use donated by an equipment owner.
Budget: Help - Scope Item Description	Enter a detailed but concise explanation of this scope item. **Example:** Install 6 interpretive signs along the Ghost Town Trail in Ebensburg Borough and Cambria Township, Cambria County.
Budget: Help - Scope Item Timeframe	Enter a target date or date range when this scope item is expected to be completed.

Budget: Help - Scope Item Title	Enter a short title that describes this particular scope item. **Example:** Kittatinny Ridge Conservation Plan Update
Budget: In-House Professional Services	**In-House Professional Services-** the grantee's paid staff costs for services and labor to perform all or part of the official scope of work. In-house professional services are tabulated using an established "billable rate," which can include an employee's hourly wage, fringe benefits, and overhead costs. The billable rate should be officially established by the grantee's governing body. Fringe benefits and overhead costs include but are not limited to employee insurance, retirement benefits, and paid time off.
Budget: Land Donations	Land donations may be an eligible non-cash match, typically applicable to PRD projects. The market value must be determined by a state certified General Real Estate Appraiser, and the applicant must provide a copy of the Appraisal Report with the application. This value will be considered as match for developing the donated land and/or adjoining parklands.
Budget: Non-Cash Costs	Non -Cash costs are that costs/match directly related to performing the scope of work included in your grant application. They include in-house services, volunteer labor services, Equipment use, Donated Goods & Services, and Land Donations. These non-cash costs/match are defined below in each category. Click here (http://www.dcnr.state.pa.us/cs/groups/public/documents/document/DCNR_017033.pdf) for a list of Eligible and Ineligible Project Activities and Costs Policy.
Budget: Other Project Donations	**Other Project Donations-** donated values, not directly incurred/paid by the grantee, to complete the official scope of work as such as advertisements, meeting room rentals, map reproduction, printing, postage, travel, meals and lodging. Subsistence costs for meals, lodging and automobile mileage shall not exceed the rates allowed by Commonwealth policy http://www.gsa.gov/portal/content/104877 (http://www.gsa.gov/portal/content/104877) .
Budget: Professional Services	These fees/costs can include: design costs provided by an architect, engineer or landscape architect to develop drawings and specifications, bid advertisements including postage, construction observation, property surveys, solicitor/attorney fees, permitting costs, etc. Professional Services Fees are limited to 15% of the total eligible construction costs.
Budget: Volunteer Services	**Volunteer Services-** are non-skilled services not paid for by the grantee to perform all or part of the official scope of work. Volunteer rates, not previously approved by the Bureau for individuals age 18 and over, should not exceed the "Value of a Volunteer Hour" for Pennsylvania as published by the Independent Sector at www.independentsector.org/volunteer_time (http://www.independentsector.org/volunteer_time) . Work performed by individuals under the age of 18 will be valued at the Commonwealth's minimum wage rate.
Criteria Questions (Question 1): Criteria Needs	Provide a concise, detailed explanation of the needs, issues, and/or urgencies that have been identified by the community or organization and the benefits derived from the implementation of the scope of work. Why is your project needed? How was the need identified? How will your project address the identified needs and/or issues? Please explain and detail any urgencies facing your project, such as a safety hazard or threat of development.

Criteria Questions (Question 2): Criteria Plan

Identify all relevant plans your project advances through the implementation of the scope of work. For each plan, identify it by name, the date of publication, page numbers relevant to your project, hyperlink (if applicable), identify if it lists your project as a high priority or early implementation project (Yes/No), and a brief, detailed description of how your project advances the plan. Please do not attach or upload the actual plans. If a hyperlink is not available, please upload just the relevant pages from the plan.
Local, county and regional plans include, but are not limited to:
A. County Greenway Plan (http://www.dcnr.state.pa.us/brc/conservation/greenways/countygreenwayplans/index.htm) ;
B. Rivers Conservation Plan (http://www.dcnr.state.pa.us/brc/conservation/rivers/index.htm) ;
C. County Park & Recreation Plan;
D. Local Network Greenways, Trails and Open Space Plan;
E. Municipal Comprehensive Plan;
F. Local Comprehensive Park & Recreation Plan;
G. Watershed Plan;
H. Economic Impact Study;
I. Project Feasibility Study and/or Master Site Plan;
J. Conservation Landscape Work Plan (http://www.dcnr.state.pa.us/cli/index.htm) ;
K. Heritage Area Strategic Plan (http://www.dcnr.state.pa.us/cs/groups/public/documents/document/dcnr_20031475.pdf)
Please use the "**Add Plan**" button to input additional plans.

Criteria Questions (Question 3): Criteria Green

Please refer to DCNR's Greening Parks and Sustainable Practices (http://www.dcnr.state.pa.us/brc/grants/greening/greeninggrants.aspx) page for additional resources and technical assistance information. Please note that upon award, it is expected that all green and sustainable best management practices proposed in this application will be incorporated into your project. Green and sustainable best management practices should be selected so they are appropriate for both your site and project.

Consider the following key elements when evaluating the project:
A. Site Location & Site Design
B. Water
C. Natural Landscaping
D. Materials Selection & Construction
E. Connecting People to Nature
F. Operations and Maintenance
G. Environmental Stewardship Messaging

Criteria Questions (Question 6): Criteria Priority Areas

The 2014-2019 State Comprehensive Outdoor Recreation Plan (http://paoutdoorrecplan.com/) (SCORP) is organized into 5 priority areas, with each priority containing related recommendations and action steps. To complete this question, first select a priority area to expand the associated recommendations from the plan. Provide a detailed explanation as to how your project implements each applicable recommendation in the text box below that recommendation. Repeat this process for each priority area to ensure that you have reviewed all the Outdoor Recreation Plan's recommendation.

Criteria Questions (Question 7): Criteria Public Involvement

You may wish to contact your Regional Advisor (http://www.dcnr.state.pa.us/brc/aboutus/index.htm?tab=RegionalOffices#RegionalOffices) to discuss public outreach strategies best suited to your project needs. Applicants should focus on outreach strategies that involve the public in meaningful ways such as public meetings as part of a formal planning process, outreach campaigns, or any other method used to involve the public either in the formative process of your project or the long-term maintenance or stewardship of your project. DCNR's Public Participation Guide for Planning Projects (http://www.dcnr.state.pa.us/cs/groups/public/documents/document/dcnr_006106.pdf) may provide you ideas on how to best engage and involve the public in your project.

Criteria Questions (Question 8): Criteria Partners	It is essential that you solicit and engage the appropriate partners for your project, which may include local, municipal, county, state, or federal governments, private foundations, private business, or friends groups. All partners should provide a letter of commitment to upload to your application that details the nature of their involvement in the project. For all financial partners, the commitment letter should detail the amount and type of match they are providing as well as when it will become available to you. Financial partnership can take the form of a donation of cash, materials or in-kind services, such as the use of equipment or volunteer labor. For all technical assistance partners, the commitment letter should detail the nature of the assistance provided by the partner, such as volunteering their time and expertise to serve as a member of a steering committee. If you have no financial or technical assistance partners, you should include letters of general support. Each letter should detail how the project will directly benefit the organization providing the letter. For projects that cross municipal boundaries, letters from all affected municipalities should be uploaded documenting their support or commitment to the project.
General: Help - County	County associated with the applicant's mailing address.
General: Help - Federal ID	Please enter a Federal ID to add an applicant to your user profile. ***Note: You Must have a Federal ID to apply for a DCNR Grant.*** Nine-digit number used to identify a business entity; assigned to sole (EIN): proprietors, corporations, partnerships, estates, trusts, and other entities for tax filing and reporting purposes. This number is also known as a Federal Tax Identification Number or (TIN).
General: Help - Municipality	Municipality associated with the applicant's mailing address.

General: Help - Organizational DUNS	**You must have a DUNS number to apply for a DCNR grant.** It takes a minimum of 30 business days for a new D&B DUNS Number to be processed. Get your D-U-N-S® Number within 24 hours with D-U-N-S Expedited and build an online custom profile with D-U-N-S Registered. Call 1-866-594-2464 today for more information. **Q. How do I request a DUNS Number?** **A.** Go to the Dun & Bradstreet website at http://www.dnb.com/get-a-duns-number.html (http://www.dnb.com/get-a-duns-number.html) . This will take you to a page where you can determine whether your organization already has a DUNS number and/or whether you need to apply for a DUNS number. **Q. Do I need a DUNS Number to apply for a DCNR Grant?** **A.** Yes, The Federal government requires Pennsylvania to provide the DUNS number for grantees. **Q. Is registering for a DUNS Number free of charge?** **A.** Yes, registering for the DUNS number is free of charge, though Dun & Bradstreet offers additional products and services which they may suggest that you purchase when you register.
General: Help - Project Applicant	Please select a project applicant or search for a new project applicant to add to your user profile.
Grant Agreement Sig.: Help - Grant Agreement Signature	An accurately completed Signature Page is needed to execute a formal Grant Agreement if the application is selected for funding. ***DCNR no longer requires that the Signature Page be mailed to the Harrisburg office.***
Grant Opportunities: Circuit Rider	This program funds projects for county(ies), multi-municipal entities and/or Council of Governments to hire a professional, full-time staff person. The Circuit Rider grants are awarded to initiate new programs and services for county(ies), Council of Governments and/or multi-municipal entities, that individually do not have the financial resources to hire a professional full-time staff person. The Circuit Rider's purpose is to initiate new programs and services in the designated service area. The intended result of this project is to increase the ability of grantee to more efficiently and effectively meet their recreation, park, greenway, open space and/or natural resource conservation needs. The grantee will be responsible for the long-term financial commitment and maintenance of this professional position.
Grant Opportunities: Peer	This program funds projects that help municipalities improve their park, recreation and conservation services through a collaborative process. Projects are accomplished through contracts with experienced park, recreation and conservation professionals from nearby communities who will work closely with local leaders. Peer grants are awarded to help municipalities improve their park, recreation and conservation services through a collaborative process. Projects are accomplished through contracts with experienced park, recreation and conservation professionals from nearby communities who will work closely with local leaders. Examples may include projects that form new intergovernmental recreation and park agencies (which is a high priority for DCNR); improving management of a specific facility like a community center, trail or pool; conducting an overall management assessment of an agency's park and recreation services; park and recreation board training and development, etc.
Intro: Help - Grant Program	Select the appropriate grant opportunity. You can change your selection, without losing data entered, at any point up until the grant deadline.

GRANT ROUND 26

Planning Project Information

Park, Recreation, and Conservation – Planning Projects

This section provides more detailed information and guidance on projects involving planning. Planning projects "lay the groundwork" for future land acquisition, development and/or management of parks, recreational facilities, critical habitat, open space, natural areas, greenways, trails, and river/watershed corridors.

Ready-To-Go Checklist

This Checklist is to be used by the applicant to ensure the Planning Project is “Ready-To-Go”. The items below need to be addressed, included and/or uploaded in the application. It will be used by DCNR in the grant application evaluation process. Only projects that are Ready-To-Go will be given consideration for grant awards. If you have questions regarding this Checklist, please contact your DCNR Regional Advisor.

✱ **Ready-to-Go Status is worth 15 points. It is essential to provide high quality, well-defined and/or detailed information for these items.**

	Yes	Item
	☐	Contacted Regional Advisor
	☐	Eligible Applicant
	☐	Appropriate Applicant
	☐	Eligible Project
✱	☐	For Master Site Development Plans and Facility Rehabilitation Feasibility Studies: Applicant owns the project site or controls through a lease (minimum 25 years)
✱	☐	Match Secured
	☐	Letters of match commitment from entities other than applicant uploaded
✱	☐	Detailed list of eligible cash match and non-cash match included
✱	☐	Realistic, accurate, and detailed cost estimate/budget included
✱	☐	Clear, concise, and detailed scope of work included
	☐	For Master Site Development Plans and New Facility Feasibility Studies: PA Natural Diversity Inventory (PNDI) Receipt uploaded PNDI Environmental Review link: https://conservationexplorer.dcnr.pa.gov/
	☐	Accurate project site location map(s) uploaded (if applicable)
	☐	County/Municipal notification letter(s) uploaded
	☐	Reviewed the sample planning project timeline and agree that the project can be completed within 3 years from date of grant award. Timeline available at: http://www.docs.dcnr.pa.gov/cs/groups/public/documents/document/dcnr_20033224.pdf
	☐	Copy of lease or easement uploaded (if applicable)
	☐	For River Conservation Plan (RCP): Letters of support are uploaded from more than 50% of municipalities
	☐	Properly completed Resolution Page uploaded

General Information and Funding Conditions

1. All facilities/sites planned with DCNR funding must serve a public purpose and help advance DCNR goals and priorities. Applicants are encouraged to reinvest in existing park and recreation facilities.

2. All facilities/sites must be open for use by the public.

3. Applicants may not seek funding for the same site, in the same funding cycle, for both planning and development.

4. Match is required for all projects and is usually equal to the grant funds awarded ($1 for $1 match requirement). The local match may be eligible cash or non-cash.

5. If a project is selected for funding, DCNR will review the proposed cash and non-cash values and work items to determine eligibility. Adjustments to the proposed cash and non-cash values outlined in the application may be required.

6. Cash contributions being provided by other organizations to be used as a portion of the required local match should be transferred to the applicant/grantee to expend. If an outside organization/agency wishes to expend funds on behalf of the applicant/grantee, an agreement defining roles and responsibilities must be executed by all parties. Funds may include Community Development Block Grant (CDBG) funds, County Gaming funds, County Redevelopment Authority funds, etc. Draft Agreements should be provided to DCNR for review and approval prior to execution.

7. Planning projects generally entail the use of specialized consultants and expert professionals to work with local citizens and organizations to develop a community or regional-based plan and planning study report. Professional design consultants must be selected using a competitive Request for Proposals (RFP) process. The DCNR-approved RFP must be sent to at least five (5) consulting firms. The RFP provides a detailed Scope of Work and related requirements so that all firms are competing with the same information. Proposals from more than one consulting firm provide an opportunity to compare different approaches to the work, various cost proposals and the level of expertise of more than one firm. The firm selected through an RFP process does not have to be the one submitting the lowest cost proposal. The selected proposal must be cost-effective and responsive to the community and project needs.

8. Municipalities and non-profit organizations are encouraged to work together to form partnerships to develop regional plans. For regional, multi-municipal conservation, watershed, greenways or trails plans, applicants need to work with county government planning organizations to integrate new plan findings and recommendations into existing comprehensive plans and existing planning policy documents. County and local planning entities must be invited to participate in the planning process.

9. Applicants must include evidence that the municipality(ies) and county where the facility/site is being planned have had the opportunity to comment on the project proposal. As a general policy, DCNR will not approve grant funding where local elected officials have expressed opposition to the proposed project.

10. DCNR requires substantial public participation to fully engage to community throughout the planning process. Grantees must have a DCNR-approved public participation process that includes an active study committee, two (2) public meetings (one with elected officials), and citizen survey/key person interviews. Techniques are outlined in DCNR's *Public Participation Guide*.

11. For Master Site Development Plan and Facility Feasibility Study – Property that is not owned in fee simple must be controlled through a permanent easement or long-term lease agreement (minimum 25 years) with terms and provisions acceptable to DCNR. If the property is currently leased, a copy of the lease(s) must be included with the grant application. If the property will be leased, the applicant should discuss the terms of the lease with the DCNR Regional Advisor. A draft lease should be included with the grant application for review and approval by DCNR.

12. For facilities that serve both eligible and ineligible areas and/or uses, DCNR will determine their eligibility and calculate a prorated percentage of the support facility and/or area eligible for grant funding. The applicant/grantee should discuss this possibility with the DCNR Regional Advisor.

13. DCNR is a strong proponent of green and sustainable best management practices and encourage all applicants/grantees to incorporate appropriate practices into their projects.

Project Types

For the purposes of the grant application you are required to provide a brief project description. Applicants should review the following brief project descriptions to assure that the proposed project will address the elements required for the respective project type. The brief project description is a summary of the scope of work that will be developed if selected for funding. We suggest you review the document links provided at the end of this document to obtain a realistic cost estimate for your project type.

1. **Comprehensive Recreation, Park and Open Space Plan and/or Greenways Plan**
   A professionally prepared municipal, county, or regional plan that identifies the methods, resources, organizational capacity, and capital investment required to accomplish both the short-term and long-term recreation and open space goals of the community. The planning process must include substantial public engagement, inventory of existing conditions and facilities, analysis of needs and issues, and specific recommendations that establish priorities, actions, and associated costs.

   For plans that address community parks and recreation, at least one member of the consultant team must be a recreation & parks practitioner, preferably holding a Certified Park & Recreation Professional (CPRP) certification with a minimum of three (3) years of experience in the administration, planning, and development of facilities/areas, programming, finance, personnel, and maintenance of a comprehensive park and recreation system or related entity.

   For plans that address greenways, County Greenway Plans will serve as a foundation for developing local greenways.

SAMPLE PROJECT DESCRIPTIONS

Prepare a multi-municipal Comprehensive Recreation, Park, Open Space and Greenways Plan for Nether Providence Township and Rose Valley, Rutledge and Swarthmore boroughs, Delaware County. Work to include a written, bound report.

Prepare a Comprehensive Recreation, Open Space, and Greenways Plan Update for Cumberland County. Work to include a written, bound report.

Prepare an update to the Comprehensive Recreation, Park and Open Space Plan for Monroe County. Work to include a written, bound report.

Prepare a Comprehensive Recreation, Parks and Open Space Plan for Easton City, Northampton County. Work to include a written, bound report.

Prepare a Greenways and Open Space Plan for Concord Township, Delaware County. Work to include a written, bound report.

Prepare a multi-regional Greenway and Stewardship Plan for the Central Perkiomen Valley, Upper Perkiomen Valley, Indian Valley and Pottstown Metropolitan regions in western Montgomery County. Work to include a written, bound report.

Complete a multi-municipal strategic action plan (Phase 2) for the Brandywine Creek Greenway Plan in Chester and Delaware counties. Work to include a written, bound report.

2. Master Site Development Plan

A professionally prepared site-specific plan that includes analysis of site information, activities, facilities, maintenance, and operations. The planning process must include substantial public involvement, inventory of existing conditions and facilities, analysis of needs and issues, and specific recommendations that establish priorities, actions, and associated costs. These studies lead to completion of a report and site development drawing in conformance with current design standards and cost estimates for the full development or redevelopment of a park or other recreational site.

Property that is not owned in fee simple must be controlled through a permanent easement or long-term lease agreement (minimum 25 years) with terms and provisions acceptable to DCNR. If the property is currently leased, a copy of the lease(s) must be included with the grant application. If the property will be leased, the applicant should discuss the terms of the lease with the DCNR Regional Advisor. A draft lease should be included with the grant application for review and approval by DCNR.

The study/report narrative must address compliance with the 1990 American with Disabilities Act (ADA) and the 2010 ADA Standards for Accessible Design.

DCNR requires that the Master Site Development Plan, including the maps and report, be under seal of a licensed professional who is authorized by Pennsylvania law to apply the seal. Depending on the project, the professional could be a landscape architect, architect, or engineer.

SAMPLE PROJECT DESCRIPTIONS

Prepare a Master Site Development Plan for a 71-acre expansion to Scott Park in Scott Township, Allegheny County. Work to include a written, bound report.

Prepare Master Site Development Plans for the 17.5 acre Larnard/Hornbrook County Park in Sheshequin Township, 670-acre Mt. Pisgah County Park in Springfield Township, and 70-acre Sunfish Pond County Park in LeRoy Township, Bradford County. Work to include a written, bound report.

3. Feasibility Study

a. Swimming Pool Complex Feasibility Study
A professionally prepared study to determine community support, market characteristics, physical/structural assessment and the legal and financial capability to acquire, develop or rehabilitate, manage and sustain a swimming pool complex. A swimming pool complex includes the pool, bath house, concession, parking, and other site amenities. Completion of a Swimming Pool Complex Feasibility Study is required for submission of a development grant application.

b. Indoor Recreation Facility Feasibility Study
A professionally prepared study to determine community support, market characteristics, physical/structural assessment and the legal and financial capability to acquire, develop or rehabilitate, manage and sustain an indoor recreation facility. Examples include a community recreation center, vacant school building, indoor swimming pool, gym, indoor sports complex or indoor ice rink. Completion of an Indoor Recreation Facility Feasibility Study is required for submission of a development grant application

Property that is not owned in fee simple must be controlled through a permanent easement or long-term lease agreement (minimum 25 years) with terms and provisions acceptable to DCNR. If the property is currently leased, a copy of the lease(s) must be included with the grant application. If the property will be leased, the applicant should discuss the terms of the lease with the DCNR Regional Advisor. A draft lease should be included with the grant application for review and approval by DCNR.

The study/report narrative must address compliance with the 1990 American with Disabilities Act (ADA) and the 2010 ADA Standards for Accessible Design.

DCNR requires that the plan/report be under seal of a licensed professional who is authorized by Pennsylvania law to apply the seal. Depending on the project, the professional could be a landscape architect, architect, or engineer.

For new recreation facilities, at least one member of the consultant team must be a recreation and parks practitioner, preferably holding a Certified Park & Recreation Professional (CPRP) certification with a minimum of three (3) years of experience in managing the type of facility under study.

SAMPLE PROJECT DESCRIPTIONS

New Facility:

Study the feasibility of developing a multi-municipal outdoor swimming pool for Huntingdon Borough, Oneida Township, Smithfield Township, and Walker Township, Huntingdon County. Work to include a written, bound report.

Prepare a Feasibility Study for developing a Manheim Regional Community Center, Lancaster County. Work to include a written, bound report.

Prepare a Feasibility Study for a municipal skate park in Brookville Borough. Work to include a written, bound report.

Existing Facility:

Study the feasibility of rehabilitating the Coudersport Borough Municipal Swimming Pool, Potter County. Work to include a written, bound report.

Study the feasibility of rehabilitating the WCCRA Recreation Center in Renovo Borough, Clinton County. Work to include a written, bound report.

4. Conservation and Management Plan

A professionally prepared plan consisting of inventory, analysis and recommendations to establish acquisition priorities and/or a long-term management plan for the preservation and environmental protection of specific natural areas or important environmental aspects of specific regions. These studies typically include substantial research conducted by experts in critical habitat identification and assessment and substantial mapping of sensitive environmental and important habitat areas.

Conservation plans include projects that develop plans for the conservation of open space, natural resources and agricultural land utilizing aggressive land use control and land development techniques. This may include the development of these plans or, for example, the development of zoning and subdivision regulations that truly integrate conservation and sound land use concepts into these regulations and foster the implementation of existing plans.

For plans that include a master site development plan, the property must be owned or controlled by the applicant/grantee. Property that is not owned in fee simple must be controlled through a permanent easement or long-term lease agreement (minimum 25 years) with terms and provisions acceptable to DCNR. If the property is currently leased, a copy of the lease(s) must be included with the grant application. If the property will be leased, the applicant should discuss the terms of the lease with the DCNR Regional Advisor. A draft lease should be included with the grant application for review and approval by DCNR.

SAMPLE PROJECT DESCRIPTIONS

Prepare a Land Conservation and Stewardship Plan for the 1,058-acre Camp Kresge in Dennison Township, Luzerne County. Work to include a written, bound report.

Prepare a Conservation and Landscape Management Plan for the 48-acre Curtis Arboretum in Cheltenham Township, Montgomery County. Work to include a written, bound report.

Prepare a Comprehensive Green Infrastructure Plan for Lancaster City, Lancaster County. Work to include a written, bound report.

5. Rivers Conservation Plan

A professionally prepared comprehensive watershed or river corridor-based study requiring an inventory of existing natural, recreational and cultural resources; analysis of the issues, concerns and threats to river resources; and specific recommendations that establish actions, priorities and costs. These studies lead to the development of a long-term watershed or river corridor management program.

River Conservation studies are multi-community in scope and often undertaken in cooperation with non-profit organizations. The planning process includes substantial citizen involvement and identifies key organizations and individuals that can assist in the establishment of a watershed or river corridor plan.

This program is open to non-profit and municipal entities. However, non-profit organizations are encouraged to partner with a municipal entity to develop and execute this type of project. A resolution from at least one municipality and resolutions or support letters from at least 50% of the affected municipalities in the proposed study area are required. For more information, reference the Rivers Projects section of the grant manual.

SAMPLE PROJECT DESCRIPTIONS

Prepare a Watershed Conservation Plan for the Saucon Creek Watershed from the headwaters to its confluence with the Lehigh River in Bucks, Lehigh and Northampton counties. Work to include a written, bound report.

Develop a Rivers Conservation Plan for the Sugar Creek and Towanda Creek Watersheds in Bradford, Tioga and Sullivan counties. Work to include a written, bound report.

Resources

The following resources may be helpful for developing a competitive Grant Application.

Grant Program – Grant Management Documents
http://www.docs.dcnr.pa.gov/cs/groups/public/documents/document/dcnr_20033224.pdf

- Consultant Qualifications – Land Conservation, Rivers and Watershed Plans
- Consultant Qualifications – Planning Grant Projects
- General Information & Scope of Work Guidelines
    - Comprehensive Recreation, Park and Open Space Plan
    - Indoor Recreation Facility - Feasibility Study
    - Swimming Pool Complex - Feasibility Study
    - Greenway Plan
    - Master Site Development Plan
    - Municipal Greenways and Open Space Network Plan
    - Rivers Conservation Plan
- Planning Grant Administrative Instructions & Process
- Public Participation Guide
- Resolution for Listing on Pennsylvania Rivers Registry
- Rivers Conservation Program Guidelines
- Rivers Conservation Registry Petition
- Sample Estimated Planning Project Timeline

Grant Program – Policies
http://www.docs.dcnr.pa.gov/cs/groups/public/documents/document/dcnr_20033227.pdf

- ADA Policy
- Planning Eligible and Ineligible Grant Project Activities/Costs Policy
- Greening Policy
- Ownership and Control Policy
- PNDI Policy
- Planning Project Management Process Policy
- Waiver for Retroactivity Policy

PLANNING

GENERAL INSTRUCTIONS

Under Project Narratives of the DCNR GRANT PORTAL application, address the **Criteria Questions, Project Plans, and Project Partners** sections as they relate to your proposed project. Ensure that your responses are thorough and concise, describing how the project relates to the DCNR priorities outlined below. To fully illustrate and support your responses, upload high quality maps, photos, and site drawings, as appropriate for your project, to your GRANT PORTAL application.

Your application will be reviewed, scored, and ranked based on your responses to the Criteria Questions, Project Plans, and Project Partners sections and items listed on the project-specific Ready-to-Go Checklist.

CRITERIA QUESTIONS

1. Briefly describe your project's needs, benefits, and urgencies and how they will be addressed through your proposed scope of work.

- Provide a concise, explanation of the needs, benefits and urgencies that have been identified by the community or organization. Why is your project needed? How was the need identified? Describe how your project will benefit your community or organization. Please explain and detail any urgencies facing your project, such as a safety hazard, threat of development and/or opportunities to leverage other funding.

2. The Department is a strong proponent of green/sustainable parks, trails, recreation facilities, and conservation areas. Briefly describe the green and sustainable management practices that have been or will be incorporated into your project. You should reference where these green and sustainable practices can be found in the project budget and site plan (as applicable).

- Please refer to the Green and Sustainable Community Parks for additional resources and technical assistance information. Please note that upon award, it is expected that all green and sustainable best management practices proposed in this application will be incorporated into your project. Green and sustainable best management practices should be selected so they are appropriate for both your site and project. Consider the following key elements when evaluating the project:

  A. Site Location & Site Design
  B. Water
  C. Natural Landscaping

D. Materials Selection & Construction
E. Connecting People to Nature
F. Operations and Maintenance
G. Environmental Stewardship Messaging

3. The Department **requires** all grant applicants to comply with the 2010 ADA Standards for Accessible Design. Specifically, please describe how your project will comply with the 2010 ADA Standards for Accessible Design. You should reference where these accessible accommodations can be found in the project budget, scope of work, and/or site plan (as applicable).

- Please refer to DCNR's ADA Policies Page for additional resources and technical assistance information. DCNR strongly suggests that a qualified design consultant knowledgeable of the current standards and DCNR best practices be relied on for their expertise. In addition to a qualified design consultant, the U.S. Access Board is another great resource for questions regarding ADA Standards and requirement

4. The Department is a strong proponent of public involvement in all funded projects. Describe in detail how the public has been and/or will be engaged in the planning, design, implementation, long-term maintenance, and/or stewardship of your project (i.e. - public meetings, press releases, volunteer days, etc.).

- You may wish to contact your Regional Advisor to discuss public outreach strategies best suited to your project needs. Applicants should focus on outreach strategies that involve the public in meaningful ways such as public meetings as part of a formal planning process, outreach campaigns, or any other method used to involve the public either in the formative process of your project or the long-term maintenance or stewardship of your project. DCNR's Public Participation Guide for Planning Projects may provide ideas on how to best engage and involve the public in your project.

5. Explain how your project will implement the actions in Natural Connections, the 2014-2019 Pennsylvania Statewide Comprehensive Outdoor Recreation Plan (SCORP). To receive maximum points, you must give a detailed explanation as to how your project will address **at least 3 Actions** identified in the Plan on pages 9-17 of the Executive Summary. If your project is related to improving Pennsylvania's trail network, you may find related actions in Pennsylvania's Land and Water Trail Network Strategic Plan as well. Be sure to mention if you are:

- Closing a trail gap (Gap Map)
- Rehabilitating a community park
- Implementing a watershed restoration project
- Acquiring lands that enhance landscape connectivity and/or recreational access to existing protected lands

6. Describe your capacity to implement the proposed plan or study once it is complete. In your response please cite specific examples of how your organization has successfully implemented a previous plan or study. Include steps taken to obtain necessary funding,

meet regulatory requirements, and manage construction or installation. Indicate if the project will produce an operations, maintenance, and/or stewardship plan (Yes/No).

PROJECT PLANS

Identify and briefly describe local, county, and regional plans that your project advances through the implementation of your scope of work. Limit to three total plans.

- Identify the top three (3) relevant plans that your project advances through the implementation of the scope of work. For each plan, identify the name, date of publication, page numbers relevant to your project, hyperlink (if applicable), if it lists your project as a high priority or early implementation project (Yes/No), and a brief, detailed description of how your project advances the plan.
- Local, county, and regional plans include, but are not limited to:
    A. Rivers Conservation Plan
    B. County Park & Recreation Plan
    C. Local Network Greenways, Trails and Open Space Plan
    D. Municipal Comprehensive Plan
    E. Local Comprehensive Park & Recreation Plan
    F. Watershed Plan
    G. Economic Impact Study
    H. Project Feasibility Study and/or Master Site Plan
    I. Conservation Landscape Work Plan
    J. Heritage Area Strategic Plan

PROJECT PARTNERS

Identify all major partners (financial, technical assistance, or general support) involved in your project.

- It is essential that you solicit and engage the appropriate partners for your project, which may include local, municipal, county, state, or federal governments, private foundations, private business, or friends groups.
- All partners should provide a letter of commitment to upload to your application that details the nature of their involvement in the project.
- For all financial partners, the commitment letter should detail the amount and type of match they are providing as well as when it will become available to you. Financial partnership can take the form of a donation of cash, materials, or in-kind services, such as the use of equipment or volunteer labor.
- For all technical assistance partners, the commitment letter should detail the nature of the assistance provided by the partner, such as volunteering their time and expertise to serve as a member of a steering committee.
- If you have no financial or technical assistance partners, you should include letters of general support. Each letter should detail how the project will directly benefit the organization providing the letter.
- For projects that cross municipal boundaries, letters from all affected municipalities should be uploaded documenting their support or commitment to the project.

Application Term Glossary - Community Recreation and Conservation Planning

Applicant Type: Help - Applicant Type	Select the Applicant Type that applies to your organization.
Applicant Type: Non-Profit Information	If your organization is an incorporated 501(c)(3) non-profit, you must fill out this section; in addition you must be registered with the PA Bureau of Charitable Organizations. You may use the following web-link http://www.dos.state.pa.us/portal/server.pt/community/charities/12444 (http://www.dos.state.pa.us/portal/server.pt/community/charities/12444) to register or to check if already registered.
Attachments: Appraisal Report	**Required for Land Acquisition and Development- Land Donation projects, ONLY.** (More than one attachment may be necessary to upload the entire file.) **Failure to submit an appraisal or provide one in the proper format will delay or prevent an application from being selected for funding.** The Appraisal must be prepared by state certified General Real Estate Appraiser and conform to the Uniform Standards of Professional Appraisal Practice (USPAP) (http://www.dcnr.state.pa.us/cs/groups/public/documents/document/dcnr_20030127.docx) . Review the Land Acquisition section to confirm eligibility requirements for the proposed project.
Attachments: County/Municipal Notification Letter(s)	DCNR requires applicants to notify the county planning agency and municipalities where your project is located. You are not required to submit letters of support from these entities or letters recognizing the project. If you have them, they may be helpful so it is suggested that you attach them.
Attachments: Draft Sales Agreement	**For Land Acquisition and Development- Land Donation projects, ONLY.** If available please provide.
Attachments: Grant Agreement Signature Page	Download the Form, have the Chief Elected Official sign it in blue ink, and mail it to the Grants Customer Service Center. This will be necessary to execute a formal Agreement. **Grants Customer Service Center Address:** Department of Conservation and Natural Resources Bureau of Recreation and Conservation Attn: Grants Customer Service Center PO Box 8475, 400 Market Street RCSOB 5th Floor Harrisburg, PA 17105-8475
Attachments: Letters of Cash/Non-Cash Commitment	Letters of Commitment from **ALL** project partners pledging Non-Cash and/or Cash support, as indicated in the Budget Details **MUST** be uploaded.
Attachments: Letters of Commitment	Letters of Commitment from **ALL** project partners pledging Non-Cash and/or Cash support, as indicated in the Budget Details **MUST** be uploaded.
Attachments: Project Related Photos	Attach any photo's that relate to your project.

Attachments: Project Site Location Map	Provide a map that clearly show the project area, street names and intersections with sufficient detail to locate the project site.
Attachments: Property Boundary/Tax Parcel Map	**Development projects, ONLY**; identify the parcels to be developed. If area is leased, provide property survey information.
Attachments: Resolution	For multi-municipal projects, attach resolutions from EACH participating municipality.
Attachments: Survey or Tax Map / Public Access Map	**Required for Land Acquisition and Development- Land Donation projects, ONLY**. Identify the parcels to be acquired and/or eased. Public Access Map must show the designated area(s) for public access.
Budget Summary: DCNR Grant Request	The amount of funding you are requesting from DCNR.
Budget: Cash Costs	**Cash costs** are those paid costs that are directly related to performing the scope of work included in your grant application. These paid costs typically include professional service fees, (consultants), construction contacts, material costs, etc. Click here (http://www.dcnr.state.pa.us/cs/groups/public/documents/document/dcnr_017035.pdf) for a list of Eligible and Ineligible Project Activities and Costs Policy.
Budget: Construction Development Material and Labor Costs	These costs include the materials, labor and/or equipment directly related to the development and construction of the project. Typically, these items must be publicly advertised, bid and awarded with applicable state and federal laws.
Budget: Contracted/Professional Services	**Contracted/Professional Services-** costs provided under contract/professional service agreements with the grantee to perform all or part of the official scope of work.
Budget: Donated Goods and Services	The value for **Donated Goods** shall be established by the actual cost of those materials, if items were to be sold at actual cost and should be documented on an invoice by the Supplier/Person donating them. **Donated Services**- can include both Labor and Equipment costs, owned and provided by a local contractor and used exclusively to develop the site. Such a donation requires a Letter of Commitment during the application period. **Individuals and firms providing and/or donating services must possess** the actual skills, qualifications, certifications, training and experience, for the services they will provide and must provide written documentation of the service rendered. The Bureau may request a resume and/or listing of qualifications. The acceptable rate will be established as the professionals/contractors actual hourly rate, as documented on their employer's/firms official letterhead or invoice.
Budget: Donated Professional Services	**Donated Professional Services-** include services provided at no cost to the grantee by individuals possessing specialized skills or expert knowledge to perform all or part of the official scope of work. DCNR may request written documentation in support of the listed professional services.
Budget: Equipment Use	The value of municipal owned equipment used to directly develop the site. Equipment must be owned by the applicant/grantee or use donated by an equipment owner.

Budget: Help - Scope Item Description	Enter a detailed but concise explanation of this scope item. **Example:** Install 6 interpretive signs along the Ghost Town Trail in Ebensburg Borough and Cambria Township, Cambria County.
Budget: Help - Scope Item Timeframe	Enter a target date or date range when this scope item is expected to be completed.
Budget: Help - Scope Item Title	Enter a short title that describes this particular scope item. **Example:** Kittatinny Ridge Conservation Plan Update
Budget: In-House Professional Services	**In-House Professional Services-** the grantee's paid staff costs for services and labor to perform all or part of the official scope of work. In-house professional services are tabulated using an established "billable rate," which can include an employee's hourly wage, fringe benefits, and overhead costs. The billable rate should be officially established by the grantee's governing body. Fringe benefits and overhead costs include but are not limited to employee insurance, retirement benefits, and paid time off.
Budget: Land Donations	Land donations may be an eligible non-cash match, typically applicable to PRD projects. The market value must be determined by a state certified General Real Estate Appraiser, and the applicant must provide a copy of the Appraisal Report with the application. This value will be considered as match for developing the donated land and/or adjoining parklands.
Budget: Non-Cash Costs	Non -Cash costs are that costs/match directly related to performing the scope of work included in your grant application. They include in-house services, volunteer labor services, Equipment use, Donated Goods & Services, and Land Donations. These non-cash costs/match are defined below in each category. Click here (http://www.dcnr.state.pa.us/cs/groups/public/documents/document/DCNR_017033.pdf) for a list of Eligible and Ineligible Project Activities and Costs Policy.
Budget: Non-Cash Costs	Non -Cash costs are that costs/match directly related to performing the scope of work included in your grant application. They include in-house services, volunteer labor services, Equipment use, Donated Goods & Services, and Land Donations. These non-cash costs/match are defined below in each category. Click here (http://www.dcnr.state.pa.us/cs/groups/public/documents/document/dcnr_017035.pdf) for a list of Eligible and Ineligible Project Activities and Costs Policy.
Budget: Other Project Cash Costs	**Other Project Cash Costs**- cash costs, (incurred/paid by the grantee) to complete the official scope of work such as advertisements, meeting room rentals, map reproduction, printing, postage, travel, meals and lodging. Subsistence costs for meals, lodging and automobile mileage shall not exceed the rates allowed by Commonwealth policy http://www.gsa.gov/portal/content/104877 (http://www.gsa.gov/portal/content/104877) .
Budget: Other Project Donations	**Other Project Donations-** donated values, not directly incurred/paid by the grantee, to complete the official scope of work as such as advertisements, meeting room rentals, map reproduction, printing, postage, travel, meals and lodging. Subsistence costs for meals, lodging and automobile mileage shall not exceed the rates allowed by Commonwealth policy http://www.gsa.gov/portal/content/104877 (http://www.gsa.gov/portal/content/104877) .
Budget: Professional Services	These fees/costs can include: design costs provided by an architect, engineer or landscape architect to develop drawings and specifications, bid advertisements including postage, construction observation, property surveys, solicitor/attorney fees, permitting costs, etc. Professional Services Fees are limited to 15% of the total eligible construction costs.

Budget: Volunteer Services	**Volunteer Services-** are non-skilled services not paid for by the grantee to perform all or part of the official scope of work. Volunteer rates, not previously approved by the Bureau for individuals age 18 and over, should not exceed the "Value of a Volunteer Hour" for Pennsylvania as published by the Independent Sector at www.independentsector.org/volunteer_time (http://www.independentsector.org/volunteer_time) . Work performed by individuals under the age of 18 will be valued at the Commonwealth's minimum wage rate.
Criteria Questions (Question 1): Criteria Needs	Provide a concise, detailed explanation of the needs, issues, and/or urgencies that have been identified by the community or organization and the benefits derived from the implementation of the scope of work. Why is your project needed? How was the need identified? How will your project address the identified needs and/or issues? Please explain and detail any urgencies facing your project, such as a safety hazard or threat of development.
Criteria Questions (Question 2): Criteria Plan	Identify all relevant plans your project advances through the implementation of the scope of work. For each plan, identify it by name, the date of publication, page numbers relevant to your project, hyperlink (if applicable), identify if it lists your project as a high priority or early implementation project (Yes/No), and a brief, detailed description of how your project advances the plan. Please do not attach or upload the actual plans. If a hyperlink is not available, please upload just the relevant pages from the plan. Local, county and regional plans include, but are not limited to: A. County Greenway Plan (http://www.dcnr.state.pa.us/brc/conservation/greenways/countygreenwayplans/index.htm) ; B. Rivers Conservation Plan (http://www.dcnr.state.pa.us/brc/conservation/rivers/index.htm) ; C. County Park & Recreation Plan; D. Local Network Greenways, Trails and Open Space Plan; E. Municipal Comprehensive Plan; F. Local Comprehensive Park & Recreation Plan; G. Watershed Plan; H. Economic Impact Study; I. Project Feasibility Study and/or Master Site Plan; J. Conservation Landscape Work Plan (http://www.dcnr.state.pa.us/cli/index.htm) ; K. Heritage Area Strategic Plan (http://www.dcnr.state.pa.us/cs/groups/public/documents/document/dcnr_20031475.pdf) Please use the "**Add Plan**" button to input additional plans.
Criteria Questions (Question 3): Criteria Green	Please refer to DCNR's Greening Parks and Sustainable Practices (http://www.dcnr.state.pa.us/brc/grants/greening/greeninggrants.aspx) page for additional resources and technical assistance information. Please note that upon award, it is expected that all green and sustainable best management practices proposed in this application will be incorporated into your project. Green and sustainable best management practices should be selected so they are appropriate for both your site and project. Consider the following key elements when evaluating the project: A. Site Location & Site Design B. Water C. Natural Landscaping D. Materials Selection & Construction E. Connecting People to Nature F. Operations and Maintenance G. Environmental Stewardship Messaging
Criteria Questions (Question 6): Criteria Priority Areas	The 2014-2019 State Comprehensive Outdoor Recreation Plan (http://paoutdoorrecplan.com/) (SCORP) is organized into 5 priority areas, with each priority containing related recommendations and action steps. To complete this question, first select a priority area to expand the associated recommendations from the plan. Provide a detailed explanation as to how your project implements each applicable recommendation in the text box below that recommendation. Repeat this process for each priority area to ensure that you have reviewed all the Outdoor Recreation Plan's recommendation.

Criteria Questions (Question 7): Criteria Public Involvement	You may wish to contact your Regional Advisor (http://www.dcnr.state.pa.us/brc/aboutus/index.htm?tab=RegionalOffices#RegionalOffices) to discuss public outreach strategies best suited to your project needs. Applicants should focus on outreach strategies that involve the public in meaningful ways such as public meetings as part of a formal planning process, outreach campaigns, or any other method used to involve the public either in the formative process of your project or the long-term maintenance or stewardship of your project. DCNR's Public Participation Guide for Planning Projects (http://www.dcnr.state.pa.us/cs/groups/public/documents/document/dcnr_006106.pdf) may provide you ideas on how to best engage and involve the public in your project.
Criteria Questions (Question 8): Criteria Partners	It is essential that you solicit and engage the appropriate partners for your project, which may include local, municipal, county, state, or federal governments, private foundations, private business, or friends groups. All partners should provide a letter of commitment to upload to your application that details the nature of their involvement in the project. For all financial partners, the commitment letter should detail the amount and type of match they are providing as well as when it will become available to you. Financial partnership can take the form of a donation of cash, materials or in-kind services, such as the use of equipment or volunteer labor. For all technical assistance partners, the commitment letter should detail the nature of the assistance provided by the partner, such as volunteering their time and expertise to serve as a member of a steering committee. If you have no financial or technical assistance partners, you should include letters of general support. Each letter should detail how the project will directly benefit the organization providing the letter. For projects that cross municipal boundaries, letters from all affected municipalities should be uploaded documenting their support or commitment to the project.
General: Help - County	County associated with the applicant's mailing address.
General: Help - Federal ID	Please enter a Federal ID to add an applicant to your user profile. ***Note: You Must have a Federal ID to apply for a DCNR Grant.*** Nine-digit number used to identify a business entity; assigned to sole (EIN): proprietors, corporations, partnerships, estates, trusts, and other entities for tax filing and reporting purposes. This number is also known as a Federal Tax Identification Number or (TIN).
General: Help - Municipality	Municipality associated with the applicant's mailing address.

General: Help - Organizational DUNS

You must have a DUNS number to apply for a DCNR grant.

It takes a minimum of 30 business days for a new D&B DUNS Number to be processed. Get your D-U-N-S® Number within 24 hours with D-U-N-S Expedited and build an online custom profile with D-U-N-S Registered.

Call 1-866-594-2464 today for more information.

Q. How do I request a DUNS Number?
A. Go to the Dun & Bradstreet website at http://www.dnb.com/get-a-duns-number.html (http://www.dnb.com/get-a-duns-number.html) . This will take you to a page where you can determine whether your organization already has a DUNS number and/or whether you need to apply for a DUNS number.

Q. Do I need a DUNS Number to apply for a DCNR Grant?
A. Yes, The Federal government requires Pennsylvania to provide the DUNS number for grantees.

Q. Is registering for a DUNS Number free of charge?
A. Yes, registering for the DUNS number is free of charge, though Dun & Bradstreet offers additional products and services which they may suggest that you purchase when you register.

General: Help - Project Applicant

Please select a project applicant or search for a new project applicant to add to your user profile.

Grant Agreement Sig.: Help - Grant Agreement Signature

An accurately completed Signature Page is needed to execute a formal Grant Agreement if the application is selected for funding.

DCNR no longer requires that the Signature Page be mailed to the Harrisburg office.

Grant Opportunities: Combination Projects

Combination Projects are a combination of compatible eligible planning project types. Common examples are: Swimming Pool Feasibility Study combined with a Master Site Development Plan on the same site; Comprehensive Recreation, Park, Open Space and Greenway Plan including Site Development Drawings.
Note: Applicants must review combination projects with the appropriate Regional Advisor prior to submitting a grant application

Grant Opportunities: Comprehensive Recreation, Park and Open Space and Greenway Plans

Comprehensive Recreation, Park and Open Space and Greenway Plans are municipal, county or regional based plans that identify the methods, resources, organizational capacity and capital investment needed to accomplish both short term and long-term recreation, open space and greenway goals of the community. The planning process includes substantial citizen involvement, inventory of existing conditions and facilities, analysis of issues and community needs, and specific recommendations that set forth actions, priorities and cost. Funding of multi-municipal plans is a higher priority for the Department than such plans for a single municipality.

Grant Opportunities: Indoor Recreation Facility Feasibility Studies

Indoor Recreation Facility Feasibility Studies are professionally prepared studies to determine community support, market characteristics, physical/structural assessment and the legal and financial capability to acquire, develop or rehabilitate, manage and sustain an indoor recreation facility. Examples include a community recreation center, vacant school building, indoor swimming pool, gym, indoor sports complex or indoor ice rink.
Note: Completion of a Recreation Facility Feasibility Study is required for submission of a Community Partnerships development grant application.

Grant Opportunities: Land Conservation and Stewardship Plans	**Land Conservation and Stewardship Plans** consist of inventory, analysis and recommendations to establish acquisition priorities and/or a long-term management plan for the preservation and environmental protection of specific natural areas or important environmental aspects of specific regions. These studies usually entail substantial research conducted by experts in critical habitat identification and assessment and substantial mapping of sensitive environmental and important habitat areas.
Grant Opportunities: Master Site Development Plans	**Master Site Development Plans** are site-specific studies that include, site information and analysis, and analysis of activities, facilities, maintenance, and operations. These studies lead to completion of a site development drawing in conformance with current design standards and cost estimates for the full development or redevelopment of a park or other recreational-use site.
Grant Opportunities: Network Greenways, Trails, and Open Space Plans	**Network Greenways, Trails, and Open Space Plans** are municipal, or regional based plans that identify a greenway/trail network, highlight opportunities for connections beyond the study area's borders, and provide a context for more local and detailed greenway trail/planning. The planning process includes inventory, mapping and analysis of existing and proposed corridors and hubs that influence the development of linear greenways/trail corridors. An action plan is developed that includes specific steps on how to create the network that includes priorities, responsibilities and proposed costs.
Grant Opportunities: Swimming Pool Complex Feasibility Studies	**Swimming Pool Complex Feasibility Studies** are professionally prepared studies to determine community support, market characteristics, physical/structural assessment and the legal and financial capability to acquire, develop or rehabilitate, manage and sustain a swimming pool complex. A swimming pool complex includes the pool, bath house, concession, parking, and other site amenities. *Note: Completion of a Swimming Pool Complex Feasibility Study is required for submission of a Community Partnerships development grant application.*
Intro: Help - Grant Program	Select the appropriate grant opportunity. You can change your selection, without losing data entered, at any point up until the grant deadline.
Intro: Help - Grant Workshop	In partnership with the Pennsylvania Recreation and Park Society, DCNR offered free, in-person grant workshops at six locations across Pennsylvania in November. These workshops are offered annually. These workshops provided information to potential applicants on DCNR grants available for public recreation and conservation projects. Grants are funded through a variety of grant programs including the Keystone Recreation and Conservation Fund, Environmental Stewardship Fund, Pennsylvania Recreational Trails Program, and the Land and Water Conservation Fund. Participants in these grant workshops will be provided with in-depth information on projects eligible for DCNR's grant funds, how to develop a competitive "ready-to-go" application, eligible applicants, and matching fund requirements. Participants will also receive guidance and updates on the eGrants application process and the documents required for each type of project, and have the opportunity to interact with Bureau of Recreation and Conservation staff. Community leaders, municipal officials, consultants, land trusts, board members, trail managers, and park and recreation professionals are encouraged to attend.
Intro: Help - Project Title	Give your project a descriptive title of fewer than 10 words. Please use this title for all correspondence and when referencing this project. (Example: M&M Park- Phase I)
Intro: Help - Regional Advisor	Please list the name of your Bureau of Recreation and Conservation Regional Advisor with whom you discussed your project. It is highly recommended that you discuss your application with your Regional Advisor (http://www.dcnr.state.pa.us/brc/aboutus/index.htm?tab=RegionalOffices#RegionalOffices) before you start your application.
Location: Help - Acreage	Enter Acreage (if applicable).

Location: Help - Latitude	Enter Latitude for each project site.
Location: Help - Length in Miles	Length in Miles; noting logical beginning and ending points. Applicable primarily to trail projects, greenways or watershed studies.
Location: Help - Location Description	Please add a description for the project site location and fill out the address if there is a known address for the location.
Location: Help - Longitude	Enter Longitude for each project site.
Location: Help - Other Property Agreements	Other property agreements include Right-of-Way agreements, access/use agreements, etc.
Location: Help - Parcel Number	Enter Parcel Number (if applicable and available)
Location: Help - Project Site Location Name	Please use the descriptive project title as supplied earlier. ***Example: M & M Park- Phase I*** If you have more than one site location for your project then click on the "Add New Location".
Location: Help - Property Leased	Property to be developed or rehabilitated that is is not owned by applicant in fee simple must have control of property through a permanent easement or long-term lease agreement (minimum of 25 years) to protect facilities for their useful lifetime. Identify for each project site. The applicant must control the property that will be developed, rehabilitated, or for which a Master Site Development Plan will be created. *Note: Check "yes" if you own the site but control has been leased to another party. In addition, you must check "yes" if you are leasing the property from another party.*
Location: Help - Property Owner	Name of property owner for each project site. Property to be developed or rehabilitated must be owned by the applicant in fee simple.
Location: Help - Property Owner	Name of property owner for each project site. For plans that include a site development drawing, proof of ownership or control of the site to be master planned will be required. If the property is leased, the lease must be for a minimum of 25 years and will be reviewed by DCNR.
Location: Location Help	For detailed instructions on how to map your Project Site Location Click here. (http://www.dcnr.state.pa.us/cs/groups/public/documents/document/DCNR_20030300.pdf)
Match: Non-Cash Value	Eligible non-cash values include: In-House Services, Equipment Use, Donated Goods & Services, Donated Land and/or Volunteer Labor
PNDI: Help - PNDI Receipt	Complete the PNDI Environmental Review Tool found at the following link: http://www.gis.dcnr.state.pa.us/hgis-er/Login.aspx (http://www.gis.dcnr.state.pa.us/hgis-er/Login.aspx) . Upload a copy of the PNDI Receipt to your application. *Note for Planning Projects: Only Master Site Development Plans require a PNDI receipt.*

PNDI: Help - PNDI Receipt	Complete the PNDI Environmental Review Tool found at the following link: http://www.gis.dcnr.state.pa.us/hgis-er/Login.aspx (http://www.gis.dcnr.state.pa.us/hgis-er/Login.aspx) . Upload a copy of the PNDI Receipt to your application.
Project Info: Help - Brief Project Description	Provide a brief description of the project, to include type, size, location and work elements of the project, as applicable. **PLANNING DESCRIPTION – (CROGP)** Prepare a Multi-municipal Comprehensive Recreation, Open Space and Greenway Plan for Lackawanna and Shohola Townships, Pike County. Work to include a written, bound report. **PLANNING DESCRIPTION – (MSDP)** Prepare a Master Site Development Plan for a 71 acre expansion to Scott Park in Scott Township, Allegheny County. Work to include a written, bound report. **PLANNING DESCRIPTION – (RCP)** Develop a Rivers Conservation Plan for the Sugar Creek and Towanda Creek Watersheds in Bradford, Tioga and Sullivan Counties. Work to include a written, bound report. **PLANNING DESCRIPTION - (FS)** Prepare a Feasibility Study for developing a Manheim Regional Community Center, Lancaster County. Work to include a written, bound report.
Project Info: Help - Conservation Easement	Acquisition of right to use all or a portion of the surface rights of a property owner for a specific conservation use or uses.
Project Info: Help - End Date	Projects to be developed or rehabilitated typically take approximately 26 to 36 months to complete from the time the applicant is notified of their selection of the grant. ***Note: All projects must be completed within 4 years of the contract start date, except for all planning projects which need to be completed within 3 years.***
Project Info: Help - End Date - Planning	Planning projects typically take approximately 22 to 32 months to complete from the time the applicant is notified of their selection of the grant. ***Note: All projects must be completed within 4 years of the contract start date, except for all planning projects which need to be completed within 3 years.***
Project Info: Help - Environmental Hazards	Any environmental condition that exceeds Pennsylvania's Act 2 Environmental Standards (http://www.portal.state.pa.us/portal/server.pt/community/land_recycling_program/20541) .
Project Info: Help - Fee Acquisition	Acquisition of owner's existing rights to a parcel of land.
Project Info: Help - Property Leased	Property to be developed or rehabilitated that is is not owned by applicant in fee simple must have control of property through a permanent easement or long-term lease agreement (minimum of 25 years) to protect facilities for their useful lifetime.
Project Info: Help - Start Date	Grants are awarded to assist with projects that will be undertaken **after** the award of the grant, not to retroactively reimburse cost of projects that have already begun or been completed before the award of the grant. ***Note: All projects must be completed within 4 years of the contract start date, except for all planning projects which need to be completed within 3 years.***

Project Info: Help - Statewide	Will your proposed project take place at a specific project site or site locations?
Resolution: Help - Appointed Title	The title of the person appointed by the applicant/grantee. **This must match #7 on the Grant Agreement Signature Page (http://www.dcnr.state.pa.us/cs/groups/public/documents/document/DCNR_20030462.pdf) .**
Resolution: Help - Resolution	For multi-municipal projects, attach resolutions from EACH participating municipality.

GRANT ROUND 26

Motorized and Non -Motorized Trail Projects

TRAIL Projects (Motorized and Non-Motorized)

This section provides grant information and guidance for the planning, acquisition of land, development, rehabilitation, maintenance, and development of educational programs related to land and water trails and facilities for motorized and non-motorized recreational activities.

Definitions:

- *Trail:* A designated route on land or water with public access for recreation and/or alternative transportation opportunities such as walking, jogging, hiking, fitness, backpacking, cross country skiing, bicycling, mountain biking, horseback riding, snowmobiling, four-wheel driving, all-terrain off-road vehicles, canoeing, kayaking, etc. for users of all ages and abilities.
- *Trailhead:* An access point to a trail or trail system often accompanied by various public facilities; parking areas, restrooms, pavilions, concessions, directional and informational signs, etc.
- *Trail Amenities:* Elements used to enhance the user's experience and comfort along a trail or at a trailhead; interpretive signs, benches, kiosks, tables, etc.

For DCNR grant application purposes, a trail project must have at least 75% of the total project cost related to trail and/or trail-related facilities. Projects that involve the development of trails or internal walkways within parks are not considered trail projects.

Grant opportunities are available for the following motorized and non-motorized Trail Project types:

- Trail Planning
- Trail Acquisition
- Trail Development (including Rehabilitation & Maintenance)
- Trail Educational Programs

For each Trail Project type, this guidance provides:

- *Ready-To-Go Checklist* – Applicants should use the appropriate Trail Project type checklist to determine if the project is "Ready-to-Go". Applicants should contact their DCNR Regional Advisor to discuss the elements outlined on the checklist before submitting an application for funding.
- *General Information and Funding Conditions* – Applicants should carefully review the general information for the appropriate Trail Project type and contact their DCNR Regional Advisor to discuss the funding conditions and requirements.
- *Project Types & Sample Project Descriptions* – Trail projects fall into several categories and can be funded with various state and federal funding sources. This section briefly outlines Trail Project categories and provides corresponding sample project descriptions that the applicant is required to provide in their application. The brief project description is a summary of the scope of work that will be developed if selected for funding.
- *Guidance Documents & Bureau Policies* – A list of guidance documents and Bureau policies with webpage links is provided to help applicants develop their Trail Project application.

GRANT ROUND 26

Trails Project Information

TRAIL PLANNING Projects

Trail Planning Projects examine the feasibility of developing land and water trails and trail-related facilities for motorized and non-motorized recreational activities, as well as provide a road map to make the trail a reality. A thorough trail study will provide local decision-makers with enough information to help them decide whether or not to pursue trail development.

Ready-To-Go Checklist

This Checklist is to be used by the applicant to ensure the Trail Planning Project is "Ready-To-Go". The items below need to be addressed, included and/or uploaded in the application. It will be used by DCNR in the grant application evaluation process. Only projects that are Ready-To-Go will be given consideration for grant awards. If you have questions regarding this checklist, please contact your DCNR Regional Advisor.

✱ **Ready-to-Go Status is worth 15 points. It is essential to provide high quality, well-defined and/or detailed information for these items.**

	Yes	
	☐	Contacted Regional Advisor
	☐	Eligible Applicant
	☐	Appropriate Applicant
	☐	Eligible project
✱	☐	For a Trail Study containing preliminary designs: Applicant owns or controls project site through a lease or easement (minimum 25 years)
✱	☐	Match secured
	☐	Letters of match commitment from entities other than applicant uploaded
✱	☐	Detailed list of eligible cash match / non-cash match included
✱	☐	Realistic, accurate, and detailed cost estimate/budget included
✱	☐	Clear, concise and detailed scope of work included
	☐	For a Trail Study containing preliminary designs: PNDI receipt uploaded
	☐	Accurate project site location map(s) uploaded (if applicable)
	☐	County/Municipal Notification Letter(s) uploaded
	☐	Reviewed the sample planning project timeline at the following link http://www.docs.dcnr.pa.gov/cs/groups/public/documents/document/dcnr_009417.pdf and agree that the project can be completed within 3 years from date of grant award (draft and final plan approved by DCNR)
	☐	Copy of lease or easement uploaded (if applicable)
	☐	Properly completed Resolution Page uploaded

Trail Planning: General Information & Funding Conditions

1. All projects must serve a public purpose and help advance DCNR goals and priorities.

2. All facilities/sites must be open for use by the general public.

3. Applicants may submit more than one application per funding period. A separate application must be submitted for each trail planning project unless the projects are substantially related.

4. If your project is selected for funding, the Bureau will review the proposed cash and non-cash values and work items to determine their eligibility. Adjustments may be made to those values and work items.

5. Match is required for all projects and varies based upon the grant award funding source. The local match may be cash, non-cash, or a land donation value.

6. Cash match contributions provided by other organizations should be transferred to the applicant/grantee. In cases where an outside organization/agency wishes to expend funds on behalf of the applicant/grantee, a formal agreement must be executed between all parties to define roles and responsibilities. Draft agreements should be provided to the Bureau for review and approval prior to execution.

7. The Bureau requires that trail planning project consultants be selected using a competitive Request for Proposals (RFP) process.

8. Consideration of green/sustainable practices and energy saving technologies and are encouraged in all planning projects.

9. For trail planning projects that include preliminary designs, the applicant must control the property through fee simple ownership, permanent easement, or long-term lease agreement (minimum of 25 years).

10. Grantees are required to utilize a qualified design professional(s) (architect, landscape architect or engineer licensed to practice in the Commonwealth of Pennsylvania) to prepare drawings and/or specifications for all trail planning projects. All drawings and/or specifications should be sealed and signed by the appropriate design professional(s).

General Information

Planning projects generally entail the use of specialized consultants and expert professionals to work with local citizens and organizations to develop a community or regional-based plan and planning study report.

The Bureau requires that the planning project or process includes substantial public participation, that project consultants are selected using a competitive request for proposal (RFP) process and that at least two public meetings are held.

Municipalities and non-profit organizations are encouraged to work together to form partnerships to develop regional plans. The Bureau places a greater priority for funding on regional projects than on a planning project for one municipality. For regional, multi-municipal conservation, watershed, greenways or trails plans, applicants need to work with county government planning organizations to integrate new plan findings and recommendations into existing comprehensive plans and existing planning policy documents. County and local planning entities must be invited to participate in the planning process through, for example, work on study committees.

Trail Planning: Project Types

1. Trail Study

Trail planning efforts target a specific linear corridor of open space that may have been identified in a greenways, trails, and open space network plan or other local/regional planning effort. It may include a plan to create trail-based greenways, convert an abandoned rail corridor to a trail, or develop a motorized trail facility.

All trail studies begin with assessing the feasibility of developing and maintaining a trail. The degree of effort required to determine the feasibility is dictated by the specific needs and ownership status of the trail. Once determined feasible, effort will be spent determining the physical layout of the trail and the necessary steps to develop and maintain the trail.

Successful trail studies include relevant data, background research, analysis, and provide an implementation strategy to effectively develop a sustainable trail for motorized or non-motorized activities. Establishing ownership patterns and support of landowners is a key work task. Some parts of the trail may be left in a natural state and remain in private ownership, while other sections are proposed for public use and trails. The plan should recommend protection options, roles, potential cost estimates, and how best to acquire, develop, and maintain the greenway or trail corridor.

State funding sources are available to municipalities and non-profit organizations for Trail Study projects. Project and applicant eligibility as well as the required grant match is dependent on funding source requirements.

Sample Project Description:
Prepare a Trail Study to evaluate options to connect the Chester Valley Trail to the Struble and Brandywine trails in Downingtown Borough, Chester County; Caln, East Caln, East Bradford, West Bradford, and West Whiteland townships, Delaware County. Work to include a written, bound report.

2. Master Site Development Plan

For recreation sites such as Off-Highway Vehicle (OHV) Parks, a Master Site Development Plan (MSDP) is required. The planning process includes a research and public input and analysis process that leads to a size, type, and location plan for the full development or redevelopment of a site. The plan should meet all generally accepted design standards and identified recreation and/or conservation needs and priorities of the community to the extent possible. There must be enough detail developed during the process and provided in the plan narrative report and on the Site Development Drawing(s) to ensure that the facilities meet all applicable standards, can be built on the site while protecting and/or enhancing the natural resources, and that development costs can be accurately estimated.

State funding sources are available to municipalities and non-profit organizations for Master Site Plan projects. Project and applicant eligibility as well as the required grant match is dependent on funding source requirements.

Sample Project Description:
Develop a Master Site Development Plan for an approximately 340-acre parcel of land for off-highway recreation vehicles in Perry Township, Greene County. Work to include a written, bound report.

Trail Planning: Guidance Documents & Bureau Policies

The following information may be helpful in developing a DCNR grant application.

Guidance Documents:

Bureau eLibrary link for Planning Documents:
http://www.docs.dcnr.pa.gov/cs/groups/public/documents/document/dcnr_20033224.pdf

- Consultant Qualifications – Land Conservation, Rivers and Watershed Plans
- Consultant Qualifications – Planning Grant Projects
- General Information & Scope of Work Guidelines for Trail Study
- Planning Grant Administrative Instructions & Process
- Public Participation Guide
- Sample Estimated Planning Project Timeline
- RFP Guidelines
- RFP Template

Other Resources:

- Pennsylvania Trail Design & Development Principles
- Pennsylvania Trail Design Manual for Off-Highway Recreational Vehicles
- Universal Access Trails and Shared Use Paths
- Trail & Path Planning: A Guide for Municipalities
- Rails-to-Trails Conservancy Trail User Survey Workbook
- Pennsylvania Land Trust Association Model Trail Easement Agreement and Commentary
- Rails-to-Trails Conservancy http://www.railstotrails.org
- American Trails http://americantrails.org/
- Federal Highway Administration Bicycle & Pedestrian Publications http://www.fhwa.dot.gov/environment/bicycle_pedestrian/publications/
- Penn State Center for Dirt and Gravel Road Studies http://www.dirtandgravel.psu.edu/

Bureau Policies:

BRC Policies:
http://www.docs.dcnr.pa.gov/cs/groups/public/documents/document/dcnr_20033227.pdf

- ADA Policy
- Competitive Bidding/Purchasing Procedures Policy
- Greening Policy
- Ownership and Control Policy
- Planning Eligible and Ineligible Grant Project Activities/Costs Policy
- Planning Project Management Process Policy
- PNDI Policy
- Waiver for Retroactivity Policy

TRAIL LAND ACQUISITION Projects

Trail Acquisition Projects involve the purchase of fee simple title or perpetual easement to real property for subsequent development of motorized and non-motorized trails and trail-related facilities.

Ready-To-Go Checklist

This Checklist is to be used by the applicant to ensure the Trail Land Acquisition Project is "Ready-To-Go". The items below need to be addressed, included and/or uploaded in the application. It will be used by DCNR in the grant application evaluation process. Only projects that are Ready-To-Go will be given consideration for grant awards. If you have questions regarding this checklist, please contact your DCNR Regional Advisor.

✱ **Ready-to-Go Status is worth 15 points. It is essential to provide high quality, well-defined and/or detailed information for these items.**

	Yes	
	☐	Contacted Regional Advisor
	☐	Eligible Applicant
	☐	Appropriate Applicant
	☐	Eligible project
	☐	Property has no known environmental hazards
✱	☐	Match secured
	☐	Letters of match commitment from entities other than applicant uploaded
✱	☐	Detailed list of eligible cash match and/or donated land value
✱	☐	Realistic, accurate and detailed cost estimate/budget included, including any land donation value
✱	☐	Clear, concise and detailed project scope of work
✱	☐	Description of negotiations your organization has had with the land owner included
	☐	PNDI receipt uploaded
	☐	Accurate project site location map(s) and identification of parcel(s) being acquired, including acreage and boundaries, uploaded
	☐	Copy of current deed(s) for the property(ies) uploaded
	☐	Draft sales agreement uploaded
	☐	Draft easement agreement uploaded (if applicable)
	☐	County/Municipal Notification Letter(s) uploaded
✱	☐	Clearly describe the specific rights to be acquired and any rights severed from the property by past or proposed transactions
✱	☐	Full Appraisal Report by a state certified **General** Real Estate Appraiser for the land defined in the project scope and any donated parcels. Appraisal to be ordered by and prepared for the applicant. Review detailed appraisal requirements at the following link: http://www.docs.dcnr.pa.gov/cs/groups/public/documents/document/d_001269.pdf.
	☐	When circumstances warrant a "Waiver for Retroactivity" - the applicant has submitted a formal written request to the DCNR - Central Office
	☐	Properly completed Resolution Page uploaded
	☐	Reviewed the sample land acquisition project timeline at the following link http://www.docs.dcnr.pa.gov/cs/groups/public/documents/document/dcnr_009424.pdf and agree the project can be completed within 3 years from date of grant award

Trail Land Acquisition: General Information & Funding Conditions

1. All projects must serve a public purpose and help advance DCNR goals and priorities.
2. Applicants may submit more than one application per funding period. A separate application must be submitted for each trail acquisition project unless the projects are substantially related.
3. All awarded Trail Land Acquisition grant funds must be equally matched. The local match MUST be cash or donated land value.
4. Grants may be used for purchase of **fee simple title** to real property or a less than fee interest such as a **perpetual easement**. Applicants need to clearly indicate the interests/rights proposed for Land Acquisition. If some interests/rights will reside with another party post-acquisition, the applicant must disclose this. *Please note: If any rights have or will be severed, this information must be disclosed to the appraiser and addressed in the appraisal report.*
5. Appraisals must be performed by a **state certified General Real Estate Appraiser** and must meet the Appraisal Guidelines provided at the following link: http://www.docs.dcnr.pa.gov/cs/groups/public/documents/document/d_001269.pdf. These guidelines should be provided to the appraiser preparing your report.
6. All deeds or easement agreements acquired with DCNR grant funding will be required to contain a clause restricting the transfer and change of use of the property as per the Grant Agreement. The DCNR required restriction should not be included in a deed or easement until a grant has been awarded for the project and purchase of the property or easement has been approved by the Bureau.
7. All sales agreements and deeds must be reviewed by the Bureau before being executed.
8. All easement agreements must be reviewed and approved by the Bureau before being executed. Conservation Easements funded by DCNR must follow the PALTA model easement found at the following link: http://conservationtools.org/library_items/323-Model-Grant-of-Conservation-Easement-and-Commentary-6th-Edition.
9. Copies of all current existing leases shall be submitted with the grant application.
10. Title search/insurance will be required prior to project completion and closeout.
11. Land or an interest in land (such as an easement) acquired with grant assistance is restricted solely to those uses permitted by the statute under which the grant funding is awarded.
12. When assisting with the acquisition of an easement, DCNR is seeking as much public value as possible, while retaining flexibility to address special site conditions and respond to local needs on a case-by-case basis. This often translates into significant public access to the property; however, this public access is balanced against environmental, historical, cultural, safety, water quality and other considerations to arrive at an optimal solution.
    - The need to protect critical habitat can override the interest in providing public access.
    - Public access should be considered in a multi-dimensional fashion involving various portions of the property, for various activities at various times and levels.
    - Reasonable restrictions on the time and manner of public access, as well as temporary limitations on public access for protecting or restoring the land, are acceptable.

- The Department reserves the right to determine the percentage of participation in an easement project at its sole discretion.

13. **"Public Value and Use"** is to be addressed in the Grant Application. The overall level of public value will be considered in rating and ranking individual grant applications.

- All municipal recreation land acquisition projects **must be open to public** uses consistent with purposes for which the land was acquired.
- Public access is NOT required for Land Trust (as defined in the Keystone legislation) acquisition projects (fee simple or easement) but it is encouraged.

14. Grants are awarded to assist with projects to be undertaken **after** the award of the grant, rather than to retroactively pay (reimburse) for projects already begun or completed before the award of the grant. Therefore, grant funds generally may not be applied to project costs incurred before the date of the grant award.

- In special situations, the Bureau may permit grant funds to be applied to project costs incurred **before** the date of the grant award. **Refer to the Bureau Policy- "Waiver for Retroactivity".**

15. Only pre-qualified Land Trusts are eligible to receive Keystone- Land Trust funding. Organizations that are not pre-qualified may obtain a pre-qualification form and instructions from DCNR's Bureau of Recreation and Conservation webpage, http://www.docs.dcnr.pa.gov/cs/groups/public/documents/document/dcnr_20033228.pdf

or through the assigned DCNR Regional Advisor.

16. Grant applications from Non-Municipal applicants must include evidence that the municipality(ies) and county where the property is being acquired have had the opportunity to comment on the project proposal. *As a general policy, the Department **will not** approve grant funding in areas where local elected officials have expressed opposition to the proposed project.*

Trail Land Acquisition: Project Types

1. Fee Simple

Grants are awarded for the purchase of fee simple title to real property for subsequent development of motorized and non-motorized trails and trail-related facilities. Fee simple purchase of a parcel(s) of land transfers full ownership of the property, including the underlying title, to another party.

State funding sources are available to municipalities, non-profit, and for-profit organizations for the purchase of fee simple title for Trail Acquisition projects. Project and applicant eligibility is dependent on funding source requirements. An equal match is required for all projects and must be cash or donated land value.

Sample Project Descriptions:
Payment toward the fee simple acquisition of approximately 107.55-acre corridor between Newville Borough and Carlisle Borough, Cumberland County to provide approximately 8.25 miles for the eastern extension of the Cumberland Valley Rail Trail.

Payment toward the fee simple acquisition of approximately 2 acres of land located along Reading Drive and Bingen Road in Lower Saucon Township, Northampton County for trailhead access to the Saucon Rail Trail.

Payment toward the fee simple acquisition of approximately 1,243 acres off of Route 1030 in Pine and Boggs townships, Armstrong County for the development of an Off-Highway Vehicle Park.

2. Trail Easement

Grants are also awarded for the purchase of perpetual trail easements for subsequent development of motorized and non-motorized trails and trail-related facilities on private property. A trail easement allows a landowner to provide access to their land for a public trail without losing ownership or control of the land.

State funding sources are available to municipalities, non-profit, and for-profit organizations for the purchase of perpetual trail easements for Trail Acquisition projects. Project and applicant eligibility is dependent on funding source requirements. An equal match is required for all projects and must be cash or donated land value.

Sample Project Description:
Payment toward the acquisition of a trail easement on approximately 8.9 miles of the Turtle Creek Industrial Railroad corridor in Trafford Borough in Allegheny and Westmoreland counties, Murrysville Borough and Penn Township in Westmoreland County, and Municipality of Monroeville in Allegheny County.

Trail Land Acquisition: Guidance Documents & Bureau Policies

The following information may be helpful in developing a DCNR grant application.

Bureau Policies:

Bureau Policies:
http://www.docs.dcnr.pa.gov/cs/groups/public/documents/document/dcnr_20033227.pdf

- Acquisition Grant Administrative Instructions and Process Policy
- Acquisition Eligible and Ineligible Grant Project Activities/Costs Policy
- Ownership and Control Policy
- Pennsylvania Natural Diversity Inventory (PNDI)
- Public Value and Use Policy
- Requirements for Boundary Surveys and Title Work
- Requirements for Property Appraisals
- Sign Policy

Other Resources:

- Pennsylvania Trail Design & Development Principles
- Pennsylvania Trail Design Manual for Off-Highway Recreational Vehicles
- Pennsylvania Land Trust Association
  http://conservationtools.org/libraries/1/topics/76
    - PA Conservation Easement & Commentary
    - Trail Easement Agreement & Commentary

TRAIL DEVELOPMENT Projects

Trail Development Projects construct new and rehabilitate and maintain existing land and water trails and trail-related facilities for motorized and non-motorized recreational activities.

Ready-To-Go Checklist

This Checklist is to be used by the applicant to ensure the Trail Development Project is "Ready-To-Go". The items below need to be addressed, included and/or uploaded in the application. It will be used by DCNR in the grant application evaluation process. Only projects that are Ready-To-Go will be given consideration for grant awards. If you have questions regarding this checklist, please contact your DCNR Regional Advisor.

✱ **Ready-to-Go Status is worth 15 points. It is essential to provide high quality, well-defined and/or detailed information for these items.**

	Yes	
	☐	Contacted Regional Advisor
	☐	Eligible Applicant
	☐	Appropriate Applicant
	☐	Eligible project
✱	☐	Applicant owns or controls project site through a lease or easement (minimum 25 years)
	☐	Project site is open to the public
	☐	Property has no known environmental hazards
✱	☐	Match secured
	☐	Letters of match commitment from entities other than applicant uploaded
✱	☐	Detailed list of eligible cash match and non-cash match included
✱	☐	Site/Trail Development Drawing(s) completed by a licensed design professional and consistent with Site/Trail Development Drawing(s) Checklist uploaded
✱	☐	Realistic, accurate, and detailed cost estimate/budget included, including any land donation value
✱	☐	Clear, concise, and detailed scope of work included
	☐	PNDI receipt uploaded
	☐	Accurate project site location map(s) uploaded
	☐	County/Municipal Notification Letter(s) uploaded
	☐	Reviewed the sample development project timeline at the following link http://www.docs.dcnr.pa.gov/cs/groups/public/documents/document/dcnr_009416.pdf and agree that the project can be completed within 3 years from date of grant award (design, permits, construction, and final site inspection)
	☐	Copies of lease or easement uploaded (if applicable)
	☐	If land donation is part of the match: Upload a Full Appraisal Report by a state certified **General** Real Estate Appraiser for the land defined in the project scope and any donated parcels. Appraisal to be ordered by and prepared for the applicant. Review detailed appraisal requirements at the following link: http://www.docs.dcnr.pa.gov/cs/groups/public/documents/document/d_001269.pdf.
	☐	Properly completed Resolution Page uploaded

Trail Development: General Information & Funding Conditions

1. All projects must serve a public purpose and help advance DCNR goals and priorities.

2. All facilities/sites must be open for use by the general public.

3. Applicants may submit more than one application per funding period. A separate application must be submitted for each trail development project unless the projects are substantially related.

4. Match is required for all projects and varies based upon the grant award funding source. The local match may be cash, non-cash, or a land donation value.

5. If a project is selected for funding, the Bureau will review the proposed cash and non-cash values and work items to determine their eligibility. Adjustments may be made to those values and work items.

6. Cash match contributions provided by other organizations should be transferred to the applicant/grantee. In cases where an outside organization/agency wishes to expend funds on behalf of the applicant/grantee, a formal agreement must be executed between all parties to define roles and responsibilities. Draft agreements should be provided to the Bureau for review and approval prior to execution.

7. The market value of donated land, as determined by a state certified General Real Estate Appraiser, may be used as all or part of the required local match for trail development projects.

- Donated land must be acquired during the approved project period unless the applicant has an approved Waiver for Retroactivity from the Bureau to acquire the land prior to the date of the grant award.
- The value of the donated land will only be considered as match for the development of the donated land.
- Land acquired by mandatory dedication, by court order, or by other state/federal agencies may not be used as a land donation match.
- Applicants must provide a full appraisal report conforming to Uniform Standards of Professional Appraisal Practice (USPAP) by a state certified General Real Estate Appraiser.
- If selected for funding, a second appraisal may be required for the Bureau to determine and approve the actual land donation value.
- Appraisal and other costs related to a land donation are not eligible for grant reimbursement on trail development projects.
- Land accepted for donation must provide both public value and public use.

8. Grant applications must include evidence that the municipality(ies) and county in which the project is located have had the opportunity to comment on the project proposal. As a general policy, the Bureau will not approve grant funding where local elected officials have expressed opposition to the proposed project.

9. Property that is not owned in fee simple must be controlled through a permanent easement or long term lease agreement (minimum 25 years) with terms and provisions acceptable to the Bureau. If the property is currently leased, a copy of all leases shall be included with the grant application. If the property will be leased, the applicant should discuss DCNR requirements with the Regional Advisor. If available, a draft lease should be included with the grant application for review and approval by the Bureau.

10. All facilities renovated or developed with DCNR funding must comply with the Americans with Disabilities Act of 1990 as amended and 2010 ADA Standards for Accessible Design. The 2010 ADA Standards can be accessed by using the hyperlink available at the end of

this section. In addition, Bureau staff is available to discuss any concerns you may have relative to your project complying with these regulations.

11. All facilities renovated or developed with DCNR funding must comply with the Pennsylvania Construction Code Act (Act 45 of 1999, as amended) (35 P.S. Sections 7210.101 et seq.), as implemented by the Pennsylvania Department of Labor and Industry Regulations, 34 Pa. Code Chapters 401-405.

12. Grantees are required to utilize a qualified design professional(s) (architect, landscape architect or engineer licensed to practice in the Commonwealth of Pennsylvania) to prepare drawings and/or specifications for all trail development projects. All drawings and/or specifications should be sealed and signed by the appropriate design professional(s).

13. Construction contracts, material purchases, and construction equipment rental must be publicly advertised, bid, and awarded in compliance with applicable laws. All construction projects with an established project cost of $25,000 or more must include prevailing wages in accordance with regulations of the Department of Labor and Industry.

14. Professional Service Fees should not exceed 15% of the project's total eligible construction costs. These fees include both cash and non-cash match values for items such as professional design costs, property surveys, construction observation, solicitor/attorney fees, bid advertisement costs, permitting costs, etc. The Bureau will consider approval of Professional Service Fees exceeding 15% on a case by case basis.

15. Upon project completion, the design professional(s) for the project will be required to submit a letter to the Bureau certifying that the final construction was completed in accordance with the approved drawings and specifications. Construction observation or inspection should be included in the design professional's contracted scope of work.

16. The Bureau may permit some or all of the project work to be completed by municipal work force account/in-house services and volunteers rather than by competitive bidding and independent contracting. Additionally, upon Bureau approval, construction equipment owned by the applicant and donations of professional construction services, materials, and equipment may also be deemed eligible as match for the project.

17. The proposed project scope of work must be comprehensive enough to result in a complete and useable facility.

18. All facilities developed or rehabilitated under this program must comply with generally accepted construction practices. Incorporation of green/sustainable practices and energy saving technologies are a Bureau priority and are encouraged in all trail development projects.

19. The Department is actively seeking opportunities to expand motorized recreation on lands not owned by the Commonwealth by fostering public and private partners in strategic locations.

Trail Development: Project Types

1. New Construction and Rehabilitation

Grants are awarded to construct new and rehabilitate existing trails for various recreational trail uses such as pedestrian uses (hiking, running, wheelchair use), bicycling, in-line skating, equestrian use, cross-country skiing, snowmobiling, off-road motorcycling, all-terrain vehicle riding, four-wheel driving, or use of other off-road motorized vehicles. Rehabilitation work must be for existing facilities that have safety concerns or have deteriorated due to age and/or use; not as a result of a lack of maintenance on the part of the applicant.

State and federal funding sources are available to state and federal agencies, municipalities, non-profit, and for-profit organizations for the construction of new and rehabilitation of existing trails for Trail Development projects. Project and applicant eligibility as well as the required grant match is dependent on funding source requirements.

Sample Project Description:
Further development of the Northwest River Trail in Conoy Township, Lancaster County. Work to include the construction of approximately 1.86 miles of trail from Shock's Mill Bridge to Conoy Creek, pedestrian bridge and erosion and sedimentation controls; landscaping; ADA access, project sign and trail signage and related site improvements.

2. Maintenance

Trail maintenance includes non-construction activities such as vegetation management, access control, cleaning of drainage structures, etc. Maintenance of trails and trail facilities can only be funded with Pennsylvania Recreational Trails (PRT). Match requirements are established at a minimum of 20%.

Sample Project Descriptions:
Trail maintenance of Owen Snowmobile/All-Terrain Vehicle Trail in Somerset Township, Somerset County. Work to include maintenance of approximately 5.0 miles of trail; ADA access; project sign and related site improvements.

Trail Development: Guidance Documents & Bureau Policies

The following information may be helpful in developing a DCNR grant application.

Guidance Documents:

Bureau eLibrary link for Development Documents:
http://www.docs.dcnr.pa.gov/cs/groups/public/documents/document/dcnr_20033226.pdf

- Design Consultant Selection for Development Projects
- (PRD) Preparation of Final Construction Drawings and Specifications
- Sample Estimated Development Project Timeline
- Sample Worksheet – Non-Cash Match Values
- Trail Development Drawing (TDD) Checklist

Other Resources:

- Pennsylvania Trail Design & Development Principles
- Pennsylvania Trail Design Manual for Off-Highway Recreational Vehicles
- Rails-to-Trails Conservancy Trail User Survey Workbook
- Pennsylvania Land Trust Association Model Trail Easement Agreement and Commentary
- Rails-to-Trails Conservancy: http://www.railstotrails.org
- American Trails: http://americantrails.org/
- Federal Highway Administration Bicycle & Pedestrian Publications: http://www.fhwa.dot.gov/environment/bicycle_pedestrian/publications/
- Penn State Center for Dirt and Gravel Road Studies: http://www.dirtandgravel.psu.edu/
- Green and Sustainable Design: http://www.docs.dcnr.pa.gov/cs/groups/public/documents/document/d_001279.pdf
- Americans with Disabilities Act
  - Regulations: US Dept. of Justice 2010 ADA Standards for Accessible Design: http://www.ada.gov/regs2010/2010ADAStandards/2010ADAstandards.htm
  - Universal Access Trails and Shared Use Paths
  - Accessibility Guidelines for Outdoor Developed Areas: http://www.access-board.gov/guidelines-and-standards/recreation-facilities/outdoor-developed-areas/final-guidelines-for-outdoor-developed-areas
  - Standards for Accessible and Usable Buildings and Facilities: ANSI A117.1 (2009), Standard for Accessible and Usable Buildings and Facilities

Bureau Policies:

Bureau Policies:
http://www.docs.dcnr.pa.gov/cs/groups/public/documents/document/dcnr_20033227.pdf

- ADA Policy
- Appraisal Policy
- Conversion Policy
- Trail Development Project Management Process Policy
- Development Eligible and Ineligible Grant Project Activities/Costs Policy
- Greening Policy
- Ownership and Control Policy
- PNDI Policy
- Small Community Program Policy
- Waiver for Retroactivity Policy

TRAIL EDUCATIONAL PROGRAMS Projects

Educational Program Projects involve the development and operation of educational programs that promote safety and environmental protection as those objectives relate to the use of motorized and non-motorized recreational trails.

Ready-To-Go Checklist

This Checklist is to be used by the applicant to ensure the Trail Educational Program Project is "Ready-To-Go". The items below need to be addressed, included and/or uploaded in the application. It will be used by DCNR in the grant application evaluation process. Only projects that are Ready-To-Go will be given consideration for grant awards. If you have questions regarding this checklist, please contact your DCNR Regional Advisor.

✱ **Ready-to-Go Status is worth 15 points. It is essential to provide high quality, well-defined and/or detailed information for these items.**

	Yes	
	☐	Contacted appropriate DCNR Regional or Partnerships Division Staff
	☐	Eligible Applicant
	☐	Eligible scope of work activities
✱	☐	Match secured
✱	☐	The applicant does not have any open expired DCNR grant agreements.
✱	☐	Clear & concise work plan with detailed scope of work items that contain accurate cost estimates
	☐	Detailed account of eligible cash and/or non-cash match
	☐	Letters of match commitment from entities other than applicant uploaded
	☐	Properly completed Resolution Page uploaded

Trail Educational Programs: General Information & Funding Conditions

1. All projects must serve a public purpose and help advance DCNR goals and priorities.
2. Applicants may submit more than one application per funding period. A separate application must be submitted for each trail planning project unless the projects are substantially related.
3. If your project is selected for funding, the Bureau will review the proposed cash and non-cash values and work items to determine their eligibility. Adjustments may be made to those values and work items.

Trail Educational Programs: Project Types

Grants are awarded to projects that develop, promote, and/or conduct training or educational programs including conferences and workshops; prepare and distribute technical assistance or educational materials, brochures or videos and/or otherwise provide for the training and education of professionals and/or the general public on a local, county, regional or statewide basis. These projects promote safety and environmental protection as those objectives relate to the use of motorized and non-motorized recreational trails.

Sample Project Descriptions:
Develop a one day "Environmentally Sensitive Trail Maintenance" training curriculum with both a classroom and field component, which will focus on practices to reduce sediment production and long term maintenance costs of trails. Conduct two pilot sessions of the new training course. Work to include a written summary report.

Host approximately 30 Stewardship Educational Workshops throughout the state to train volunteers and agency personnel to layout, construct, and maintain equestrian and non-motorized shared use trails through classroom instruction and hands-on training. Work to include a written summary report.

Trail Educational Programs: Guidance Documents & Bureau Policies

The following information may be helpful in developing a DCNR grant application.

http://www.docs.dcnr.pa.gov/cs/groups/public/documents/document/dcnr_20033227.pdf

- Partnerships Eligible and Ineligible Grant Project Activities, Costs, and Match

TRAILS
(All Project Types)

GENERAL INSTRUCTIONS

Please use these instructions to complete your application for Trail Acquisition, Trail Planning, Trail Development, , and Trail Educational Program.

At least 75% of the total project cost must be directly related to the trail or trail facilities.

- **Trail:** A designated route on land or water with public access for recreation and/or alternative transportation opportunities such as walking, jogging, hiking, fitness, backpacking, cross country skiing, bicycling, mountain biking, horseback riding, snowmobiling, four-wheel driving, all terrain off-road vehicles, canoeing, kayaking, etc. for users of all ages and abilities.
- **Trailhead:** An access point to a trail or trail system often accompanied by various public facilities; parking areas, restrooms, pavilions, water, directional and informational signs, etc.
- **Trail Amenities:** Elements used to enhance the user's experience and comfort along a trail or at a trailhead; interpretative signs, benches, kiosk, tables, etc.
- **Pedestrian walkways internal to a park will be funded as part of a Park Development Project and will not be considered as an independent Trail Project.** An internal pedestrian walkway is local and contained within the park property boundary, such as a perimeter walkway within a park, provides for a continuous, unobstructed path which connects all accessible elements and spaces within the park facility. This walkway is usually constructed in conjunction with other park rehabilitation or development.

On the **Criteria Questions Tab, Plans Tab, and Project Partners Tab** within the DCNR GRANT PORTAL application, describe the proposed project as it relates to the DCNR priorities outlined below. Ensure that your responses are thorough and concise. To fully illustrate and support your responses, upload high quality maps, photos, and site drawings, as appropriate for your project, to your GRANT PORTAL application.

Your application will be reviewed, scored, and ranked based on your responses to the Criteria Questions, Plans, and Project Partners tabs and upload of the items listed on the project-specific Ready-to-Go Checklist. Please provide specifics related to your proposed trail project, as well as, information related to the connection to or with a larger trail system.

CRITERIA QUESTIONS TAB

All Trail Project Types

1. Briefly describe your project's needs, benefits, and urgencies and how they will be addressed through your proposed scope of work.

- Provide a concise, explanation of the needs, benefits and urgencies that have been identified by the community or organization. Why is your project needed? How was the need identified? Describe how your project will benefit your community or organization. Please explain and detail any urgencies facing your project, such as a safety hazard, threat of development and/or opportunities to leverage other funding.

2. The Department is a strong proponent of green/sustainable parks, trails, recreation facilities, and conservation areas. Briefly describe the green and sustainable management practices that have been or will be incorporated into your project. You should reference where these green and sustainable practices can be found in the project budget and site plan (as applicable).

- Please refer to the Green and Sustainable Community Parks for additional resources and technical assistance information. Please note that upon award, it is expected that all green and sustainable best management practices proposed in this application will be incorporated into your project. Green and sustainable best management practices should be selected so they are appropriate for both your site and project. Consider the following key elements when evaluating the project:

  A. Site Location & Site Design
  B. Water
  C. Natural Landscaping
  D. Materials Selection & Construction
  E. Connecting People to Nature
  F. Operations and Maintenance
  G. Environmental Stewardship Messaging

Trail Planning & Trail Development

3. The Department **requires** all grant applicants to comply with the 2010 ADA Standards for Accessible Design. Specifically, please describe how your project will comply with the 2010 ADA Standards for Accessible Design. You should reference where these accessible accommodations can be found in the project budget, scope of work, and/or site plan (as applicable).

- Please refer to DCNR's ADA Policies Page for additional resources and technical assistance information. DCNR strongly suggests that a qualified design consultant knowledgeable of the current standards and DCNR best practices be relied on for their expertise. In addition to a qualified design consultant, the U.S. Access Board is another great resource for questions regarding ADA Standards and requirement

Trail Acquisition

3. The Department is a strong proponent of public access for property acquired with grant funding. Briefly describe the anticipated level of public access for each property/easement and what benefits will be realized by the proposed level of access.

- For acquisition projects, please refer to the DCNR's Public Value and Use Policy for additional information. Please provide a concise, detailed explanation of the specific benefits that will be realized and the level of public access that is anticipated through the acquisition.

Trail Educational Programs

3. How does the project create new opportunities currently not available or build upon existing momentum?

- Describe how your scope fulfills an unmet educational need within the trail community. Or, describe how your scope builds upon existing momentum or adds value to existing programs.

All Trail Project Types

4. The Department is a strong proponent of public involvement in all funded projects. Describe in detail how the public has been and/or will be engaged in the planning, design, implementation, long-term maintenance, and/or stewardship of your project (i.e. - public meetings, press releases, volunteer days, etc.).

- You may wish to contact your Regional Advisor to discuss public outreach strategies best suited to your project needs. Applicants should focus on outreach strategies that involve the public in meaningful ways such as public meetings as part of a formal planning process, outreach campaigns, or any other method used to involve the public either in the formative process of your project or the long-term maintenance or stewardship of your project. DCNR's Public Participation Guide for Planning Projects may provide ideas on how to best engage and involve the public in your project.

5. Explain how your project will implement the actions in Natural Connections, the 2014-2019 Pennsylvania Statewide Comprehensive Outdoor Recreation Plan (SCORP). To receive maximum points, you must give a detailed explanation as to how your project will address **at least 3 Actions** identified in the Plan on pages 9-17 of the Executive Summary. If your project is related to improving Pennsylvania's trail network, you may find related actions in Pennsylvania's Land and Water Trail Network Strategic Plan as well. Be sure to mention if you are:

- Closing a trail gap (Gap Map)
- Rehabilitating a community park
- Implementing a watershed restoration project
- Acquiring lands that enhance landscape connectivity and/or recreational access to existing protected lands

Trail Acquisition, Trail Development

6. The Department requires that the site be properly maintained, kept in reasonable repair, and open and accessible to the public throughout its useful life**.** Please describe your strategy to operate, maintain, and/or provide stewardship to your project.

- A Maintenance Plan should consist of an inventory and analysis of all your trails, park sites and facilities, identifying both the required staffing and funding necessary to properly care for and regularly service these areas for the public. The Plan should establish schedules and timelines for regular inspections, general maintenance to include mowing, cleaning, landscaping, etc., site upgrades and facility replacements. Priority issues and procedures should be in place to address and resolve all safety concerns, sanitation or structural issues with the goal of avoiding injury, reducing liability, minimizing costly repairs, extending the useful life of the amenities, general facilities and overall site while providing a consistently high quality and level of user experience. These plans should include a schedule for when regular maintenance, cleaning or janitorial services, and/or inspections are to occur, inspection checklists or other documentation, policies for how inspections are to be collected and reported, and remedies to address issues as they are discovered. A maintenance plan should also include a cost estimate for annual maintenance needs.
- A Stewardship Plan should consist of inventory, analysis, and recommendations to establish a long-term management plan for the preservation and environmental protection of specific natural areas or important environmental aspects of specific regions. These studies usually entail substantial research conducted by experts in critical habitat identification and assessment and substantial mapping of sensitive environmental and important habitat areas.

Trail Planning

6. Describe your capacity to implement the proposed plan or study once it is complete. In your response please cite specific examples of how your organization has successfully implemented a previous plan or study. Include steps taken to obtain necessary funding, meet regulatory requirements, and manage construction or installation.

Trail Educational Programs

6. Describe how the results of the project will be sustained long-term.

- Give an account of the partnerships, methods and resources that will be employed to further implement or steward project outputs and outcomes over the long term.

PLANS TAB

All Trail Project Types

Identify and briefly describe local, county, and regional plans that your project advances through the implementation of your scope of work. Limit to three total plans.

- Identify the top three (3) relevant plans that your project advances through the implementation of the scope of work. For each plan, identify the name, date of publication, page numbers relevant to your project, hyperlink (if applicable), if it lists your project as a high priority or early implementation project (Yes/No), and a brief, detailed description of how your project advances the plan.
- Local, county, and regional plans include, but are not limited to:

  A. Rivers Conservation Plan
  B. County Park & Recreation Plan

C. Local Network Greenways, Trails and Open Space Plan
D. Municipal Comprehensive Plan
E. Local Comprehensive Park & Recreation Plan
F. Watershed Plan
G. Economic Impact Study
H. Project Feasibility Study and/or Master Site Plan
I. Conservation Landscape Work Plan
J. Heritage Area Strategic Plan

PROJECT PARTNERS TAB

All Trail Project Types

Identify all major partners (financial, technical assistance, or general support) involved in your project.

- It is essential that you solicit and engage the appropriate partners for your project, which may include local, municipal, county, state, or federal governments, private foundations, private business, or friends groups.
- All partners should provide a letter of commitment to upload to your application that details the nature of their involvement in the project.
- For all financial partners, the commitment letter should detail the amount and type of match they are providing as well as when it will become available to you. Financial partnership can take the form of a donation of cash, materials, or in-kind services, such as the use of equipment or volunteer labor.
- For all technical assistance partners, the commitment letter should detail the nature of the assistance provided by the partner, such as volunteering their time and expertise to serve as a member of a steering committee.
- If you have no financial or technical assistance partners, you should include letters of general support. Each letter should detail how the project will directly benefit the organization providing the letter.
- For projects that cross municipal boundaries, letters from all affected municipalities should be uploaded documenting their support or commitment to the project.

Trail Development Drawing(s) Checklist

COMMONWEALTH OF PENNSYLVANIA
www.dcnr.state.pa.gov

DCNR-2020-C2P2-27	Application Information (*Indicates required information)
Applicant Legal Name:*	Web Application ID:*
Project Title:*	

The purpose of this checklist is to assist in the preparation of a Trail Development Drawing(s) (TDD) that meets the information needs of the Department of Conservation and Natural Resources. The data outlined below shall be shown on all TDDs unless the item is not applicable to the proposed project. All items to be constructed as part of this project and all existing improvements on the site should be clearly identified. For additional clarity, photographs keyed to the TDD should also be submitted. Consistent terminology should be used in relating work items on the TDD with cost estimates and project narrative descriptions.

In most cases the individual preparing the TDD must be a licensed professional, such as a landscape architect, an architect or an engineer. For grant applications, DCNR does not require a seal on the TDD.

Check	No.	Item
☐	1.	Trail Name, Phase, Location (political subdivisions), and Owner/Grantee.
☐	2.	Scale, North Arrow, Legend, and Date.
☐	3.	Distance of trail project and, if applicable, acreage.
☐	4.	Boundary Map: Show exterior boundaries of site with metes and bounds or best available information; name of owner or leasee; political boundaries.
☐	5.	Rights of way and easements that intersect the trail.
☐	6.	Surrounding properties and uses.
☐	7.	Topography: One to ten foot contours, if available.
☐	8.	Soils.
☐	9.	Water Bodies: Streams, rivers, ponds, lakes, etc.
☐	10.	Floodplain: Delineate floodway and limits of 100-year (1%) floodplain.
☐	11.	Wetlands: Identify locations on and/or immediately adjacent to site.
☐	12.	Existing structures and human-made features: Bridges, culverts, utilities, railroads, buildings, fences, other encroachments, etc.
☐	13.	Work limits: Show limits of work to be undertaken in this trail project, including beginning and endpoints.
☐	14.	Trailheads: Parking (including ADA accommodations), trailhead facilities, routes that connect parking areas and trailhead facilities to the trail.
☐	15.	Buildings: Provide the footprint for all structures and indoor facilities to be developed.
☐	16.	Access points other than trailheads.
☐	17.	Road crossings and required crossing features: Signals, signage, pavement markings, etc.
☐	18.	Site Control Structures: Fences, walks, dikes, walls, gates, etc.
☐	19.	Drainage structures: Culverts, catch basins, inlets, drain tile, swales, rain gardens, etc.
☐	20.	Lighting locations.
☐	21.	Signage locations.
☐	22.	Landscaping/Vegetation: Show proposed trees, shrubs, grasses, native plants, etc.

pennsylvania DEPARTMENT OF CONSERVATION AND NATURAL RESOURCES	READY-TO-GO CHECKLIST TRAIL PLANNING PROJECTS	COMMONWEALTH OF PENNSYLVANIA www.dcnr.pa.gov
DCNR-2020-C2P2-28		

This Checklist is to be used by the applicant to ensure the Trail Planning Project is "Ready-To-Go". The items below need to be addressed, included and/or uploaded in the application. It will be used by DCNR in the grant application evaluation process. Only projects that are Ready-To-Go will be given consideration for grant awards. If you have questions regarding this checklist, please contact your DCNR Regional Advisor.

✱ **Ready-to-Go Status is worth 15 points. It is essential to provide high quality, well-defined and/or detailed information for these items.**

	Yes	
	☐	Contacted Regional Advisor
	☐	Eligible Applicant
	☐	Appropriate Applicant
	☐	Eligible project
✱	☐	For a Trail Study containing preliminary designs: Applicant owns or controls project site through a lease or easement (minimum 25 years)
✱	☐	Match secured
	☐	Letters of match commitment from entities other than applicant uploaded
✱	☐	Detailed list of eligible cash match / non-cash match included
✱	☐	Realistic, accurate, and detailed cost estimate/budget included
✱	☐	Clear, concise and detailed scope of work included
	☐	For a Trail Study containing preliminary designs: PNDI receipt uploaded
	☐	Accurate project site location map(s) uploaded (if applicable)
	☐	County/Municipal Notification Letter(s) uploaded
	☐	Reviewed the sample planning project timeline at the following link http://www.docs.dcnr.pa.gov/cs/groups/public/documents/document/dcnr_20033224.pdf and agree that the project can be completed within 3 years from date of grant award (draft and final plan approved by DCNR)
	☐	Copy of lease or easement uploaded (if applicable)
	☐	Properly completed Resolution Page uploaded

pennsylvania DEPARTMENT OF CONSERVATION AND NATURAL RESOURCES	READY-TO-GO CHECKLIST TRAIL EDUCATIONAL PROGRAMS PROJECTS	COMMONWEALTH OF PENNSYLVANIA www.dcnr.pa.gov
DCNR-2020-C2P2-32		

This Checklist is to be used by the applicant to ensure the Trail Educational Program Project is "Ready-To-Go". The items below need to be addressed, included and/or uploaded in the application. It will be used by DCNR in the grant application evaluation process. Only projects that are Ready-To-Go will be given consideration for grant awards. If you have questions regarding this checklist, please contact your DCNR Regional Advisor.

✱ **Ready-to-Go Status is worth 15 points. It is essential to provide high quality, well-defined and/or detailed information for these items.**

	Yes	
	☐	Contacted appropriate DCNR Regional or Partnerships Division Staff
	☐	Eligible Applicant
	☐	Eligible scope of work activities
✱	☐	Match secured
✱	☐	The applicant does not have any open expired DCNR grant agreements.
✱	☐	Clear & concise work plan with detailed scope of work items that contain accurate cost estimates
	☐	Detailed account of eligible cash and/or non-cash match
	☐	Letters of match commitment from entities other than applicant uploaded
	☐	Properly completed Resolution Page uploaded

pennsylvania DEPARTMENT OF CONSERVATION AND NATURAL RESOURCES	READY-TO-GO CHECKLIST TRAIL DEVELOPMENT PROJECTS	COMMONWEALTH OF PENNSYLVANIA www.dcnr.pa.gov
DCNR-2020-C2P2-29		

This Checklist is to be used by the applicant to ensure the Trail Development Project is "Ready-To-Go". The items below need to be addressed, included and/or uploaded in the application. It will be used by DCNR in the grant application evaluation process. Only projects that are Ready-To-Go will be given consideration for grant awards. If you have questions regarding this checklist, please contact your DCNR Regional Advisor.

✱ **Ready-to-Go Status is worth 15 points. It is essential to provide high quality, well-defined and/or detailed information for these items.**

	Yes	
	☐	Contacted Regional Advisor
	☐	Eligible Applicant
	☐	Appropriate Applicant
	☐	Eligible project
✱	☐	Applicant owns or controls project site through a lease or easement (minimum 25 years)
	☐	Project site is open to the public
	☐	Property has no known environmental hazards
✱	☐	Match secured
	☐	Letters of match commitment from entities other than applicant uploaded
✱	☐	Detailed list of eligible cash match and non-cash match included
✱	☐	Site/Trail Development Drawing(s) completed by a licensed design professional and consistent with Site/Trail Development Drawing(s) Checklist uploaded
✱	☐	Realistic, accurate, and detailed cost estimate/budget included, including any land donation value
✱	☐	Clear, concise, and detailed scope of work included
	☐	PNDI receipt uploaded
	☐	Accurate project site location map(s) uploaded
	☐	County/Municipal Notification Letter(s) uploaded
	☐	Reviewed the sample development project timeline at the following link http://www.docs.dcnr.pa.gov/cs/groups/public/documents/document/dcnr_009416.pdf and agree that the project can be completed within 3 years from date of grant award (design, permits, construction, and final site inspection)
	☐	Copies of lease or easement uploaded (if applicable)
	☐	If land donation is part of the match: Upload a Full Appraisal Report by a state certified **General** Real Estate Appraiser for the land defined in the project scope and any donated parcels. Appraisal to be ordered by and prepared for the applicant. Review detailed appraisal requirements at the following link: http://www.docs.dcnr.pa.gov/cs/groups/public/documents/document/d_001269.pdf .
	☐	Properly completed Resolution Page uploaded

pennsylvania DEPARTMENT OF CONSERVATION AND NATURAL RESOURCES	READY-TO-GO CHECKLIST TRAIL LAND ACQUISITION PROJECTS	COMMONWEALTH OF PENNSYLVANIA www.dcnr.pa.gov
DCNR-2020-C2P2-30		

This Checklist is to be used by the applicant to ensure the Trail Land Acquisition Project is "Ready-To-Go". The items below need to be addressed, included and/or uploaded in the application. It will be used by DCNR in the grant application evaluation process. Only projects that are Ready-To-Go will be given consideration for grant awards. If you have questions regarding this checklist, please contact your DCNR Regional Advisor.

✱ **Ready-to-Go Status is worth 15 points. It is essential to provide high quality, well-defined and/or detailed information for these items.**

	Yes	
	☐	Contacted Regional Advisor
	☐	Eligible Applicant
	☐	Appropriate Applicant
	☐	Eligible project
	☐	Property has no known environmental hazards
✱	☐	Match secured
	☐	Letters of match commitment from entities other than applicant uploaded
✱	☐	Detailed list of eligible cash match and/or donated land value
✱	☐	Realistic, accurate and detailed cost estimate/budget included, including any land donation value
✱	☐	Clear, concise and detailed project scope of work
✱	☐	Description of negotiations your organization has had with the land owner included
	☐	PNDI receipt uploaded.
	☐	Accurate project site location map(s) and identification of parcel(s) being acquired, including acreage and boundaries, uploaded
	☐	Copy of current deed(s) for the property(ies) uploaded
	☐	Draft sales agreement or letter of acknowledgment from land owner uploaded
	☐	Draft easement agreement uploaded (if applicable)
	☐	County/Municipal Notification Letter(s) uploaded
✱	☐	Clearly describe the specific rights to be acquired and any rights severed from the property by past or proposed transactions
✱	☐	Full Appraisal Report by a state certified **General** Real Estate Appraiser for the land defined in the project scope and any donated parcels. Appraisal to be ordered by and prepared for the applicant. Review detailed appraisal requirements at the following link: http://www.dcnr.state.pa.us/cs/groups/public/documents/document/d_001269.pdf.
	☐	When circumstances warrant a "Waiver for Retroactivity" - the applicant has submitted a formal written request to the DCNR - Central Office
	☐	Properly completed Resolution Page uploaded
	☐	Reviewed the sample land acquisition project timeline at the following link http://www.docs.dcnr.pa.gov/cs/groups/public/documents/document/dcnr_20033228.pdf and agree the project can be completed within 3 years from date of grant award

Application Term Glossary - Trails

Applicant Type: Help - Applicant Type	Select the Applicant Type that applies to your organization.
Applicant Type: Non-Profit Information	If your organization is an incorporated 501(c)(3) non-profit, you must fill out this section; in addition you must be registered with the PA Bureau of Charitable Organizations. You may use the following web-link http://www.dos.state.pa.us/portal/server.pt/community/charities/12444 (http://www.dos.state.pa.us/portal/server.pt/community/charities/12444) to register or to check if already registered.
Attachments: Appraisal Report	**Required for Land Acquisition and Development- Land Donation projects, ONLY.** (More than one attachment may be necessary to upload the entire file.) **Failure to submit an appraisal or provide one in the proper format will delay or prevent an application from being selected for funding.** The Appraisal must be prepared by state certified General Real Estate Appraiser and conform to the Uniform Standards of Professional Appraisal Practice (USPAP) (http://www.dcnr.state.pa.us/cs/groups/public/documents/document/dcnr_20030127.docx) . Review the Land Acquisition section to confirm eligibility requirements for the proposed project.
Attachments: Trail Development Drawing(s)	Upload a copy of your Trail Development Drawings that address the items outlined in the Trail Development Drawing(s) Checklist (http://www.dcnr.state.pa.us/cs/groups/public/documents/document/dcnr_20028766.doc) .
Attachments: Trail Supplemental Information Form	**Required for all Trail projects- Development, Land Acquisition, Planning, Equipment Purchase, Educational Materials and Maintenance.** Be sure to provide a written explanation for all answers given in Section B. Environmental Survey.
Attachments: Appraisal Report	**Required for Land Acquisition and Development- Land Donation projects, ONLY.** (More than one attachment may be necessary to upload the entire file.) **Failure to submit an appraisal or provide one in the proper format will delay or prevent an application from being selected for funding.** The Appraisal must be prepared by state certified General Real Estate Appraiser and conform to the Uniform Standards of Professional Appraisal Practice (USPAP) (http://www.dcnr.state.pa.us/cs/groups/public/documents/document/dcnr_20030127.docx) . Review the Land Acquisition section to confirm eligibility requirements for the proposed project.
Attachments: County/Municipal Notification Letter(s)	DCNR requires applicants to notify the county planning agency and municipalities where your project is located. You are not required to submit letters of support from these entities or letters recognizing the project. If you have them, they may be helpful so it is suggested that you attach them.
Attachments: Draft Sales Agreement	**For Land Acquisition and Development- Land Donation projects, ONLY.** If available please provide.

Attachments: Grant Agreement Signature Page	Download the Form, have the Chief Elected Official sign it in blue ink, and mail it to the Grants Customer Service Center. This will be necessary to execute a formal Agreement. **Grants Customer Service Center Address:** Department of Conservation and Natural Resources Bureau of Recreation and Conservation Attn: Grants Customer Service Center PO Box 8475, 400 Market Street RCSOB 5th Floor Harrisburg, PA 17105-8475
Attachments: Letters of Cash/Non-Cash Commitment	Letters of Commitment from **ALL** project partners pledging Non-Cash and/or Cash support, as indicated in the Budget Details **MUST** be uploaded.
Attachments: Letters of Commitment	Letters of Commitment from **ALL** project partners pledging Non-Cash and/or Cash support, as indicated in the Budget Details **MUST** be uploaded.
Attachments: Project Related Photos	Attach any photo's that relate to your project.
Attachments: Project Site Location Map	Provide a map that clearly show the project area, street names and intersections with sufficient detail to locate the project site.
Attachments: Property Boundary/Tax Parcel Map	**Development projects, ONLY**; identify the parcels to be developed. If area is leased, provide property survey information.
Attachments: Resolution	For multi-municipal projects, attach resolutions from EACH participating municipality.
Attachments: Survey or Tax Map / Public Access Map	**Required for Land Acquisition and Development- Land Donation projects, ONLY**. Identify the parcels to be acquired and/or eased. Public Access Map must show the designated area(s) for public access.
Budget Summary: DCNR Grant Request	The amount of funding you are requesting from DCNR.
Budget: Construction Development Material and Labor Costs	These costs include the materials, labor and/or equipment directly related to the development and construction of the project. Typically, these items must be publicly advertised, bid and awarded with applicable state and federal laws.
Budget: Contracted/Professional Services	**Contracted/Professional Services-** costs provided under contract/professional service agreements with the grantee to perform all or part of the official scope of work.

Budget: Donated Goods and Services	The value for **Donated Goods** shall be established by the actual cost of those materials, if items were to be sold at actual cost and should be documented on an invoice by the Supplier/Person donating them. **Donated Services**- can include both Labor and Equipment costs, owned and provided by a local contractor and used exclusively to develop the site. Such a donation requires a Letter of Commitment during the application period. **Individuals and firms providing and/or donating services must possess** the actual skills, qualifications, certifications, training and experience, for the services they will provide and must provide written documentation of the service rendered. The Bureau may request a resume and/or listing of qualifications. The acceptable rate will be established as the professionals/contractors actual hourly rate, as documented on their employer's/firms official letterhead or invoice.
Budget: Donated Professional Services	**Donated Professional Services-** include services provided at no cost to the grantee by individuals possessing specialized skills or expert knowledge to perform all or part of the official scope of work. DCNR may request written documentation in support of the listed professional services.
Budget: Equipment Use	The value of municipal owned equipment used to directly develop the site. Equipment must be owned by the applicant/grantee or use donated by an equipment owner.
Budget: Help - Scope Item Description	Enter a detailed but concise explanation of this scope item. **Example:** Install 6 interpretive signs along the Ghost Town Trail in Ebensburg Borough and Cambria Township, Cambria County.
Budget: Help - Scope Item Timeframe	Enter a target date or date range when this scope item is expected to be completed.
Budget: Help - Scope Item Title	Enter a short title that describes this particular scope item. **Example:** Kittatinny Ridge Conservation Plan Update
Budget: In-House Professional Services	**In-House Professional Services-** the grantee's paid staff costs for services and labor to perform all or part of the official scope of work. In-house professional services are tabulated using an established "billable rate," which can include an employee's hourly wage, fringe benefits, and overhead costs. The billable rate should be officially established by the grantee's governing body. Fringe benefits and overhead costs include but are not limited to employee insurance, retirement benefits, and paid time off.
Budget: Land Donations	Land donations may be an eligible non-cash match, typically applicable to PRD projects. The market value must be determined by a state certified General Real Estate Appraiser, and the applicant must provide a copy of the Appraisal Report with the application. This value will be considered as match for developing the donated land and/or adjoining parklands.
Budget: Non-Cash Costs	Non -Cash costs are that costs/match directly related to performing the scope of work included in your grant application. They include in-house services, volunteer labor services, Equipment use, Donated Goods & Services, and Land Donations. These non-cash costs/match are defined below in each category. Click here (http://www.dcnr.state.pa.us/cs/groups/public/documents/document/DCNR_017033.pdf) for a list of Eligible and Ineligible Project Activities and Costs Policy.

Budget: Other Project Donations	**Other Project Donations-** donated values, not directly incurred/paid by the grantee, to complete the official scope of work as such as advertisements, meeting room rentals, map reproduction, printing, postage, travel, meals and lodging. Subsistence costs for meals, lodging and automobile mileage shall not exceed the rates allowed by Commonwealth policy http://www.gsa.gov/portal/content/104877 (http://www.gsa.gov/portal/content/104877) .
Budget: Professional Services	These fees/costs can include: design costs provided by an architect, engineer or landscape architect to develop drawings and specifications, bid advertisements including postage, construction observation, property surveys, solicitor/attorney fees, permitting costs, etc. Professional Services Fees are limited to 15% of the total eligible construction costs.
Budget: Volunteer Services	**Volunteer Services-** are non-skilled services not paid for by the grantee to perform all or part of the official scope of work. Volunteer rates, not previously approved by the Bureau for individuals age 18 and over, should not exceed the "Value of a Volunteer Hour" for Pennsylvania as published by the Independent Sector at www.independentsector.org/volunteer_time (http://www.independentsector.org/volunteer_time) . Work performed by individuals under the age of 18 will be valued at the Commonwealth's minimum wage rate.
Criteria Questions (Question 1): Criteria Needs	Provide a concise, detailed explanation of the needs, issues, and/or urgencies that have been identified by the community or organization and the benefits derived from the implementation of the scope of work. Why is your project needed? How was the need identified? How will your project address the identified needs and/or issues? Please explain and detail any urgencies facing your project, such as a safety hazard or threat of development.
Criteria Questions (Question 2): Criteria Plan	Identify all relevant plans your project advances through the implementation of the scope of work. For each plan, identify it by name, the date of publication, page numbers relevant to your project, hyperlink (if applicable), identify if it lists your project as a high priority or early implementation project (Yes/No), and a brief, detailed description of how your project advances the plan. Please do not attach or upload the actual plans. If a hyperlink is not available, please upload just the relevant pages from the plan. Local, county and regional plans include, but are not limited to: A. County Greenway Plan (http://www.dcnr.state.pa.us/brc/conservation/greenways/countygreenwayplans/index.htm) ; B. Rivers Conservation Plan (http://www.dcnr.state.pa.us/brc/conservation/rivers/index.htm) ; C. County Park & Recreation Plan; D. Local Network Greenways, Trails and Open Space Plan; E. Municipal Comprehensive Plan; F. Local Comprehensive Park & Recreation Plan; G. Watershed Plan; H. Economic Impact Study; I. Project Feasibility Study and/or Master Site Plan; J. Conservation Landscape Work Plan (http://www.dcnr.state.pa.us/cli/index.htm) ; K. Heritage Area Strategic Plan (http://www.dcnr.state.pa.us/cs/groups/public/documents/document/dcnr_20031475.pdf) Please use the "**Add Plan**" button to input additional plans.

Criteria Questions (Question 3): Criteria Green	Please refer to DCNR's Greening Parks and Sustainable Practices (http://www.dcnr.state.pa.us/brc/grants/greening/greeninggrants.aspx) page for additional resources and technical assistance information. Please note that upon award, it is expected that all green and sustainable best management practices proposed in this application will be incorporated into your project. Green and sustainable best management practices should be selected so they are appropriate for both your site and project. Consider the following key elements when evaluating the project: A. Site Location & Site Design B. Water C. Natural Landscaping D. Materials Selection & Construction E. Connecting People to Nature F. Operations and Maintenance G. Environmental Stewardship Messaging
Criteria Questions (Question 6): Criteria Priority Areas	The 2014-2019 State Comprehensive Outdoor Recreation Plan (http://paoutdoorrecplan.com/) (SCORP) is organized into 5 priority areas, with each priority containing related recommendations and action steps. To complete this question, first select a priority area to expand the associated recommendations from the plan. Provide a detailed explanation as to how your project implements each applicable recommendation in the text box below that recommendation. Repeat this process for each priority area to ensure that you have reviewed all the Outdoor Recreation Plan's recommendation.
Criteria Questions (Question 7): Criteria Public Involvement	You may wish to contact your Regional Advisor (http://www.dcnr.state.pa.us/brc/aboutus/index.htm?tab=RegionalOffices#RegionalOffices) to discuss public outreach strategies best suited to your project needs. Applicants should focus on outreach strategies that involve the public in meaningful ways such as public meetings as part of a formal planning process, outreach campaigns, or any other method used to involve the public either in the formative process of your project or the long-term maintenance or stewardship of your project. DCNR's Public Participation Guide for Planning Projects (http://www.dcnr.state.pa.us/cs/groups/public/documents/document/dcnr_006106.pdf) may provide you ideas on how to best engage and involve the public in your project.
Criteria Questions (Question 8): Criteria Partners	It is essential that you solicit and engage the appropriate partners for your project, which may include local, municipal, county, state, or federal governments, private foundations, private business, or friends groups. All partners should provide a letter of commitment to upload to your application that details the nature of their involvement in the project. For all financial partners, the commitment letter should detail the amount and type of match they are providing as well as when it will become available to you. Financial partnership can take the form of a donation of cash, materials or in-kind services, such as the use of equipment or volunteer labor. For all technical assistance partners, the commitment letter should detail the nature of the assistance provided by the partner, such as volunteering their time and expertise to serve as a member of a steering committee. If you have no financial or technical assistance partners, you should include letters of general support. Each letter should detail how the project will directly benefit the organization providing the letter. For projects that cross municipal boundaries, letters from all affected municipalities should be uploaded documenting their support or commitment to the project.

General: Help - County	County associated with the applicant's mailing address.
General: Help - Federal ID	Please enter a Federal ID to add an applicant to your user profile. ***Note: You Must have a Federal ID to apply for a DCNR Grant.*** Nine-digit number used to identify a business entity; assigned to sole (EIN): proprietors, corporations, partnerships, estates, trusts, and other entities for tax filing and reporting purposes. This number is also known as a Federal Tax Identification Number or (TIN).
General: Help - Municipality	Municipality associated with the applicant's mailing address.
General: Help - Organizational DUNS	**You must have a DUNS number to apply for a DCNR grant.** It takes a minimum of 30 business days for a new D&B DUNS Number to be processed. Get your D-U-N-S® Number within 24 hours with D-U-N-S Expedited and build an online custom profile with D-U-N-S Registered. Call 1-866-594-2464 today for more information. **Q. How do I request a DUNS Number?** **A.** Go to the Dun & Bradstreet website at http://www.dnb.com/get-a-duns-number.html (http://www.dnb.com/get-a-duns-number.html) . This will take you to a page where you can determine whether your organization already has a DUNS number and/or whether you need to apply for a DUNS number. **Q. Do I need a DUNS Number to apply for a DCNR Grant?** **A.** Yes, The Federal government requires Pennsylvania to provide the DUNS number for grantees. **Q. Is registering for a DUNS Number free of charge?** **A.** Yes, registering for the DUNS number is free of charge, though Dun & Bradstreet offers additional products and services which they may suggest that you purchase when you register.
General: Help - Project Applicant	Please select a project applicant or search for a new project applicant to add to your user profile.
Grant Agreement Sig.: Help - Grant Agreement Signature	An accurately completed Signature Page is needed to execute a formal Grant Agreement if the application is selected for funding. ***DCNR no longer requires that the Signature Page be mailed to the Harrisburg office.***
Grant Opportunities: Acquisition	Trail Acquisition Projects involve the purchase of fee simple title or perpetual easement to real property for subsequent development of motorized and non-motorized trails and trail-related facilities.
Grant Opportunities: Development, Rehabilitation, or Maintenance	Trail Development Projects involve new construction, rehabilitation and/or maintenance of existing land and water trails and trail-related facilities for motorized and non-motorized recreational activities.
Grant Opportunities: Educational Programs	Educational Program Projects involve the development and operation of educational programs that promote safety and environmental protection as those objective related to the use of recreational trails.

Grant Opportunities: Equipment Purchase	Equipment Purchase Projects involve the purchase or lease of equipment to be used exclusively for the maintenance or construction of land and water trails and trail-related facilities for motorized and non-motorized recreational activities.
Grant Opportunities: Planning	Trail Planning Projects examine the feasibility of developing land and water trails and trail-related facilities for motorized and non-motorized recreational activities as well as provide an action plan to make the trail a reality.
Intro: Help - Grant Program	Select the appropriate grant opportunity. You can change your selection, without losing data entered, at any point up until the grant deadline.
Intro: Help - Grant Workshop	In partnership with the Pennsylvania Recreation and Park Society, DCNR offered free, in-person grant workshops at six locations across Pennsylvania in November. These workshops are offered annually. These workshops provided information to potential applicants on DCNR grants available for public recreation and conservation projects. Grants are funded through a variety of grant programs including the Keystone Recreation and Conservation Fund, Environmental Stewardship Fund, Pennsylvania Recreational Trails Program, and the Land and Water Conservation Fund. Participants in these grant workshops will be provided with in-depth information on projects eligible for DCNR's grant funds, how to develop a competitive "ready-to-go" application, eligible applicants, and matching fund requirements. Participants will also receive guidance and updates on the eGrants application process and the documents required for each type of project, and have the opportunity to interact with Bureau of Recreation and Conservation staff. Community leaders, municipal officials, consultants, land trusts, board members, trail managers, and park and recreation professionals are encouraged to attend.
Intro: Help - Project Title	Give your project a descriptive title of fewer than 10 words. Please use this title for all correspondence and when referencing this project. (Example: M&M Park- Phase I)
Intro: Help - Regional Advisor	Please list the name of your Bureau of Recreation and Conservation Regional Advisor with whom you discussed your project. It is highly recommended that you discuss your application with your Regional Advisor (http://www.dcnr.state.pa.us/brc/aboutus/index.htm?tab=RegionalOffices#RegionalOffices) before you start your application.
Location: Help - Acreage	Enter Acreage (if applicable).
Location: Help - Latitude	Enter Latitude for each project site.
Location: Help - Length in Miles	Length in Miles; noting logical beginning and ending points. Applicable primarily to trail projects, greenways or watershed studies.
Location: Help - Location Description	Please add a description for the project site location and fill out the address if there is a known address for the location.
Location: Help - Longitude	Enter Longitude for each project site.
Location: Help - Other Property Agreements	Other property agreements include Right-of-Way agreements, access/use agreements, etc.
Location: Help - Parcel Number	Enter Parcel Number (if applicable and available)

Location: Help - Project Site Location Name	Please use the descriptive project title as supplied earlier. ***Example: M & M Park- Phase I*** If you have more than one site location for your project then click on the "Add New Location".
Location: Help - Property Leased	Property to be developed or rehabilitated that is is not owned by applicant in fee simple must have control of property through a permanent easement or long-term lease agreement (minimum of 25 years) to protect facilities for their useful lifetime. Identify for each project site. The applicant must control the property that will be developed, rehabilitated, or for which a Master Site Development Plan will be created. *Note: Check "yes" if you own the site but control has been leased to another party. In addition, you must check "yes" if you are leasing the property from another party.*
Location: Help - Property Owner	Name of property owner for each project site. Property to be developed or rehabilitated must be owned by the applicant in fee simple.
Location: Location Help	For detailed instructions on how to map your Project Site Location Click here. (http://www.dcnr.state.pa.us/cs/groups/public/documents/document/DCNR_20030300.pdf)
Match: Non-Cash Value	Eligible non-cash values include: In-House Services, Equipment Use, Donated Goods & Services, Donated Land and/or Volunteer Labor
PNDI: Help - PNDI Receipt	Complete the PNDI Environmental Review Tool found at the following link: http://www.gis.dcnr.state.pa.us/hgis-er/Login.aspx (http://www.gis.dcnr.state.pa.us/hgis-er/Login.aspx) . Upload a copy of the PNDI Receipt to your application.
Project Info: Acquisition Acres	Provide an accurate measurement in acreas of the land to be acquired. Round to the nearest tenth of an acre.
Project Info: Acquisition Length	Provide your best estimate. Round to the nearest tenth.
Project Info: Equipment Service Length	Provide your best estimate of the length of the service area in miles. Round to the nearest mile.

Project Info: Help - Brief Project Description	Provide a brief description of the project, to include type, size, location and work elements of the project, as applicable. **Sample Project Descriptions: (Fee Simple Trail Acquisition)** Payment toward the fee simple acquisition of approximately 107.55-acre corridor between Newville Borough and Carlisle Borough, Cumberland County to provide approximately 8.25 miles for the eastern extension of the Cumberland Valley Rail Trail. Payment toward the fee simple acquisition of approximately 2 acres of land located along Reading Drive and Bingen Road in Lower Saucon Township, Northampton County for trailhead access to the Saucon Rail Trail. Payment toward the fee simple acquisition of approximately 1,243 acres off of Route 1030 in Pine and Boggs townships, Armstrong County for the development of an Off-Highway Vehicle Park. **Sample Project Description: (Trail Easement)** Payment toward the acquisition of a trail easement on approximately 8.9 miles of the Turtle Creek Industrial Railroad corridor in Trafford Borough in Allegheny and Westmoreland counties, Murrysville Borough and Penn Township in Westmoreland County, and Municipality of Monroeville in Allegheny County. **Sample Project Description: (MSDP)** Develop a Master Site Development Plan for an approximately 340-acre parcel of land for off-highway recreation vehicles in Perry Township, Greene County. Work to include a written, bound report. **Sample Project Description: (Trail Study)** Prepare a Trail Study to evaluate options to connect the Chester Valley Trail to the Struble and Brandywine trails in Downingtown Borough, Chester County; Caln, East Caln, East Bradford, West Bradford, and West Whiteland townships, Delaware County. Work to include a written, bound report. **Sample Project Description: (Trail Development)** Further development of the Northwest River Trail in Conoy Township, Lancaster County. Work to include the construction of approximately 1.86 miles of trail from Shock's Mill Bridge to Conoy Creek, pedestrian bridge and erosion and sedimentation controls; landscaping; ADA access, project sign and trail signage and related site improvements. **Sample Project Descriptions: (Trail Maintenance)** Trail maintenance of Owen Snowmobile/All-Terrain Vehicle Trail in Somerset Township, Somerset County. Work to include maintenance of approximately 5.0 miles of trail; ADA access; project sign and related site improvements. **Sample Project Descriptions: (Trail Equipment Purchase)** Purchase a snowmobile trail groomer to groom 230 miles of snowmobile trails in Lackawanna, Susquehanna and Wayne counties. Purchase of trail maintenance equipment to construct and maintain approximately 200 miles of trails in the Moshannon State Forest in Cameron, Centre, Clearfield, and Elk Counties. **Sample Project Descriptions: (Trail Educational Program)** Develop a one day "Environmentally Sensitive Trail Maintenance" training curriculum with both a classroom and field component, which will focus on practices to reduce sediment production and long term maintenance costs of trails. Conduct two pilot sessions of the new training course. Work to include a written summary report. Host approximately 30 Stewardship Educational Workshops throughout the state to train volunteers and agency personnel to layout, construct, and maintain equestrian and non-motorized shared use trails through classroom instruction and hands-on training. Work to include a written summary report.
Project Info: Help - Conservation Easement	Acquisition of right to use all or a portion of the surface rights of a property owner for a specific conservation use or uses.

Project Info: Help - End Date	Projects to be developed or rehabilitated typically take approximately 26 to 36 months to complete from the time the applicant is notified of their selection of the grant. ***Note: All projects must be completed within 4 years of the contract start date, except for all planning projects which need to be completed within 3 years.***
Project Info: Help - Environmental Hazards	Any environmental condition that exceeds Pennsylvania's Act 2 Environmental Standards (http://www.portal.state.pa.us/portal/server.pt/community/land_recycling_program/20541) .
Project Info: Help - Fee Acquisition	Acquisition of owner's existing rights to a parcel of land.
Project Info: Help - Permanent Trail Easement	An agreement that grants servitude over a property in perpetuity
Project Info: Help - Property Leased	Property to be developed or rehabilitated that is is not owned by applicant in fee simple must have control of property through a permanent easement or long-term lease agreement (minimum of 25 years) to protect facilities for their useful lifetime.
Project Info: Help - Start Date	Grants are awarded to assist with projects that will be undertaken **after** the award of the grant, not to retroactively reimburse cost of projects that have already begun or been completed before the award of the grant. ***Note: All projects must be completed within 4 years of the contract start date, except for all planning projects which need to be completed within 3 years.***
Project Info: Help - Statewide	Will your proposed project take place at a specific project site or site locations?
Project Info: Project Length	Provide an accurate measurement of the project area. Round to the nearest tenth of a mile. Add mileage to each category that relates to your project. **For example:** there may be 1 mile of rehabilitated trail with 1 mile of new trail in the same project.
Project Info: Rail Trail	Is the trail project located on a former railroad right-of-way?
Project Info: Secondary Trail Name	Is this trail part of a larger system and if so what is the name of that system? **For example:** the Montour Trail is part of the larger Great Allegheny Passage trail system.
Project Info: Trail Description	Please select one of the following descriptions that best characterizes your trail project.
Project Info: Trail Elements	Please enter a quantity next to each type of infrastructure that is included in the project.
Project Info: Trail Gap	Trail gaps have been identified around the state and reported to DCNR. Refer to the map at the following link to see if your trail project is part of an identified trail gap. If it is has been identified as a gap, then please enter that number below. http://www.paoutdoorrecplan.com/cs/groups/public/documents/document/dcnr_20028522.pdf (http://www.paoutdoorrecplan.com/cs/groups/public/documents/document/dcnr_20028522.pdf)

Project Info: Trail Land Type	Indicate whether the trail is located on public or private land, or a combination of public or private land.
Project Info: Trail Length	Provide your best estimate of the length of the trail in miles. Round to the nearest mile.
Project Info: Trail Number of Educated	Provide an estimate on how many individuals you hope to reach with your educational program.
Project Info: Trail Project Type	**Development** – Any new construction, improvement or alteration required for and compatible with physical development, improvement of land or buildings for public park, conservation, or recreation purposes. **Rehabilitation**-The improvement or restoration, excluding routine maintenance*, or existing public indoor or outdoor recreational and park facilities or natural areas that have safety concerns or have deteriorated due to age and/or use; not as a result of a lack of maintenance* on the part of the applicant.
Project Info: Trail Uses	Indicate all the current trail uses provided by this trail.
Resolution: Help - Appointed Title	The title of the person appointed by the applicant/grantee. **This must match #7 on the Grant Agreement Signature Page (http://www.dcnr.state.pa.us/cs/groups/public/documents/document/DCNR_20030462.pdf) .**
Resolution: Help - Resolution	For multi-municipal projects, attach resolutions from EACH participating municipality.

COMMONWEALTH OF PENNSYLVANIA
Department of Conservation and Natural Resources

Bureau of Recreation and Conservation (BRC)

Administrative Policy/Grant Guidelines

SUBJECT: PA Recreational Trails Grants – Administrative Instructions and Process

EFFECTIVE DATE: 2/15/2019

REVISED: 9/17/2019

BACKGROUND:

The Recreational Trails Program is a grant program of the Federal Highway Administration (FHWA) to develop and maintain recreational trails and trail-related facilities for both nonmotorized and motorized recreational trail uses. The Fixing America's Surface Transportation (FAST) Act reauthorized the Recreational Trails Program for federal fiscal years 2016 through 2020 as a set-aside of funds from the Transportation Alternatives Set-Aside. Each state department of transportation receives an annual apportionment of funds, and each state is responsible for administering its own recreational trails program. PA DCNR has a signed Memorandum of Understanding with the PA Dept. of Transportation (PennDOT) to administer the Pennsylvania Recreational Trails (PRT) grant program.

The PRT program allows an annual allocation of funds for development projects, educational projects and DCNR's administrative costs. The required distribution of funds for projects is 30 percent motorized, 30 percent nonmotorized and 40 percent diverse recreational trail use. Some projects can qualify simultaneously under the motorized and diverse categories or the nonmotorized and diverse categories. Educational funds cannot exceed 5 percent of the annual apportionment. Up to 7 percent of the annual apportionment can be used for DCNR's administrative costs.

PRT applicants submit grant applications through DCNR's annual Community Conservation Partnerships Program (C2P2). The following is an overview of the Bureau's grant process for implementing trail projects funded through PRT, as promulgated under the Uniform Grant Guidance *2 CFR 200*. FHWA's Recreational Trails Program Guidance can be found at this link:

https://www.fhwa.dot.gov/environment/recreational_trails/guidance/

Recreational Trails funding can be used to fund trail projects on DCNR-owned land. DCNR will apply any unallocated PRT motorized funds annually to motorized recreation projects on DCNR lands.

Eligible Applicants

Eligible PRT applicants include federal and state agencies, municipalities, nonprofit and for-profit organizations.

Eligible Project Types

Eligible PRT project types include construction, rehabilitation and maintenance of trails and trail-related facilities for both motorized and non-motorized recreational trails; the development of educational materials and programs; and the purchase or lease of equipment for trail maintenance and construction. DCNR is currently not funding equipment purchases or leases due to the stalled Buy America waiver review process. Planning and acquisition are not eligible project types.

Grant Match Requirements

The grantee is required to provide a minimum match of 20% of the total project cost. Match can include a combination of cash and/or non-cash values. Eligible match sources can be local, state or other federal funding sources. However, when other federal funding sources are used as match, the total federal share cannot exceed 95% of the total project cost. At least 5% of the match must come from non-federal sources such as state, local or private sources. If other government sources are used as match, restrictions that apply to these funding sources may also apply to the PRT project.

Application Review Process

PRT applicants submit grant applications through DCNR's annual grant program. During the application review process, DCNR identifies projects that are eligible for PRT funding. Bureau staff work with the applicant to secure the appropriate environmental clearances, Title VI documentation and PA Historical and Museum Commission (PHMC) clearances. Once all clearances are received, Bureau staff will then submit the application and clearances to PennDOT and FHWA for review and approval. If any issues are identified with the clearances, review and approval by FHWA could be delayed which could also delay the start of the project.

1. **<u>Bureau Award Notification and Contracting</u>**

- The Bureau sends a "notice-of-selection" letter to the Chief Elected Official listed in the grant application.

- Bureau Project Manager conducts a pre-contracting call with the grantee to confirm the designated Local Project Coordinator, match, project scope, and ownership and control of the project site. The grant agreement dates cannot be established until the project is approved for funding by FHWA. **The grantee cannot begin any project activities or incur any costs prior to the grant agreement beginning date.**

- Upon approval from FHWA, PennDOT establishes the beginning date of the grant agreement. A copy of the fully executed grant agreement is sent electronically, via email, to the Local Project Coordinator. This signifies the beginning of the project management process. The grant agreement period is approximately four years from the start date.

2. Initial Project Start-up Letter and Initial Conference Call

- The Bureau Project Manager sends an introductory letter to the grantee providing important contact information, the grant management process, design submission instructions and required forms.

- Within two weeks of receiving the fully executed grant agreement, the grantee must submit a Partial Payment Request to DCNR for up to 10% of the grant amount. The grantee must submit subsequent Partial Payment Requests at least every 9 months until the Final Payment is received. A minimum of 10% of the awarded grant amount will be retained for final payment.

- Upon review of the introductory letter, the grantee must contact the Bureau Project Manager to discuss the grant management process, policies and requirements. The grantee should review these documents with their design consultant and/or solicitor prior to the initial discussion with the Bureau Project Manager.

- The grantee must submit periodic Progress Reports to the Bureau Project Manager. The Bureau Project Manager will discuss submittal of Progress Reports with the grantee.

- All project procurement, including selection of design consultants, must follow the federal Methods of Procurement. See Appendix A for a complete description of the Methods of Procurement. For design consultant selection, procurement following Small Purchase Procedures is the preferred method to be followed for design work up to $250,000. If Small Purchase Procedures are used, written price or rate quotations must be obtained from an adequate number of qualified sources. If the project design work is estimated to be above $250,000, then the Competitive Proposal Procedures and Brooks Act procurement procedures must be followed. For more information, visit the FHWA Consultant Services Q&As: https://www.fhwa.dot.gov/programadmin/consultant.cfm. Grantees must follow the requirements for Disadvantaged Business Enterprises and Small Business Enterprises (DBE/SBE) during design consultant selection. See the *Disadvantaged Business Enterprise and Small Business Enterprise Requirements* below and Appendix C for instructions and forms.

- Note that all contracts and sub-contracts must include the DNCR Nondiscrimination / Sexual Harassment Clause in its entirety. The Non-Discrimination Clause can be found in Appendix D of the Grant Agreement.

3. Bureau Design Submission Review and Approval

Before proceeding with any project construction, the grantee must submit a complete design package for review and approval by the Bureau Project Manager. The grantee should review

their Initial Project Start-up Letter for a list of design submission items. See Appendix B for a list of the design submission items. Upon review and approval of the design submission, the Bureau Project Manager provides written authorization for the Grantee to advertise and bid the project. Projects must include the following requirements in their invitation to bid: Disadvantaged Business Enterprise and Small Business Enterprise requirements and Buy America Program requirements. Detailed requirements for these federal programs are below.

Disadvantaged Business Enterprise and Small Business Enterprise Requirements

Under the federal regulations, projects are required to make a Good Faith Effort when procuring any project supplies or services to ensure that designated Disadvantaged Business Enterprises (DBEs) and Small Business Enterprises (SBEs) have the opportunity to participate in the performance of contracts and subcontracts. A Good Faith Effort is demonstrated through active and reasonable steps to solicit and utilize DBE and SBE firms on their projects.

Prior to any project procurement, the Bureau Project Manager will discuss the DBE/SBE procedures and requirements with the grantee to ensure each project follows the Good Faith Effort requirements. The grantee must include DBE/SBE requirements in their project bids or RFPs. When procuring a design consultant, the grantee is required to fulfill the Good Faith Effort as described in this section. See Appendix C for DBE/SBE instructions and forms. The grantee must submit documents to their Bureau Project Manager confirming that Good Faith Efforts were taken during project procurement. Examples of documentation of a Good Faith Effort include copies of emails, faxes and documented phone calls to DBEs/SBEs.

In cases where the sealed bid process is used for procurement, all bidders must submit the required DBE/SBE documentation with their bids, including documentation that a Good Faith Effort was used to obtain potential sub-contractors. In cases where competitive quotes for services or supplies are obtained directly by the grantee, the grantee is responsible for making a Good Faith Effort during procurement.

All DBE and SBE firms contacted must be listed on the Pennsylvania Unified Certification Program (PA UCP) website or PennDOT's SBE website. Links to the PAUCP and SBE websites are below. All bid and RFP documentation must include links to these websites.

https://www.dotsbe.pa.gov/PAUCPWeb/paucp/viewHome.do

https://www.dotsbe.pa.gov/SBEWeb/sbe/viewHome.do

The Bureau strongly encourages the grantee to hold a pre-bid meeting for potential bidders to review all bidding and DBE/SBE requirements and procedures.

Buy America Program Requirements

The federal Buy America Program requires that all projects that permanently incorporate iron and steel must use products manufactured domestically. Specifically, the federal requirements state:

"All manufacturing processes of steel or iron materials in a product, including coating; and any subsequent process that alters the steel or iron material's physical form or shape, or changes its chemical composition; are to occur within the United States. This includes rolling, extruding,

machining, bending, grinding, drilling, and coating. Coating includes all processes that protect or enhance the value of the material, such as epoxy coatings, galvanizing or painting."

The grantee must include notification of the Buy America provisions in their bid or RFP specifications for procurement of steel, iron or manufactured goods. A Buy America Compliance Statement form must be completed by all bidders. See Appendix D for the Buy America provisions and Compliance Statement.

Prior to any project procurement, the Bureau Project Manager will discuss the Buy America requirements with the grantee. The grantee should review the U.S. Department of Transportation Buy America webpage at https://www.fhwa.dot.gov/construction/cqit/buyam.cfm for more information. The grantee must notify their design consultant of these requirements. Design consultants must consider these requirements in the development of the specifications and designs. If there are any concerns or issues with compliance with the Buy America requirements, the grantee must discuss them with the Bureau Project Manager.

Optional bidding procedure when Buy America compliance may not be possible

The Buy America provisions may be waived at the time of contract award if a grantee elects to include an alternate bidding provision in the project bid for foreign and domestic steel and iron products, and the lowest overall bid based on using domestic products is 25 percent more than the lowest overall bid based on using foreign products.

Flexibility in the Buy America provisions

A minimal use of foreign steel and iron materials is allowed in PRT projects; however, the cost of the steel and iron materials cannot exceed one-tenth of one percent (0.1 percent) of the total contract amount, or $2,500, whichever is greater. For PRT grant projects, $2,500 is typically the greater amount. To clarify, $2,500 is the total of all foreign steel under the construction and materials contracts shared across the entire grant project. The grantee cannot divide the project into multiple construction and materials contracts for $2,500 per contract.

Waivers of the Buy America provisions may be requested if projects do not comply with the stated requirements. However, the Buy America waiver review process is on hold indefinitely. Grantees who permanently incorporate steel products into their projects should consult with their Bureau Project Manager.

4. Advertising and Bidding

- The grantee must follow the federal guidelines for *Methods of Procurement* for procuring all project work. See Appendix A for a complete description of the Methods of Procurement (2 CFR 200.320). Prior to any project procurement, the grantee must discuss their procurement procedures with their Bureau Project Manager.

- The sealed bid method (formal advertising) must be used for procuring all construction contracts. The invitation for bids must be publicly advertised and solicited from an adequate number of known bidders. All bids must be publicly opened at a time and place specified in the invitation for bids. Fixed price contracts must be awarded to the *"lowest responsive and responsible bidder."* Negotiations are not allowed with bidders

between opening and awarding bids. The grantee may not separate their project into phases in order to avoid the sealed bid process.

- All bids must include the DBE/SBE and Buy America documentation. Bidders must follow the DBE/SBE and Buy America requirements and submit forms with their bids. Bids submitted without this documentation cannot be accepted. See Appendix C for DBE/SBE forms and documentation. See Appendix D for Buy America provisions and certification form.

- In cases where volunteers or in-house staff will be used for all project labor ***and*** the total cost of materials or supplies is below the **Simplified Acquisition Threshold of $250,000**, then procurement by *Small Purchase Procedures* may be used to procure materials or supplies. For Small Purchase Procedures, written specifications must be used to obtain written price or rate quotes from an adequate number of qualified sources. In general, three quotes is considered adequate.

- In cases where volunteers or in-house staff will be used for all project labor **and** the total cost of materials or supplies is below the **Micro-Purchase Threshold of $10,000**, then procurement by micro-purchases is allowed. For Micro-Purchases, materials or supplies may be purchased without soliciting competitive quotations and the cost for the materials is reasonable. To the extent practicable, the grantee must distribute their micro-purchases equitably among qualified suppliers.

- Grantees who use the Small Purchase or Micro-Purchase procedure must still follow the DBE/SBE and Buy America requirements and submit documentation confirming that these requirements were followed prior to awarding any contracts.

- **The grantee may not separate their project into phases in order to avoid any of the above procurement procedures.**

- *PA Prevailing Wage Rates*: The Pennsylvania State Prevailing Wage Act (PWA) requires that all workers on publicly funded construction projects that exceed $25,000 be paid the State Prevailing Wage. The PWA applies to work completed by paid contractors and subcontractors; it does not apply to work performed by grantee in-house staff, volunteers, or donated construction services.

- The grantee may contact the Department of Labor and Industry's Bureau of Labor Law Compliance (717-705-7256) with questions about the PWA and/or for assistance in determining if the PWA applies to the project. The grantee may also refer to the Department of Labor and Industry website for additional information: http://www.dli.pa.gov/laws-regs/Pages/default.aspx.

- Davis-Bacon federal wage requirements apply if a project is located within the right-of-way of a federal aid highway. Refer to the U.S. Department of Labor website for additional information: https://www.dol.gov/whd/govcontracts/dbra.htm.

- If other state or federal funds are being used by the organization as a match for the project and other competitive purchasing procedures are to be used in conjunction with these funds, please provide this documentation to the Bureau Project Manager.

- *Commonwealth Public Works Employment Verification Form*: In order to comply with Section 4 of the Public Works Employment Verification Act, 43 P.S. §§167.1-167.11, all grantees who bid out their project work must include a Public Works Employment Verification form in their invitation to bid.

- The Public Works Employment Verification Form and instructions to bidders can be found in Appendix E. All bidders on a public works contract must complete and submit the Public Works Employment Verification Form as a condition of being awarded the contract.

5. Awarding of Construction / Materials Contracts

- Before awarding any contracts, the grantee forwards the bid tabulation and bid submission of the lowest qualified responsible bidder to the Bureau Project Manager for review and approval. Any issues with the bid results should be discussed with the Bureau Project Manager before awarding any contracts. Bids should include:
    - Documentation of DBE/SBE Good Faith Efforts
    - Signed Buy America Compliance Statement
    - Signed Public Works Employment Verification form

- The Bureau Project Manager provides written authorization to award contract(s) and requests a copy of each fully executed construction contract. **The grantee must seek prior written approval from the Bureau Project Manager for any changes to the approved project scope of work, budget, and/or timeline.**

- After submission of the executed construction contract, the grantee may be eligible to receive an additional partial payment. The Bureau Project Manager will discuss an appropriate partial payment amount with the Grantee. A minimum of 10% of the grant amount is held until project close-out requirements are met.

- If the successful bidder commits to hiring a DBE/SBE firm in their bid, they are required to follow through with hiring that DBE/SBE firm. If a DBE/SBE is hired for the project, the grantee must complete and submit the DCNR Biannual DBE/SBE Status Report in March and September throughout the project term. The grantee must seek prior written approval from the Bureau Project Manager for any changes to the contractor's approved DBE commitment.

6. Project Close Out and Final Payment Request

- Concurrently or shortly after the completion of the project, the grantee contacts the appropriate Bureau Regional Advisor to schedule an on-site inspection of the completed project.

- The grantee submits a letter from the project consultant certifying that the final construction was completed in accordance with the plans and specifications approved by the Bureau.

- After all contractors/invoices have been paid in full, the grantee submits a completed Final Payment Request form and requested close-out documents within 60 days of project completion.

- If a DBE/SBE performed work on the project, the grantee must complete and submit the DBE Commercially Useful Function Report (E0-354) form to verify DBE/SBE participation in the project as well as copies of DBE/SBE invoices and proofs of payment from the prime contractor, or a letter from the DBE/SBE firm confirming payment in full.

- The Bureau Project Manager reviews the Final Payment Request form, requested closeout documents, and the final site inspection report.

- Upon approval of the closeout submission, the Bureau Project Manager provides written approval of the final payment to the Bureau Fiscal Unit and the grantee. Once the final payment is issued, the project is closed.

This policy remains in effect until revised or rescinded.

APPENDICES

Appendix A – Methods of Procurement (2 CFR 200.320)

Appendix B – Bureau Design Submission List

Appendix C – DBE/SBE Forms and Documentation

Appendix D – Buy America Provisions and Certification (23 CFR 635.410)

Appendix E – Public Works Employment Verification Form

Appendix F – DCNR Grant Forms and Documents

- **Certification of Title**
- **Certification of Design**
- **Certification of Compliance with Bid Requirements**
- **Partial Payment Request Form**
- **Development Final Payment Request Form**

DCNR Administrative Policy/Grant Guidelines

For the PA Recreational Trails Federal Funding Program

Appendix A

Methods of Procurement (2 CFR 200.320)

https://www.law.cornell.edu/cfr/text/2/200.320

§ 200.320 Methods of procurement to be followed.

The non-Federal entity must use one of the following methods of procurement.

(a) Procurement by micro-purchases. Procurement by micro-purchase is the acquisition of supplies or services, the aggregate dollar amount of which does not exceed the micro-purchase threshold (§ 200.67 Micro-purchase). To the extent practicable, the non-Federal entity must distribute micro-purchases equitably among qualified suppliers. Micro-purchases may be awarded without soliciting competitive quotations if the non-Federal entity considers the price to be reasonable.

(b) Procurement by small purchase procedures. Small purchase procedures are those relatively simple and informal procurement methods for securing services, supplies, or other property that do not cost more than the Simplified Acquisition Threshold. If small purchase procedures are used, price or rate quotations must be obtained from an adequate number of qualified sources.

(c) Procurement by sealed bids (formal advertising). Bids are publicly solicited and a firm fixed price contract (lump sum or unit price) is awarded to the responsible bidder whose bid, conforming with all the material terms and conditions of the invitation for bids, is the lowest in price. The sealed bid method is the preferred method for procuring construction, if the conditions in paragraph (c)(1) of this section apply.

(1) In order for sealed bidding to be feasible, the following conditions should be present:

(i) A complete, adequate, and realistic specification or purchase description is available;

(ii) Two or more responsible bidders are willing and able to compete effectively for the business; and

(iii) The procurement lends itself to a firm fixed price contract and the selection of the successful bidder can be made principally on the basis of price.

(2) If sealed bids are used, the following requirements apply:

(i) Bids must be solicited from an adequate number of known suppliers, providing them sufficient response time prior to the date set for opening the bids, for local, and tribal governments, the invitation for bids must be publicly advertised;

(ii) The invitation for bids, which will include any specifications and pertinent attachments, must define the items or services in order for the bidder to properly respond;

(iii) All bids will be opened at the time and place prescribed in the invitation for bids, and for local and tribal governments, the bids must be opened publicly;

(iv) A firm fixed price contract award will be made in writing to the lowest responsive and responsible bidder. Where specified in bidding documents, factors such as discounts, transportation cost, and life cycle costs must be considered in determining which bid is lowest.

Payment discounts will only be used to determine the low bid when prior experience indicates that such discounts are usually taken advantage of; and

(v) Any or all bids may be rejected if there is a sound documented reason.

(d) Procurement by competitive proposals. The technique of competitive proposals is normally conducted with more than one source submitting an offer, and either a fixed price or cost-reimbursement type contract is awarded. It is generally used when conditions are not appropriate for the use of sealed bids. If this method is used, the following requirements apply:

(1) Requests for proposals must be publicized and identify all evaluation factors and their relative importance. Any response to publicized requests for proposals must be considered to the maximum extent practical;

(2) Proposals must be solicited from an adequate number of qualified sources;

(3) The non-Federal entity must have a written method for conducting technical evaluations of the proposals received and for selecting recipients;

(4) Contracts must be awarded to the responsible firm whose proposal is most advantageous to the program, with price and other factors considered; and

(5) The non-Federal entity may use competitive proposal procedures for qualifications-based procurement of architectural/engineering (A/E) professional services whereby competitors' qualifications are evaluated and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. The method, where price is not used as a selection factor, can only be used in procurement of A/E professional services. It cannot be used to purchase other types of services though A/E firms are a potential source to perform the proposed effort.

(e) [Reserved]

(f) Procurement by noncompetitive proposals. Procurement by noncompetitive proposals is procurement through solicitation of a proposal from only one source and may be used only when one or more of the following circumstances apply:

(1) The item is available only from a single source;

(2) The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation;

(3) The Federal awarding agency or pass-through entity expressly authorizes noncompetitive proposals in response to a written request from the non-Federal entity; or

(4) After solicitation of a number of sources, competition is determined inadequate.

[78 FR 78608, Dec. 26, 2013, as amended at 79 FR 75885, Dec. 19, 2014; 80 FR 54409, Sept. 10, 2015]

DCNR Administrative Policy/Grant Guidelines

For the PA Recreational Trails Federal Funding Program

Appendix B

Bureau Design Submission List

Design Consultant Selection
Selection of a design consultant should follow the Methods of Procurement: Small Purchase Procedures for design costs up to $250,000 (See Appendix A). When a contract with a design consultant is signed, please submit:

- A copy of the executed contract with the Design Consultant
- Certification of Title form

Draft Design Submission
Before submitting the final design and bid documentation (see below), grantees must submit drafts for review by their Bureau Project Manager. Draft documentation includes:

- Draft site plans and construction plans, including
    - Documentation of ADA compliance
- Draft bid documents, which must include:
    - Disadvantaged Business Enterprise (DBE) and Small Business Enterprise (SBE) documentation
    - Buy America Program documentation
    - Public Works Employment Verification Form
    - Prevailing Wage Rate documentation
    - Draft Certification of Design Form

Final Design Submission
Before any bid(s) for construction or materials can be advertised, submit the following for review and approval:

- Electronic copy of the site plan and construction drawings signed, sealed and dated by your design consultant
- Bid documents signed, sealed and dated by your design consultant
    - Disadvantaged Business Enterprise (DBE) and Small Business Enterprise (SBE) documentation
    - Buy America Program documentation
    - Public Works Employment Verification Form
    - Prevailing Wage Rate documentation
- Certification of Design form, signed and sealed by your design consultant

Awarding of Construction/Materials Contract

After bids are received and *prior to awarding the construction contract*, the following must be submitted for review and approval by the Bureau Project Manager:

- Bid Tabulation
- A copy of the bid submission of the lowest qualified responsible bidder, including
    - DBE/SBE Good Faith Effort documentation
    - Signed Buy America Compliance Statement
    - Signed Public Works Employment Verification form

Once the Bureau Project Manager provides authorization to award the contract(s), project construction may begin and the following must be submitted:

- Certification of Compliance with Bid Requirements
- A copy of the executed construction contract

DCNR Administrative Policy/Grant Guidelines

For the PA Recreational Trails Federal Funding Program

Appendix C

Disadvantaged Business Enterprise (DBE) and Small Business Enterprise (SBE) Forms and Documentation

COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF CONSERVATION AND NATURAL RESOURCES
BUREAU OF RECREATION AND CONSERVATION

PA Recreational Trails Program
Disadvantaged Business Enterprise (DBE) and Small Business Enterprise (SBE) Cover Sheet

All contractors are **required** to make a Good Faith Effort to provide the opportunity for Disadvantaged Business Enterprise (DBE) and Small Business Enterprise (SBE) firms to participate in the performance of this construction contract. A specific participation goal has not been set for this project. Firms must be listed on at least one of these websites:

1. https://www.dotsbe.pa.gov/PAUCPWeb/paucp/viewHome.do
2. https://www.dotsbe.pa.gov/SBEWeb/sbe/viewHome.do

Bidders should use the following documents to comply with this requirement:

1. **Prime Contractor Compliance Statement** – Required to be submitted with bid
2. **Appendix A to Part 26—Guidance Concerning Good Faith Efforts** – For reference
3. **Exhibit A; DCNR Disadvantaged Business Enterprise (DBE) and Small Business Enterprise (SBE) Requirements for the Recreational Trails Program** – For reference
4. **DBE Supportive Services Center Brochure** – Bidders can contact the Center to assist will making a Good Faith Effort.
5. **Biannual Status Report** – Successful bidder will be required to submit this form throughout the course of the project.
6. **DBE Participation for Federal Projects (EO-380)** – Required to be submitted with the bid only if the bidder has secured a DBE/SBE firm.

COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF CONSERVATION AND NATURAL RESOURCES
BUREAU OF RECREATION AND CONSERVATION

PA Recreational Trails Program
Disadvantaged Business Enterprise (DBE) and Small Business Enterprise (SBE)
Prime Contractor Compliance Statement

Contractor Name: _____

Contractor Owner/Authorized Officer Name: _____

DCNR Grant Recipient Name: _____

DCNR Grant Project Number: _____

Date(s) of Initial DBE Solicitation: _____ Date(s) of Follow-up DBE Solicitation: _____

Date(s) of DBE Search(es): _____Counties Searched: _____

Solicited By: ☐ Email ☐ Phone ☐ Fax

Please submit ALL of the following items, along with this form, with your bid or quote:

1. Copies of all documentation that supports the direct search for and solicitation of potential participation of DBE/SBE contractors in the competitive process. This includes documentation related to web searches, contact correspondence, and contact logs.
2. Copies of any quotes received from DBE/SBE contractors in response to solicitation efforts are attached.
3. A signed DBE/SBE Participation for Federal Projects form (EO-380), if a DBE /SBE firm is secured.

As the Owner/Authorized Officer for the above named company, I certify that good faith efforts have been performed in conformance with DBE/SBE regulations 49 CFR (Part 26). All good faith efforts have been properly documented as outlined in the Disadvantaged Business Enterprise Requirements. All documentation has been supplied to the above named DCNR Grant Recipient and will be retained in accordance with applicable record retention requirements under the financial assistance agreement for the above referenced project. I understand that such documentation is subject to an audit review by the Pennsylvania Department of Conservation & Natural Resources and/or the Pennsylvania Department of Transportation to further ensure compliance. I understand that I must comply with additional contract administrative requirements related to DBE/SBE regulations 49 CFR (Part 26).

Signature of Contractor Owner/Authorized Officer: _____

Printed Name of Contractor Owner/Authorized Officer: _____

Date: _____

Appendix A to Part 26—Guidance Concerning Good Faith Efforts

I. When, as a recipient, you establish a contract goal on a DOT-assisted contract, a bidder must, in order to be responsible and/or responsive, make good faith efforts to meet the goal. The bidder can meet this requirement in either of two ways. First, the bidder can meet the goal, documenting commitments for participation by DBE firms sufficient for this purpose. Second, even if it doesn't meet the goal, the bidder can document adequate good faith efforts. This means that the bidder must show that it took all necessary and reasonable steps to achieve a DBE goal or other requirement of this part which, by their scope, intensity, and appropriateness to the objective, could reasonably be expected to obtain sufficient DBE participation, even if they were not fully successful.

II. In any situation in which you have established a contract goal, part 26 requires you to use the good faith efforts mechanism of this part. As a recipient, it is up to you to make a fair and reasonable judgment whether a bidder that did not meet the goal made adequate good faith efforts. It is important for you to consider the quality, quantity, and intensity of the different kinds of efforts that the bidder has made. The efforts employed by the bidder should be those that one could reasonably expect a bidder to take if the bidder were actively and aggressively trying to obtain DBE participation sufficient to meet the DBE contract goal. Mere *pro forma* efforts are not good faith efforts to meet the DBE contract requirements. We emphasize, however, that your determination concerning the sufficiency of the firm's good faith efforts is a judgment call: meeting quantitative formulas is not required.

III. The Department also strongly cautions you against requiring that a bidder meet a contract goal (*i.e.* , obtain a specified amount of DBE participation) in order to be awarded a contract, even though the bidder makes an adequate good faith efforts showing. This rule specifically prohibits you from ignoring *bona fide* good faith efforts.

IV. The following is a list of types of actions which you should consider as part of the bidder's good faith efforts to obtain DBE participation. It is not intended to be a mandatory checklist, nor is it intended to be exclusive or exhaustive. Other factors or types of efforts may be relevant in appropriate cases.

A. Soliciting through all reasonable and available means (e.g. attendance at pre-bid meetings, advertising and/or written notices) the interest of all certified DBEs who have the capability to perform the work of the contract. The bidder must solicit this interest within sufficient time to allow the DBEs to respond to the solicitation. The bidder must determine with certainty if the DBEs are interested by taking appropriate steps to follow up initial solicitations.

B. Selecting portions of the work to be performed by DBEs in order to increase the likelihood that the DBE goals will be achieved. This includes, where appropriate, breaking out contract work items into economically feasible units to facilitate DBE participation, even when the prime contractor might otherwise prefer to perform these work items with its own forces.

C. Providing interested DBEs with adequate information about the plans, specifications, and requirements of the contract in a timely manner to assist them in responding to a solicitation.

D. (1) Negotiating in good faith with interested DBEs. It is the bidder's responsibility to make a portion of the work available to DBE subcontractors and suppliers and to select those portions of the work or material needs consistent with the available DBE subcontractors and suppliers, so as to facilitate DBE participation. Evidence of such negotiation includes the names, addresses, and telephone numbers of DBEs that were considered; a description of the information provided regarding the plans and specifications for the work selected for subcontracting; and evidence as to why additional agreements could not be reached for DBEs to perform the work.

(2) A bidder using good business judgment would consider a number of factors in negotiating with subcontractors, including DBE subcontractors, and would take a firm's price and capabilities as well as contract goals into consideration. However, the fact that there may be some additional costs involved in finding and using DBEs is not in itself sufficient reason for a bidder's failure to meet the contract DBE goal, as long as such costs are reasonable. Also, the ability or desire of a prime contractor to perform the work of a contract with its own organization does not relieve the bidder of the responsibility to make good faith efforts. Prime contractors are not, however, required to accept higher quotes from DBEs if the price difference is excessive or unreasonable.

E. Not rejecting DBEs as being unqualified without sound reasons based on a thorough investigation of their capabilities. The contractor's standing within its industry, membership in specific groups, organizations, or

associations and political or social affiliations (for example union vs. non-union employee status) are not legitimate causes for the rejection or non-solicitation of bids in the contractor's efforts to meet the project goal.

F. Making efforts to assist interested DBEs in obtaining bonding, lines of credit, or insurance as required by the recipient or contractor.

G. Making efforts to assist interested DBEs in obtaining necessary equipment, supplies, materials, or related assistance or services.

H. Effectively using the services of available minority/women community organizations; minority/women contractors' groups; local, state, and Federal minority/women business assistance offices; and other organizations as allowed on a case-by-case basis to provide assistance in the recruitment and placement of DBEs.

V. In determining whether a bidder has made good faith efforts, you may take into account the performance of other bidders in meeting the contract. For example, when the apparent successful bidder fails to meet the contract goal, but others meet it, you may reasonably raise the question of whether, with additional reasonable efforts, the apparent successful bidder could have met the goal. If the apparent successful bidder fails to meet the goal, but meets or exceeds the average DBE participation obtained by other bidders, you may view this, in conjunction with other factors, as evidence of the apparent successful bidder having made good faith efforts.

EXHIBIT A
DCNR DISADVANTAGED BUSINESS ENTERPRISE (DBE) AND SMALL BUSINESS ENTEPRISE (SBE) REQUIREMENTS FOR THE RECREATIONAL TRAILS PROGRAM

1. DBE

Include the following provisions (Paragraphs a through d) in every contract, so that such provisions will be binding not only upon the grantee, but upon any contractor, supplier, service provider and trucking firm performing work towards the grant.

(a) Policy for Federally-Funded Projects. It is the policy of the U.S. Department of Transportation (DOT) and the Department that DBEs, as defined in 49 CFR Part 26, as amended, (Part 26) and this specification, be given the opportunity to participate in the performance of contracts financed in whole or in part with Federal funds under this contract. Consequently, the DBE requirements of Part 26, as amended, apply to this contract.

(b) DBE Obligation. Take all necessary and reasonable steps to ensure that all DBEs have the opportunity to compete for and perform contracts. The grantee shall not discriminate on the basis of race, color, national origin, or sex in the award and performance of this contract.

(c) Failure to Comply with DBE Requirements. Failure by the grantee to carry out these requirements is a material breach of this contract, which may result in termination of this grant agreement or such other remedy as the Department deems appropriate, which may include, but is not limited to:

a. Withholding progress payments;
b. Assessing sanctions;
c. Liquidated damages; and/or
d. Disqualifying the contractor from future bidding as non-responsible.

(d) Small Business Enterprise (SBE) Participation. Recruitment and utilization of certified SBEs is in addition to all other equal opportunity requirements of the contract. There is no SBE goal.

2. DEFINITIONS

The following definitions apply for terms used in this specification:

(a) Disadvantaged Business Enterprise (DBE). A for-profit small business concern:

1. An entity certified by the Pennsylvania Unified Certification Program (PAUCP) as listed on www.paucp.com.
2. That meets the ownership and control requirements of the DBE certification program.
3. That meets the Personal Net Worth requirements of the DBE certification program.

(b) Small Business Enterprise (SBE). A for-profit small business concern:

1. An entity certified by the Pennsylvania Department of Transportation (PennDOT) as listed on www.dotsbe.pa.gov.
2. That meets the ownership and control requirements of the Small Business Element (SBE) certification program.
3. That meets the Personal Net Worth requirements of the SBE certification program.

(c) Commercially Useful Function. A DBE performs a Commercially Useful Function (CUF) when it is responsible for execution of the work of the contract and is carrying out its responsibilities by actually performing, managing, and supervising the work involved. To perform a CUF, the DBE must also be responsible, with respect to materials and supplies used on the contract, for negotiating price, determining quality and quantity, ordering the material, installing (where applicable), and paying for the material itself.

(d) Supplier. A manufacturer, regular dealer, or transaction expeditor/broker.

1. **Manufacturer.** A DBE/SBE that operates or maintains a factory or establishment that produces, on the premises, the materials, supplies, articles, or equipment required under the contract and of the general character described by the specifications.
2. **Regular Dealer.** A DBE/SBE that owns, operates, or maintains a store, warehouse, or other establishment in which the materials, supplies, articles or equipment of the general character described by the specifications and required under the contract are bought, kept in stock, and regularly sold or leased to the public in the usual course of business. To be a regular dealer, the firm must be an established, regular business that engages, as its principal business and under its own name, in the purchase and sale or lease of the products in question. A person may be a regular dealer in such bulk items as petroleum products, steel, cement, gravel, stone, or asphalt without owning, operating, or maintaining a place of business as provided above if the person both owns and operates distribution equipment for the products. Any supplementing of regular dealers' own distribution equipment shall be by a long-term lease agreement and not on an ad hoc or contract-by-contract basis. Whether a DBE/SBE firm meets the criteria for being treated as a regular dealer is a contract-by-contract determination to be made by the Department.
3. **Transaction Expeditor/Broker.** A DBE/SBE packager, broker, manufacturers' representatives, or other persons who arrange or expedite transactions and who arrange for material drop-shipments.

3. COUNTING DBE PARTICIPATION

Although no DBE goal is established for this project, the grantee is still encouraged to involve DBEs in the required work and to submit documentation of any such involvement in the project. Recruitment and utilization of certified DBEs is in addition to all other equal opportunity requirements of the contract.

(a) Construction.

1. **Prime Contractor.** A DBE prime contractor will receive credit for all work performed with its own forces. The Department strongly encourages DBE prime contractors to make additional outreach efforts to solicit DBEs to perform subcontracting work on the project.

2. **Subcontractor.** When a DBE participates in a contract directly as a subcontractor or as a second-tier or lower-tier subcontractor, count only the value of the work actually performed by the DBE.

   Count the entire amount of that portion of a construction contract that is performed by the DBE's own forces. Include the cost of supplies and materials obtained by the DBE for the work of the subcontract, including supplies purchased or equipment leased by the DBE.

   When a DBE subcontracts part of the work of its contract to another firm, the value of the subcontracted work may be counted only if the DBE's subcontractor is itself a DBE. Work that a DBE subcontracts to a non-DBE firm does not count.

   Count expenditures to a DBE contractor only if the DBE is performing a CUF on that contract.

(b) Materials and Supplies.

1. **DBE Manufacturer.** If the materials or supplies are obtained from a DBE manufacturer, count 100% of the cost of the materials or supplies.

2. **DBE Regular Dealer.** If the materials or supplies are purchased from a DBE regular dealer, count 60% of the cost of the materials or supplies. Note: There is no North American Industry Classification System (NAICS) code for regular dealer.

3. **DBE Transaction Expeditor/Broker.** If the materials or supplies are purchased from a DBE which is neither a manufacturer nor a regular dealer, count the entire amount of fees or commissions charged for assistance in the procurement of the materials and supplies, or fees or transportation charges for the delivery of materials or supplies required on a job site, provided the fees are determined to be reasonable and not excessive as compared with fees customarily allowed for similar services. Do not count any portion of the cost of the materials and supplies themselves.

(c) **Service Providers.** Count the entire amount of fees or commissions charged by a DBE firm for providing a bona fide service, such as professional, technical, consultant, or managerial services, or for providing bonds or insurance specifically required for the performance the contract, provided the fee is reasonable and not excessive as compared with fees customarily allowed for similar services.

(d) **Trucking Firms.** Count 100% of trucking costs using the following factors to determine what can be counted:

1. Count if the DBE is responsible for the management and supervision of the entire trucking operation for which it is responsible on a particular contract, and there cannot be a contrived arrangement for the purpose of meeting DBE goals.

2. Count if the DBE owns and operates at least one fully licensed, insured, and operational truck used on the contract.

3. Count the total value of the transportation services the DBE provides on the contract using trucks it owns, insures, and operates using drivers it employs.

4. The DBE may lease trucks from another DBE firm, including an owner-operator who is a certified DBE. If the DBE leases trucks from another DBE, count the total value of the transportation services the lessee DBE provides on the contract.

5. The DBE may also lease trucks from a non-DBE firm, including an owner-operator. If the DBE leases trucks from a non-DBE firm and the DBE operates these leased trucks (with its own forces), count the total value of the transportation services. If the DBE leases trucks from a non-DBE owner-operator, count only the fee or commission it paid as a result of the lease arrangement. Do not count the total value of the transportation services provided by the lessee (non-DBE owner-operator), since these services are not provided by a DBE.

6. For purposes of this provision, a lease must indicate that the DBE has exclusive use of and control over the truck. This does not preclude the leased truck from being used for work for others during the term of the lease with the consent of the DBE, so long as the lease gives the DBE absolute priority for use of the leased truck. Leased trucks must display the name and identification number of the DBE. A lease must explicitly state that the DBE leases trucks without operators when the counting of the total value of transportation services is desirable.

(e) **Specialty Items.** In cases where specialty items and DBE involvement overlap, follow the requirements specified in Section 108.01(c).

4. COUNTING SBE PARTICIPATION

Although no SBE goal is established for this project, the grantee is still encouraged to involve SBEs in the required work and to submit documentation of any such involvement in the project. Recruitment and utilization of certified

SBEs is in addition to all other equal opportunity requirements of the contract. Count SBE participation the same as you would count DBE participation.

5. COMMERCIALLY USEFUL FUNCTION

A Commercially Useful Function (CUF) analysis is required under 49 CFR §26.55 to ensure DBE participation is credited appropriately on federally-assisted transportation projects. A DBE performs a CUF when it is responsible for execution of the work of the contract and is carrying out its responsibilities by actually performing, managing, and supervising the work involved.

(a) The grantee (or designee other than the prime contractor) will complete the Form EO-354, DBE Commercially Useful Function Report, (Attachment 1) for all DBEs performing work towards the grant. The CUF form must be completed within five (5) days of the DBE performing work on the project. If all questions on the CUF form are answered 'Yes', then no further action is required. However, a copy of the form must be kept with the project's files for auditing purposes and submitted to the Department with the final close-out information for the grant.

(b) If any question on the CUF form is answered 'No' then the grantee (or designee other than the prime contractor) will immediately fax or e-mail the form to Department. The Department will fax or e-mail a copy of the form to the PennDOT's Bureau of Equal Opportunity (BEO) for further review and analysis. The analysis and subsequent determination of the CUF will be made by BEO. However, BEO may request additional information from DCNR to help with the investigation and analysis. BEO will also consult with Department staff prior to issuing its determinations on the CUF. The determination will be issued in writing and provided to all parties (the Department, the grantee, the prime contractor and the DBE firm being impacted). If the determination warrants a change in the DBE commitment the Department will be notified. The Department will work closely with PennDOT to make the necessary revisions.

6. RECORDS & REPORTING

The grantee is required to keep such records and submit such reports as are necessary to determine compliance with DBE Requirements.

(a) **Records.** The records must be designed to indicate the following:

1. The number of DBEs, SBEs, and non-DBE/SBE contractors, suppliers, truckers, and or/service providers and the type of work on services performed on or materials incorporated into the project;

2. The progress and efforts made in seeking out DBE and SBE contractor organizations and individual DBEs and SBEs for work on the grant;

3. Documentation of all communication to obtain the services of DBEs/SBEs on a project;

4. The dollar amounts paid to DBEs/SBEs each month.

(b) **Reports.** While no DBE or SBE goal has been established in connection with the grant, the grantee is required to submit documentation of DBE and SBE involvement should they perform work in support of the grant.

1. The grantee must submit the Monthly DBE/SBE Status Report, EO-402 (Attachment 2. This Form should be completed each month once the grantee has issued a notice to proceed to the prime contractor. The report is to be completed by the prime contractor within five (5) business days following the end of each month. The grantee, upon receipt, should immediately review for completeness and forward to the Department.

2. If no payments are made to DBE or SBE firms during a given month, the prime contractor must still submit a zero activity report to the grantee. The grantee must inform the Department, in writing, of

any situation in which payments are not made to DBE/SBE subcontractors, suppliers, service provider or consultant as required by the subcontract including reasons why.

3. While they need not be submitted to the Department monthly, the grantee must keep cancelled checks on file showing payment to DBE or SBE firms. This documentation must be provided for inspection and audit by the Department upon request.

4. Upon completion of a DBE's or SBE's work, the grantee must submit a certification of the total amount paid to the DBE or SBE. In the event the actual amount paid is less than the award amount, provide a complete explanation of the difference.

Maintain all such records and reports for a period of three (3) years following acceptance of final payment. Make these records available for inspection by the Department and FHWA.

ATTACHMENTS

Attachment 1 – DBE Commercially Useful Function Report – EO-354

Attachment 2 – Monthly DBE/SBE Status Report – EO-402

DBE Supportive Services Center
Cheyney University
1837 University Circle
PO Box 200
Cheyney,PA 19319-0200

First Class
Postage
Required

A Shared Intiative of

Cheyney University

and

Pennsylvania Department of Transportation

The mission of the Center is to provide training and consulting services that will enable DBEs to acquire the proficiency, expertise and experience necessary to compete, on an equal basis, with non-DBEs for federally assisted PennDOT contracts and subcontracts.

Contact us:
877-PENNDBE
PENNDBE@CHEYNEY.EDU
Visit us online at **www.penndbe.com**

DBE Supportive Services Center
Cheyney University
1837 University Circle
P.O. Box 200
Cheyney, PA 19319-0200

DBE SUPPORTIVE SERVICES CENTER

CHEYNEY UNIVERSITY OF PENNSYLVANIA

pennsylvania
DEPARTMENT OF TRANSPORTATION

What is the DBE Supportive Services Center?

The Disadvantaged Business Enterprise (DBE) Supportive Services Center is a shared initiative of Cheyney University and the Pennsylvania Department of Transportation (PennDOT).

Certified DBEs desiring to participate in the PennDOT highway construction program are eligible to receive all services from the DBE Supportive Services Center at no charge.

What is a DBE?

The US Department of Transportation defines a Disadvantaged Business Enterprise as Follows:

"DBEs are for-profit small business concerns where socially and economically disadvantaged individuals own at least a 51% interest.

African Americans, Hispanics, Native Americans, Asian-Pacific and Subcontinent Asian Americans, and women are presumed to be socially and economically disadvantaged. Other individuals can also qualify as socially and economically disadvantaged on a case-by-case basis."

For information on becoming a certified DBE, contact PennDOT, Bureau of Equal Opportunity at 800-468-4201 or visit the United Certification Program website at: www.paucp.com

Services Include

Business Management
Business Planning
Business Marketing
Prime/DBE Matching
On Site Consultations

Workshops and Training

Bonding
Bidding and Estimating
Establishing Overhead Rates
QuickBooks for Construction
Marketing and Communications
Contract and Legal Issues

PA DBE University

The DBE Supportive Services Center has developed this training reimbursement program designed to provide DBEs with additional access to industry specific trainings that will help them become more competitive for participation on PennDOT highway contracts. This program provides full-time employees of DBEs registered with PennDOT, qualified industry training providers. Trainings are provided in the classroom and online.

CLIP & MAIL

Want more information?

You may submit this form by:

- U.S. Mail
- Fax to 610-399-2118
- Online registration at: WWW.PENNDBE.COM

Business Name: _____
Business Address: _____
_____
Specialty Area: _____
Contact Person: _____
Principal/Owner: _____
Telephone: _____ Fax: _____
Email: _____

Do you prefer to receive communications via:

☐ Email ☐ U.S. Mail ☐ Phone ☐ Fax

Are you a certified DBE listed on the PAUCP website?

☐ Yes ☐ No

Are you a PennDOT Business Partner listed on ECMS?

☐ Yes ☐ No

Are you interested in working on PennDOT federally assisted highway projects?

☐ Yes ☐ No

I'd like someone to contact me regarding

☐ Computer Technology
☐ Business Management
☐ Electronic Bidding
☐ Estimating
☐ Financial Projections
☐ Business Planning
☐ Marketing
☐ Loan Programs
☐ Networking
☐ Project Management
☐ Productivity & Performance
☐ Operations Management
☐ Overhead Rate Assistance
☐ ECMS

☐ Other _____

Instructions

DCNR – Recreational Trails Program
Disadvantaged Business Enterprise (DBE) and Small Business Enterprise (SBE)
Biannual Status Report

The purpose of the DBE/SBE Biannual Status Report is to verify the subcontracts and payments to DBE/SBE firms approved for participation on federally-funded Recreational Trails Program project. The report must be submitted the DCNR Project Manager in March and September throughout the life of a project.

1. Provide DCNR Grantee and Prime Contractor information as requested

2. Indicate the Reporting Period (April 1 – September 31 or October 1 – March 31) and the Assigned DBE Goal.

3. Original Contract Amount = Bid Amount
   Current Contract Amount = Current Contract Amount including deletions and/or additional work

4. Name of each DBE/SBE contracted to perform work on the project

5. Indicate whether DBE/SBE is listed on the DBE Commitment Form (EO-380)

6. Dollar amount committed to DBE/SBE (from approved EO-380)

7. Date of Executed Subcontract, Purchase Order, etc.

8. Dollar Amount of Executed Subcontract, Purchase Order, etc.

9. Dollar Amount paid to DBE/SBE firms during the preceding 6 months for work performed under this contract.

10. Check Number(s) for payment(s) listed under (8) above

11. Total Dollar Amount Paid to Date to DBE/SBE firms

12. Signature of an official certifying that the information is accurate and true concerning subcontracts and amount paid to DBE/SBE firms are in accordance with the contractual obligations

13. This item will be completed by grantee official (or designee other than the prime contractor).

    Note: DCNR is to be notified immediately if scheduled payments are not made to DBE firms. Cancelled checks reflecting payment for items of work performed under this contract and/or supporting documentation shall be on file for inspection or audit, as required, by DCNR and/or appropriate state and/or federal officials.

DCNR – Recreational Trails Program
Biannual DBE/SBE Status Report

DCNR Grantee Name:	Reporting Period:	Original Contract Amount: $
DCNR Grant Number: **BRC-PRT-**	Assigned DBE Goal: %	
Prime Contractor Name:		Current Contract Amount: $
Prime Contract Number:		

DBE/SBE Firm Name	DBE or SBE	Listed On EO-380 (Y/N)	Committed Amount on EO-380	Date of Executed Subcontract	Amount of Executed Subcontract	Amount Paid This Period	Check #	Total Amount Paid to Date
			$		$	$		$
			$		$	$		$
			$		$	$		$
			$		$	$		$
			$		$	$		$

I certify that contracts have been executed with the above firms, amounts listed are accurate and payments were made in accordance with contractual obligations. Cancelled checks and/or supporting information will be on file for inspection or audit.

Company Official's Signature Date Telephone Number

Reviewed by Grantee - Signature

Date

EO-380 (11-14)

pennsylvania
DEPARTMENT OF TRANSPORTATION
www.dot.state.pa.us

DBE PARTICIPATION FOR FEDERAL PROJECTS

Page ___ of ___

Original ( ) or Revision #_____ Letting Date/BID Date: _____ (mm/dd/yyyy)

Date:_____ Project Owner:_____

CONTRACT NUMBER	PROJECT	FEDERAL NUMBER	COUNTY	DBE GOAL

BID AMOUNT	PRIME CONTRACTOR

CONTACT PERSON	PHONE NUMBER

COMPLETE THIS SECTION FOR DBE FIRM

DBE FIRM	DBE CERTIFICATE NUMBER
CONTACT PERSON	**PHONE NUMBER**

TOTAL AGREEMENT $_____ (Include Mobilization) MOBILIZATION $_____

CREDIT @ 60% $_____ (Regular Dearler Only)

STARTING DATE: _____ (mm/dd/yyyy) COMPLETION DATE: _____ (mm/dd/yyyy)

CHECK THE APPROPRIATE BLOCK: ❑ SUBCONTRACTOR ❑ REGULAR DEALER ❑ SERVICE
❑ MANUFACTURER ❑ CONSULTANT ❑ OTHER _____

_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Identify the North American Industrial Classification System Code(s) that correspond(s) to the work to be performed by the DBE firm.
NAICS Code:_____

Description of work for all item numbers; including partial items:_____

I am a DBE certified by the Pennsylvania Unified Certification Program (PA UCP). I hereby certify that as a DBE, I quoted the above price and type of work.

Signature of DBE:_____ Date: _____
(Signature and Title of Company Official) (mm/dd/yyyy)

I hereby certify, on behalf of, and intending to bind, the Bidder, that the information contained herein is true and correct to the best of my knowledge, information and belief.

Signature of PRIME:_____ Date: _____
(Signature and Title of Company Official) (mm/dd/yyyy)

PENNDOT USE ONLY

❑ Approved ❑ Conditional Approval (Prequalification only) ❑ Disapproved

Condition: _____

_____ By:_____ Date: _____

Note: Complete one form for each DBE on the project

EO-354 (1-18)

pennsylvania
DEPARTMENT OF TRANSPORTATION

DBE COMMERCIALLY USEFUL FUNCTION REPORT (for Federally Funded Projects Only)

ECMS Project Number	District	SR	Sec.
Prime Contractor:			
DBE Firm:	Date DBE began work		
Date CUF Review Conducted by District	Review type: ❑ Initial ❑ Follow-up		
Work type (e.g., Earthwork –Clearing and Grubbing)			

**Please note that not all questions apply to all work items. If the question is not applicable simply check 'N/A.'

	YES	NO	N/A
1. Was the DBE firm that performed the work the same firm originally committed to in ECMS for this work item?	❑	❑	❑
If no, briefly explain _____			
2. Were materials drop shipped?	❑	❑	❑
If yes, briefly explain _____			
3. Were materials delivered after hours?	❑	❑	❑
If yes, briefly explain _____			
4. If materials shipped to the project site by a third party, was lease agreement provided?	❑	❑	❑
If no, briefly explain _____			
5. Did the DBE provide necessary paperwork (e.g., certifications, delivery tickets, permits, etc.) as required?	❑	❑	❑
If no, briefly explain _____			
6. Did the DBE have a superintendent or other representative assigned to the project who was responsible for ensuring effective control of the work?	❑	❑	❑
If no, briefly explain _____			
7. Did you observe the DBE firm using any equipment or tools that appeared to be the property of another company (e.g., magnetic signs, stamps, etc.)?	❑	❑	❑
If yes, briefly explain _____			
8. Was the DBE's work suspended, in whole or in part, because the firm failed to comply with specifications or with the provisions of the contract?	❑	❑	❑
If yes, briefly explain _____			
9. Did the DBEs employees appear to be knowledgeable of the necessary construction methods related to this item of work?	❑	❑	❑
If no, briefly explain _____			
10. Is the DBE self-performing work without assistance from the prime or another subcontractor?	❑	❑	❑
If no, briefly explain _____			

11. Based on your observations, did the DBE demonstrate that it was responsible for execution of the work of the contract and carried out its responsibilities by actually performing, managing, and supervising the work involved? . . . . . ❑ ❑ ❑

If no, explain in 'Comments' below:

COMMENTS *(As appropriate, explain any steps taken to resolve any issue(s) identified above at the project level. Also, indicate whether resolution was achieved.)*

(IF ADDITIONAL SPACE IS NEEDED, PLEASE ATTACH A SEPARATE SHEET)

Inspector-in-Charge Only

Print Name _____ Phone Number _____ Date _____

	YES	NO	N/A
1. Did any work committed to the DBE get eliminated and if so, were appropriate adjustments made to the commitment in ECMS?	❑	❑	❑
If no, briefly explain _____			
2. If this DBE firm was a replacement, was the required documentation received?	❑	❑	❑
If no, briefly explain _____			
3. If a shortfall exists, describe any steps taken to avoid or minimize it.			
Briefly explain _____			
4. Based on your review of the above information, did the DBE demonstrate that it was responsible for execution of the work of the contract and carried out its responsibilities by actually performing, managing, and supervising the work involved?	❑	❑	❑
If no, explain in 'Comments' below:			

COMMENTS

ACE (or designee) Only

Print Name _____ Phone Number _____ Date _____

BEO Only

Based on our review of this CUF Report:

Concur ❑ Do not concur ❑

Comment: _____

Signature _____ Date _____

Print Name _____ Phone Number (717) 888-9999

GUIDANCE FOR COMPLETING THE CUF FORM

The guidance below is included to assist you in identifying situations that may indicate that a Disadvantaged Business Enterprise (DBE) is not performing a Commercially Useful Function (CUF) as required under Section 26.55 of Title 49 Code of Federal Regulations Part 26 (Part 26). Federal DBE regulations provide that a DBE is performing a CUF when it is responsible for execution of the work it committed to perform under a contract with the prime and is, in fact, carrying out its contractual responsibilities by performing, managing, and supervising the work. CUF is evaluated under the portion of Part 26 that indicates when DBE participation can be counted towards the project goal (that section is included as an attachment to this document). If it is determined that a DBE is not performing a CUF on some or all of the work subcontracted to them, the prime contractor will lose DBE credit.

Things to remember:

Failure of a DBE to perform a CUF is significant. Please keep in mind the following:

1. A DBE firm's activity in relation to its contractual obligations does not end with the completion of one CUF form. Accordingly, it may be necessary to review a DBEs performance multiple times and file multiple CUF forms throughout the life of a project.

2. Complete a new CUF form at least once in a construction season, and anytime a DBE performs a new or different scope of work, or if there are issues identified with the DBE's performance. Also, complete a new CUF form every time a DBE performs a new or different item of work on the project, e.g., furnish and install to supply only. A CUF form must be completed for all DBEs performing on any federally funded highway project, regardless if they are being used to meet the DBE project goal.

3. A DBE firm's performance should be reviewed in light of what it is contractually obligated to do. It is important to be familiar with the work the DBE has contractually committed to do. The identification of "red flags" during a review may not mean that a CUF issue exist. Accordingly, it is important to document what you observe for further evaluation.

A CUF form must be completed either on paper or through the PPCC. If your project has not been placed in the PPCC, please continue to maintain the completed CUF form(s) in the project field office, while also remembering to email a copy of the form to BEO for approval. As stated above, complete a new CUF form at least once in a construction season, and anytime a DBE performs a new or different scope of work. This must be done regardless if the DBE is being used to meet the project goal or not. If all supporting documentation is not yet available, complete the CUF form to the fullest extent, indicating in the 'Comments Box' any items that are still needed for review.

Once a CUF form has been completed, continue to monitor the DBE firm to ensure that Commercially Useful Function requirements are being met during the life of the project. When in doubt, contact the Bureau of Equal Opportunity (BEO) at 717-787-5891 or 1-800-468-4201 or via the email resource account at: penndotcuf@pa.gov for additional guidance and/or assistance.

Red Flags

The following are examples of some of the more common red flag occurrences:

PERFORMANCE

- Employee(s) working for both the Prime and the DBE. (Note: This could be the result of union agreements and therefore must be examined closely.)
- Equipment used by DBE belongs to the Prime Contractor
- Equipment signs and markings cover another contractor's identity, with no formal lease agreement
- Equipment used by DBE belongs to another contractor with no formal lease agreement
- Equipment has another contractor's name on it
- All or a portion of the DBE's work is being done by the Prime Contractor or jointly with another contractor

RECORDS/DOCUMENTS

- Certified payrolls
- Equipment ownership, rental, or lease documents (recommend District require copy along with subcontract submittal)
- Subcontract Agreement or Purchase Order

HAULING FIRMS

RED FLAGS

- Trucks used by DBE belong to the Prime Contractor.
- Trucks used by DBE belong to another contractor with no formal lease agreement
- Truck signs and markings conceal another contractor's identity
- Trucks have another contractor's name on them
- Operator(s) working for both the Prime and DBE
- Use of operator(s) for leased trucks is not specified in the lease agreement and operator(s) is not an/are not employee(s) of the DBE
- Haul tickets and/or bills of lading have a firm other than the DBE listed

RECORDS/DOCUMENTS

- Certified payrolls
- Truck ownership/vehicle registration, purchase orders, rental, or lease documents (recommend District require copy along with subcontract submittal)

MATERIAL SUPPLIERS OR MANUFACTURERS/FABRICATORS

RED FLAGS

- Invoices do not indicate that DBE is the customer
- A Prime Contractor's employee is listed as the contact person on invoices
- Materials are ordered, billed to, and/or paid, by the Prime Contractor
- Drop shipped materials are addressed to the Prime Contractor
- Materials for DBE credited work are delivered by the Prime Contractor
- Evidence that the DBE supplier is not actually supplying material
- Evidence that the DBE manufacturer is not actually manufacturing material
- Two Party checks or joint checks sent by the Prime to the supplier or manufacturer
- DBE owner or superintendent does not come to project site to verify the adequacy of drop shipped materials (quality and quantity)

RECORDS/DOCUMENTS

- Invoices/Purchase Orders
- Copies of cancelled checks, electronic bill transfers, bank statements, credit card statement, etc.
- Bills of Lading

SUPERVISION

RED FLAGS

- Prime Contractor or another subcontractor is completely supervising or directing the DBE's work
- The DBE's employees are being supervised or otherwise receiving a large amount of direction on the performance of their work from Prime Contractor or another subcontractor
- The DBE provides little or no supervision of work
- The DBE supervisor is not a full-time employee of the DBE

RECORDS/DOCUMENTS

- Document communication with DBE owner or Superintendent (recommend note in field inspector's diary/PSA)
- Certified Payrolls
- Photos

DBE REGULATIONS REGARDING COMMERCIALLY USEFUL FUNCTION (CUF)

49 Code of Federal Regulations Part 26 Section 55 as edited for conformity with Pennsylvania Department of Transportation requirements

(c) Count expenditures to a DBE contractor toward DBE goals only if the DBE is performing a commercially useful function on that contract.

(1) A DBE performs a commercially useful function when it is responsible for execution of the work of the contract and is carrying out its responsibilities by actually performing, managing, and supervising the work involved. To perform a commercially useful function, the DBE must also be responsible, with respect to materials and supplies used on the contract, for negotiating price, determining quality and quantity, ordering the material, and installing (where applicable) and paying for the material itself. To determine whether a DBE is performing a commercially useful function, you must evaluate the amount of work subcontracted, industry practices, whether the amount the firm is to be paid under the contract is commensurate with the work it is actually performing and the DBE credit claimed for its performance of the work, and other relevant factors.

(2) A DBE does not perform a commercially useful function if its role is limited to that of an extra participant in a transaction, contract, or project through which funds are passed in order to obtain the appearance of DBE participation. In determining whether a DBE is such an extra participant, you must examine similar transactions, particularly those in which DBEs do not participate.

(3) If a DBE does not perform or exercise responsibility for at least 30 percent of the total cost of its contract with its own work force, or the DBE subcontracts a greater portion of the work of a contract than would be expected on the basis of normal industry practice for the type of work involved, you must presume that it is not performing a commercially useful function.

(4) When a DBE is presumed not to be performing a commercially useful function as provided in paragraph (c) (3) of this section, the DBE may present evidence to rebut this presumption. You may determine that the firm is performing a commercially useful function given the type of work involved and normal industry practices.

(5) Your decisions on commercially useful function matters are subject to review by the concerned operating administration, but are not administratively appealable to DOT.

(d) Use the following factors in determining whether a DBE trucking company is performing a commercially useful function:

(1) The DBE must be responsible for the management and supervision of the entire trucking operation for which it is responsible on a particular contract, and there cannot be a contrived arrangement for the purpose of meeting DBE goals.

(2) The DBE must itself own and operate at least one fully licensed, insured, and operational truck used on the contract.

(3) The DBE receives credit for the total value of the transportation services it provides on the contract using trucks it owns, insures, and operates using drivers it employs.

(4) The DBE may lease trucks from another DBE firm, including an owner-operator who is certified as a DBE. The DBE who leases trucks from another DBE receives credit for the total value of the transportation services the lessee DBE provides on the contract.

(5) The DBE may also lease trucks from a non-DBE firm, including from an owner-operator. The DBE that leases trucks equipped with drivers from a non-DBE is entitled to credit for the total value of transportation services provided by non-DBE leased trucks equipped with drivers not to exceed the value of transportation services on the contract provided by DBE-owned trucks or leased trucks with DBE employee drivers. Additional participation by non-DBE owned trucks equipped with drivers receives credit only for the fee or commission it receives as a result of the lease arrangement

(6) For purposes above, a lease must indicate that the DBE has exclusive use of and control over the truck. This does not preclude the leased truck from working for others during the term of the lease with the consent of the DBE, so long as the lease gives the DBE absolute priority for use of the leased truck. Leased trucks must display the name and identification number of the DBE.

DCNR Administrative Policy/Grant Guidelines

For the PA Recreational Trails Federal Funding Program

Appendix D

Buy America Program Provisions (23 CFR 635.410)

§ 635.410 Buy America requirements.

(a) The provisions of this section shall prevail and be given precedence over any requirements of this subpart which are contrary to this section. However, nothing in this section shall be construed to be contrary to the requirements of § 635.409(a) of this subpart.

(b) No Federal-aid highway construction project is to be authorized for advertisement or otherwise authorized to proceed unless at least one of the following requirements is met:

(1) The project either: (i) Includes no permanently incorporated steel or iron materials, or (ii) if steel or iron materials are to be used, all manufacturing processes, including application of a coating, for these materials must occur in the United States. Coating includes all processes which protect or enhance the value of the material to which the coating is applied.

(2) The State has standard contract provisions that require the use of domestic materials and products, including steel and iron materials, to the same or greater extent as the provisions set forth in this section.

(3) The State elects to include alternate bid provisions for foreign and domestic steel and iron materials which comply with the following requirements. Any procedure for obtaining alternate bids based on furnishing foreign steel and iron materials which is acceptable to the Division Administrator may be used. The contract provisions must (i) require all bidders to submit a bid based on furnishing domestic steel and iron materials, and (ii) clearly state that the contract will be awarded to the bidder who submits the lowest total bid based on furnishing domestic steel and iron materials unless such total bid exceeds the lowest total bid based on furnishing foreign steel and iron materials by more than 25 percent.

(4) When steel and iron materials are used in a project, the requirements of this section do not prevent a minimal use of foreign steel and iron materials, if the cost of such materials used does not exceed one-tenth of one percent (0.1 percent) of the total contract cost or $2,500, whichever is greater. For purposes of this paragraph, the cost is that shown to be the value of the steel and iron products as they are delivered to the project.

(c)

(1) A State may request a waiver of the provisions of this section if;

(i) The application of those provisions would be inconsistent with the public interest; or

(ii) Steel and iron materials/products are not produced in the United States in sufficient and reasonably available quantities which are of a satisfactory quality.

(2) A request for waiver, accompanied by supporting information, must be submitted in writing to the Regional Federal Highway Administrator (RFHWA) through the FHWA Division Administrator. A request must be submitted sufficiently in advance of the need for the waiver in order to allow time for proper review and action on the request. The RFHWA will have approval authority on the request.

(3) Requests for waivers may be made for specific projects, or for certain materials or products in specific geographic areas, or for combinations of both, depending on the circumstances.

(4) The denial of the request by the RFHWA may be appealed by the State to the Federal Highway Administrator (Administrator), whose action on the request shall be considered administratively final.

(5) A request for a waiver which involves nationwide public interest or availability issues or more than one FHWA region may be submitted by the RFHWA to the Administrator for action.

(6) A request for waiver and an appeal from a denial of a request must include facts and justification to support the granting of the waiver. The FHWA response to a request or appeal will be in writing and made available to the public upon request. Any request for a nationwide waiver and FHWA's action on such a request may be published in the Federal Register for public comment.

(7) In determining whether the waivers described in paragraph (c)(1) of this section will be granted, the FHWA will consider all appropriate factors including, but not limited to, cost, administrative burden, and delay that would be imposed if the provision were not waived.

(d) Standard State and Federal-aid contract procedures may be used to assure compliance with the requirements of this section.

[48 FR 53104, Nov. 25, 1983, as amended at 49 FR 18821, May 3, 1984; 58 FR 38975, July 21, 1993]

BUY AMERICA COMPLIANCE STATEMENT

PA DEPT. OF CONSERVATON AND NATURAL RESOURCES

BUREAU OF RECREATION AND CONSERVATION

RECREATIONAL TRAILS PROGRAM

Instructions

Bidder to complete the Buy America Compliance Statement below. This signed statement MUST BE submitted with the bidder's bid response.

Compliance Statement for procurement of steel, iron or manufactured products.

Compliance Statement for 23 CFR 635.410

The bidder or offeror hereby certifies that it has read and **will meet** the requirements of 23 CFR 635.410 and any amendments thereto.

Signature_____

Company Name _____

Title _____

Date_____

DCNR Administrative Policy/Grant Guidelines

For the PA Recreational Trails Federal Funding Program

Appendix E

Public Works Employment Verification Form

and language which must be included in all bids

PUBLIC WORKS EMPLOYMENT VERIFICATION ACT

The Public Works Employment Verification Act, 43 P.S. §§167.1-167.11, became effective on January 1, 2013. As a bidder on a public works contract, you are required to comply with Section 4 of the Act by submitting the Public Works Employment Verification Form as a condition to being awarded the contract. By completing the Form, you affirm that you have utilized the Federal E-Verify program to verify the employment eligibility of all new employees hired post January 1, 2013, and that you will continue to comply with the provisions of the Act for all new hires throughout the duration of the Contract. The Public Works Employment Verification Form and a link to the U.S. Department of Homeland Security's Employment Verification web site can be found on the Department of General Services' Construction and Public Works web page at www.dgs.state.pa.us .

During construction, the prime contractor is required to collect Verification Forms from subcontractors of every level. The completed Verification Forms from subcontractors will be forwarded to the agency that awarded the construction contract. A subcontractor is defined as: (i) A person, other than a natural person, including a staffing agency, that performs work for a public works contractor under a contract for public works; (ii) The term includes subcontractors of every level, that is, sub-subcontractors, sub-sub-subcontractors, and the like; (iii) The term does **not** include persons that supply materials for a project.

COMMONWEALTH OF PENNSYLVANIA

PUBLIC WORKS EMPLOYMENT VERIFICATION FORM

Business or Organization Name (Employer)_____

Address _____

City _____ State_____ Zip Code _____

Check One:

- ☐ Contractor
- ☐ Subcontractor

Contracting Public Body _____

Contract/Project No _____

Project Description _____

Project Location _____

Date Enrolled in E-Verify: _____

As a contractor/subcontractor for the above referenced public works contract, I hereby affirm that as of the above date, our company is in compliance with the Public Works Employment Verification Act ('the Act') through utilization of the federal E-Verify Program (EVP) operated by the United States Department of Homeland Security. To the best of my/our knowledge, all employees hired post January 1, 2013 are authorized to work in the United States.

It is also agreed to that all public works contractors/subcontractors will utilize the federal EVP to verify the employment eligibility of each new hire within five (5) business days of the employee start date throughout the duration of the public works contract. Documentation confirming the use of the federal EVP upon each new hire shall be maintained in the event of an investigation or audit.

I, _____, authorized representative of the company above, attest that the information contained in this verification form is true and correct and understand that the submission of false or misleading information in connection with the above verification shall be subject to sanctions provided by law.

_____ _____

Authorized Representative Signature Date of Signature

DCNR Administrative Policy/Grant Guidelines

For the PA Recreational Trails Federal Funding Program

Appendix F

DCNR Forms and Documents

to be submitted to Bureau Project Manager

DCNR-2020-Dev
Dev-Form–3 Rev. 11-19

COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF CONSERVATION AND NATURAL RESOURCES
BUREAU OF RECREATION AND CONSERVATION

pennsylvania
DEPARTMENT OF CONSERVATION AND NATURAL RESOURCES
www.dcnr.state.pa.us

Certification of Design

INSTRUCTIONS

The Bureau requires that Bid Documents, specifically drawings and specifications, be prepared by a licensed professional who is authorized by Pennsylvania law to seal such documents. Depending on the project, the professional could be a Landscape Architect, Architect, or Engineer. The same professional must complete the Certification of Design form and sign, seal, and date Section III. If the project involves several bids, a separate form must be completed for each bid. Submit the completed form to the Bureau Project Manager and retain a copy for your records.

SECTION I: GRANTEE AND PROJECT IDENTIFICATION

Grantee:	Grant Agreement Number: BRC-
Project Title:	

SECTION II: BID DOCUMENTS CHECKLIST

This checklist is provided to assist the Grantee and the Design Consultant in the preparation of project Bid Documents that comply with Bureau requirements. The Bureau recommends using one of the nationally developed specification formats such as the American Institute of Architects (AIA) or the Construction Specifications Institute (CSI) MasterFormat. The use of one of these formats will help to ensure that the documents meet minimum standards. ***Bid Documents must include all information outlined in the checklist below.*** Provide the Section and Page Number within the Bid Documents where the information is located.

If your project meets one of the following exceptions, check the box next to the exception, place "N/A" (Not Applicable) in the Section # spaces below, and proceed to Section III:

☐ After discussion and concurrence with the Bureau Project Manager, this project will not require Bid Documents.

☐ This project will be bid through PennDOT ECMS. Provide ECMS #_____

Section #	Page #	Item Description
		1. Cover (Signed, Sealed, and Dated by the Design Consultant)
		2. Index/Table of Contents
		3. Bid Advertisement
		4. Instructions to Bidders
		5. Bid Form • ***Small Community Program*** projects must separate labor, materials, and equipment on the bid form. • Per the Separations Act of 1913, when constructing a building, separate bid forms/contracts for plumbing, electrical, and HVAC work are mandatory for counties, cities, and townships; optional for boroughs.
		6. Bonds
		a) Bid Bond – 10%
		b) Performance Bond – 100% of Contract Award Price
		c) Labor and Material Payment Bond – 100% of Contract Award Price
		d) Maintenance Bond – 10% of Contract Award Price
		7. Contract Agreement (must include the value of the contract)
		8. General Conditions
		9. Supplemental Conditions (DCNR Grant Program Compliance Requirements)
		a) DCNR Nondiscrimination/Sexual Harassment Clause (must be inserted in its entirety)
		b) Public Works Employment Verification
		c) Federal Occupational Safety and Health Act of 1970 (OSHA) – Reference Only
		d) Pennsylvania Act 287, as amended by Act 181 of 2006 (811 Call before you dig!)
		e) "Or Equal" Clause eliminating proprietary items
		f) Architectural Barriers Act of 1968 and Section 504 of the Rehabilitation Act of 1973; PA Act 235 of 1965, as amended, Universal Accessibility Act, and Americans with Disabilities Act (ADA) of 1990, as amended
		g) Wage Rates – PA Prevailing Wage Rates or Federal Wage Rates, as applicable
		h) Disadvantaged Business Enterprise (DBE) / Small Business Enterprise (SBE) – ***Required for PRT Grants***
		i) Buy America Provisions – ***Required for PRT Grants***
		10. Technical Specifications
		11. Permanent DCNR Funding Acknowledgement Sign Requirements

SECTION III: DESIGN CONSULTANT CERTIFICATION

Check all that apply to the Bid Documents prepared for the Project Scope of Work as stated in Appendix "A" of the DCNR Grant Agreement. Upon completion of the project, the Design Consultant will be required to submit a letter certifying that the final construction was completed in accordance with the approved drawings and specifications.

☐ **Bid Documents Checklist (if Bid Documents are required):** I hereby certify that the Bid Documents contain all applicable information as outlined in Section II: Bid Documents Checklist.

☐ **Public Playgrounds:** I hereby certify that in my professional opinion and in accordance with currently accepted design standards, the drawings, specifications and other data to be used for construction of any public playground achieve compliance with the Handbook for Public Playground Safety from the U.S. Consumer Product Safety Commission (CPSC), 2010 ADA Standards for Accessible Design (2010 Standards), and all applicable ASTM Standards, including but not limited to:

- 2010 ADA Standards Chapter 2, Section 240: Play Areas; Chapter 10, Section 1008: Play Areas;
- ASTM F-1487 Standard Consumer Safety Performance of Play Equipment for Public Use;
- ASTM F-1292 Standard Specification for Impact Attenuation of Safety Surface Systems Under and Around Playground Equipment;
- ASTM F-1951 Standard Specification for Determination of Accessibility of Surface Systems Under and Around Play Equipment

☐ **All Other Facilities and Buildings:** I hereby certify that in my professional opinion, the drawings, specifications and other data to be used for construction achieve compliance with currently accepted design standards, including but not limited to:

- Pennsylvania Construction Code Act (PCCA), Act of November 10, 1999 (P.L.491, No.45);
- Uniform Construction Code (UCC)
- 2010 ADA Standards for Accessible Design (2010 Standards).

☐ **Approvals/Permits:** I hereby certify that the Grantee has been advised of and has obtained all necessary approvals and permits required from local, state, and/or federal agencies as appropriate for this project. The Grantee and I have assigned the responsibility for obtaining the necessary approvals and permits required for this project.

Affix Seal of Design Consultant Below

_____
Name of Design Consultant

_____
Name of Consulting Firm

_____
Address

_____
Telephone Number

_____
Signature and Date of Design Consultant

_____
Email Address

DCNR-2020-Gen
Gen-Form–3 Rev. 11-19

COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF CONSERVATION AND NATURAL RESOURCES
BUREAU OF RECREATION AND CONSERVATION

pennsylvania
DEPARTMENT OF CONSERVATION AND NATURAL RESOURCES
www.dcnr.state.pa.us

Certification of Title

INSTRUCTIONS

The Bureau requires that the Grantee own or control property that will be developed, rehabilitated, or planned with grant funds. Property must be owned in fee simple or be controlled through a permanent easement or long-term lease agreement for a minimum term of 25 years. For property not owned in fee simple by the Grantee, submit a copy of the lease, easement, or other agreement granting permission to the Grantee to complete the project for Bureau review. The Bureau may accept other types of agreements/instruments on a case-by-case basis.

The Bureau requires that the Certification of Title form be completed, signed, and dated by the Grantee's solicitor/attorney. If the project involves several properties, a separate form must be completed for each property. Submit a completed form to the Bureau Project Manager and retain a copy for your records.

SECTION I: GRANTEE AND PROJECT IDENTIFICATION

Grantee:	Grant Agreement Number: BRC-
Project Title:	County:
Project Site Address:	

SECTION II: SOLICITOR/ATTORNEY CERTIFICATION

In accordance with the DCNR Community Conservation Partnerships Program *Grant Program Requirements & Guidelines* and the *Grant Agreement Terms & Conditions*, I hereby certify that Title to the property on which the development, rehabilitation, or plan is to be made is in the name of:

_____
(Insert Name of Property Owner)

I further certify that there are no leases, easements, encumbrances, or restrictions on the property on which the development, rehabilitation, or plan is to be made except as herein listed:

Signature of Solicitor/Attorney	**Printed Name of Solicitor/Attorney**	**Date**

DCNR-2020-Dev
Dev-Form–1 Rev. 11-19

COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF CONSERVATION AND NATURAL RESOURCES
BUREAU OF RECREATION AND CONSERVATION

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www.dcnr.state.pa.us

Certification of Compliance with Bid Requirements

INSTRUCTIONS

The Bureau requires that the Grantee comply with purchasing and contracting requirements that apply to their agency or organization (e.g. Municipal Code) and the DCNR *Competitive Bidding/Purchasing* policy. PA Recreational Trails (PRT) grant-funded projects must follow guidelines outlined in the DCNR *PA Recreational Trails Grants Administrative Instructions and Process* policy.

The Grantee must develop a purchasing/contracting plan for all labor, materials, and equipment related to the completion of the Project Scope of Work for review by the Grantee's solicitor/attorney. The plan may include competitive bidding, cooperative purchasing programs, municipal pre-bid contracts, state piggyback contracts, Grantee in-house services, volunteers, donated goods and services, or alternative methods approved by the Grantee's solicitor/attorney and the Bureau.

The Bureau requires that the Certification of Compliance with Bid Requirements form be completed, signed, and dated by the Grantee's solicitor/attorney. Submit the completed form to the Bureau Project Manager and retain a copy for your records.

SECTION I: GRANTEE AND PROJECT IDENTIFICATION

Grantee:	Grant Agreement Number: BRC-

Project Title:

SECTION II: PURCHASING/CONTRACTING PLAN CHECKLIST

Check all that apply to the purchasing/contracting for all labor, materials, and equipment related to completion of the Project Scope of Work.

- ☐ Total project costs exceed the Pennsylvania bidding threshold for formal bidding (municipalities and municipal authorities).
- ☐ Labor, materials, and equipment will be formally bid.
- ☐ A cooperative purchasing program (e.g. COSTARS) will be utilized.
- ☐ A municipal pre-bid contract will be utilized.
- ☐ A state piggyback contract will be utilized.
- ☐ Total project costs exceed $25,000 requiring PA prevailing wage rates to be paid to all contracted workers.
- ☐ Federal funds are part of the grant or match and total project costs exceed $2,000 requiring Davis-Bacon wage rates to be paid to all contracted workers.
- ☐ Labor will be provided by the Grantee's in-house staff, volunteers, and/or donated by qualified professionals.

SECTION III: SOLICITOR/ATTORNEY CERTIFICATION

I hereby certify that the DCNR Community Conservation Partnerships Program *Grant Program Requirements & Guidelines*, *Grant Agreement Terms & Conditions, and Competitive Bidding/Purchasing* policy have been reviewed and the Grantee has been advised of the purchasing/contracting requirements for all labor, materials, and equipment related to the completion of the Project Scope of Work.

I further certify that I have reviewed the purchasing/contracting plan for all labor, materials, and equipment related to the completion of the Project Scope of Work and the plan complies with the DCNR Community Conservation Partnerships Program *Grant Program Requirements & Guidelines*, *Grant Agreement Terms & Conditions, Competitive Bidding/Purchasing* policy, and applicable state and federal laws.

Signature of Solicitor/Attorney	**Printed Name of Solicitor/Attorney**	**Date**

BRC-C2P2-3 Rev. 12/2018

38RECCNSVN

Commonwealth of Pennsylvania
Department of Conservation and Natural Resources
Bureau of Recreation and Conservation

FINAL PAYMENT REQUEST

Development Projects

INSTRUCTIONS

1. **Complete Sections I, II, III, IV, V, and VI. Complete Section VII *only* if Non-Cash has been used for a portion of the required match.**
2. **Provide the Consultant Certification Letter, as required in Section II.**
3. **Sign and date this form in Section III – Certification.**
4. **Submit the completed form and attachments via email at** RA-NR_BRCPAYMENTS@pa.gov **or standard mail at:**
   Department of Conservation and Natural
   Resources Bureau of Recreation and Conservation
   P.O. Box 8475, 400 Market Street, RCSOB 5th Floor
   Harrisburg, PA 17105-8475
5. **Keep a copy of the submission for your files.**
6. **Contact your Regional Advisor to schedule the DCNR Final Site Inspection, if you have not already done**

SECTION I – GRANTEE AND PROJECT IDENTIFICATION

Payee/Grantee:	E.I.N (FID #):
County:	DCNR Project Number: - F
Address:	Project Title:
	Contract Expiration:

Please select one: Check: ☐ **ACH: ☐ Web ID:

**Bank Information required for ACH processing: Routing Number:_____ Account Number:_____

If requesting ACH, banking information must be provided and must currently be on file with the Commonwealth SAP System.
A Check will be issued for all payments that do not meet ACH qualifications.

SECTION II – CONSULTANT CERTIFICATION (Development Projects Only)

Provide a letter from the design consultant and/or municipal engineer certifying that the final construction was completed in accordance with the approved plans and specifications.

SECTION III – GRANTEE CERTIFICATION

I certify to the best of my knowledge that the information provided on this form and related attachments is true and that:

1. The project was completed in accordance with the Grant Contract and is acceptable to the grantee.
2. All project expenditures have been paid and were made in accordance with the Grant Agreement.
3. The grantee will maintain the site in an acceptable manner.
4. The grantee will not discriminate in the use of the site or facilities.
5. The grantee will not convert the site or facilities to a non-public park, recreation or indoor recreation use, without first receiving written approval from the Department of Conservation and Natural Resources.
6. All project documentation will be kept on file for future auditing purposes and that copies of the invoices/certificates for payment, proof of payment, change orders, etc. will be provided to DCNR for review and verification upon receipt of a request from the Department.

Signature of Local Project Coordinator:	Title:	Date:

BRC – PROJECT MANAGEMENT USE ONLY

Signature of BRC Project Manager: (Approval of Costs)	Date:

BRC – FISCAL UNIT USE ONLY

ME #:	GR #:	Payee/Vendor #:

Funding: ☐ Keystone ☐ ESF ☐ GG Bond Fund ☐ Heritage & OP ☐ Snow ☐ ATV ☐ PRT

SAP Fund	Cost Center	G/L Account	Internal Order	Amount
				$
				$
				$

Bureau of Recreation & Conservation Approved:

Comptroller Issues Contact: NR, BRC Payments
717-783-2656

BRC Fiscal Unit Approval Date: _____

Entry Doc#: _____ Date: _____

Payment Doc#: _____ Date: _____

Agreement Grant Amount	$ _____
Eligible Grant Amount	$ _____
Less Previous Payment(s)	– _____
Balance for Final Payment	$ _____
Liquidation of Remaining Balance	(-) $ _____

SECTION IV – SUMMARY OF FINAL PROJECT COSTS

Project Costs	Amount Paid/Value	BRC Use Only
DEVELOPMENT CASH COSTS (Section V)	$ 0.00	
PROFESSIONAL SERVICE CASH COSTS (Section VI)	$ 0.00	
NON-CASH MATCH VALUES (Section VII)	$ 0.00	
TOTAL PROJECT COST	$ 0.00	

SECTION V – TABULATION OF DEVELOPMENT CASH COSTS

List all invoice numbers, invoice dates, invoice amounts, vendor names/item descriptions, check number, date issued and the eligible amount related directly to the development and construction of the project. Use additional sheets as necessary. Upon request from the DCNR, copies of all change orders, itemized invoices and proof of payment will be submitted with this form. Refer to the Eligible and Ineligible Grant Project Activities/Costs/Match Policy for additional information. ***For Small Community (SC) projects ONLY**: identify whether the invoice is for the purchase of Labor (L) or Materials (M), use designated column marked **(SC) L or M**.*

Invoice Number	Invoice Date	Invoice Amount	Vendor Name & Item Description	(SC) L or M	Check Number	Date Issued	Amount Paid

SECTION VI – TABULATION OF PROFESSIONAL SERVICE COSTS

List all invoice numbers, invoice dates, invoice amounts, vendor names/service descriptions, check numbers, date issued and the eligible amount related directly to the professional services for the project. Upon request from the DCNR, copies of all change orders, itemized invoices and proof of payment will be submitted with this form. Professional services may include design consultant fees, legal fees, bid advertisement costs, etc. Refer to the Eligible and Ineligible Grant Project Activities/Costs/Match Policy for additional information.

Invoice Number	Invoice Date	Invoice Amount	Vendor Name &Service Description	Check Number	Date Issued	Amount Paid

Grantee:	DCNR Project Number:

WORKSHEET 1. In-House Services (Grantee Employees)

Please use this worksheet to show a breakdown of In-House Services (Grantee Employees). For development projects, eligible In-House Values are services and labor provided by Grantee employed staff. Services and labor must be directly related to the performance work that is tied, all or in part, to the Bureau approved Project Scope of Work as stated in Appendix "A" of the Grant Agreement. Use additional sheets as necessary.

Grant administrative services performed by Grantee Employees, as part of their regular paid position, such as attendance at meetings, reviewing plan documents, action as project coordinator, etc. are not eligible for reimbursement. Refer to the Eligible and Ineligible Grant Project Activities/Costs/Match Policy for additional information.

Employee Name, Job Title, Description of Services (i.e. excavating, mulching, etc.)	**Date(s) Provided**	**Total Number of Hours**	**Hourly Rate** (pre-approved Billable Rate)	**Total Value** (Hours x Rate)
				$ 0.00
				$ 0.00
				$ 0.00
				$ 0.00
				$ 0.00
				$ 0.00
				$ 0.00
				$ 0.00
				$ 0.00
				$ 0.00
				$ 0.00
				$ 0.00
				$ 0.00
				$ 0.00
				$ 0.00
				$ 0.00
				$ 0.00
Total In-House Services (Grantee Employees) Value				$ 0.00

Grantee:	DCNR Project Number:

WORKSHEET 2. Equipment Use (Grantee Owned)

Please use this worksheet to show a breakdown of Equipment Use (Grantee Owned). For development projects, eligible Equipment Use Values are related to the Equipment used by Grantee employed staff. The Equipment Use must be directly related to the performance work that is tied, all or in part, to the Bureau approved Project Scope of Work as stated in Appendix "A" of the Grant Agreement. Use additional sheets as necessary.

Refer to the Eligible and Ineligible Grant Project Activities/Costs/Match Policy for additional information.

Equipment Type (backhoe, dump truck, etc.), Description of Services	**Date(s) Provided**	**Total Number of Hours**	**Hourly Rate** (pre-approved Billable Rate)	**Total Value** (Hours x Rate)
				$ 0.00
				$ 0.00
				$ 0.00
				$ 0.00
				$ 0.00
				$ 0.00
				$ 0.00
				$ 0.00
				$ 0.00
				$ 0.00
				$ 0.00
				$ 0.00
				$ 0.00
				$ 0.00
				$ 0.00
				$ 0.00
				$ 0.00
				$ 0.00
Total Equipment Use (Grantee Owned) Value				$ 0.00

Grantee:	DCNR Project Number:

WORKSHEET 3. Donated Goods and/or Services

Please use this worksheet to show a breakdown of the Donated Goods and/or Services. For development projects, eligible Donated Goods and/or Services Values are defined as items and/or services that are provided at no cost to the Grantee and are directly related to the performance of labor and/or the provision of site materials, tied all or in part, to the Bureau approved Project Scope of Work as stated in Appendix "A" of the Grant Agreement. Pre-approved Land Donation Values should be inserted into this Worksheet, as applicable. Use additional sheets as necessary.

Donated materials are ineligible unless they meet a specific design specification required for the project and are accompanied by an itemized, dated, and signed donation letter from the entity making the donation.

Refer to the Eligible and Ineligible Grant Project Activities/Costs/Match Policy for additional information.

Donor Name, Description of Donated Goods and/or Services	Date(s) Provided	Total Value
Total Donated Goods and/or Services Value		$ 0.00

Grantee:	DCNR Project Number:

WORKSHEET 4. Volunteer Services

Please use this worksheet to show a breakdown of Volunteer Services. For development projects, eligible Volunteer Service Values consist of non-skilled labor not paid for by the Grantee. Services and labor must be directly related to the performance of work, tied all or in part, to the Bureau approved Project Scope of Work, as stated in Appendix "A" of the Grant Agreement. Use additional sheets as necessary.

BRC accepts different hourly rates for Adults (Independent Sector), Youth under the age of (18), Prison Labor, etc. Confirm pre-approved hourly rates with the BRC Project Manager.

Refer to the Eligible and Ineligible Grant Project Activities/Costs/Match Policy for additional information.

Volunteer Name, Description of Services (i.e. planting, mulching, etc.)	**Date(s) Provided**	**Total Number of Hours**	**Hourly Rate** (pre-approved)	**Total Value** (Hours x Rate)
				$ 0.00
				$ 0.00
				$ 0.00
				$ 0.00
				$ 0.00
				$ 0.00
				$ 0.00
				$ 0.00
				$ 0.00
				$ 0.00
				$ 0.00
				$ 0.00
				$ 0.00
				$ 0.00
				$ 0.00
				$ 0.00
			Total Volunteer Services Value	$ 0.00

DCNR-2020-Gen
Gen-Form – 2 Rev. 1-17

38RECCNSVN

COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF CONSERVATION AND NATURAL RESOURCES
BUREAU OF RECREATION AND CONSERVATION

pennsylvania DEPARTMENT OF CONSERVATION AND NATURAL RESOURCES

PARTIAL PAYMENT REQUEST

INSTRUCTIONS

1. Partial payments will be authorized only after the grantee has received the Bureau's approval and/or written approval of specific eligible costs of contracts and any related contingencies. The grantee must request partial payments in writing and such requests should be based upon the estimate of funds required to meet current needs.

   *****If requesting ACH, banking information must be provided and must currently be on file with the Commonwealth SAP System.*** A "Check" will be issued for all payments that do not meet ACH qualifications. ******

2. Complete Section I – Grantee and Project Identification
3. Complete Section II - Partial Payment Request. Please sign and date this form and indicate the amount being requested.
4. Submit the completed and signed form to the Bureau's central office at the following address **or email:**

   Department of Conservation and Natural Resources
   Bureau of Recreation and Conservation – Fiscal Unit
   PO Box 8475 400 Market Street RCSOB 5th Floor
   Harrisburg, PA 17105-8475 RA-NR_BRCPAYMENTS@pa.gov

5. Keep a copy of the submission for your files.

*****Partial payments may be authorized by the Department (on a disbursement drawdown basis) up to 90% of the grant funds or approved costs (whichever is less), dependent upon your project completion schedule. *****

SECTION I - GRANTEE AND PROJECT IDENTIFICATION

Payee/Grantee:	Employer Identification Number:
County:	DCNR Project Number (Invoice): **- P**
Address:	Project Title:
	Agreement Expiration:

Please select one: **Check:** ☐ ACH: ☐ Web ID:

Bank Information required for ACH processing: Routing Number: _____ Account Number: _____

SECTION II - PARTIAL PAYMENT REQUEST

I hereby request a partial payment in the amount of $_____ *and certify to the best of my knowledge that the information provided on this form is true and correct and that:*

1. This request is based on an estimate of funds required to meet current needs in accordance with the Grant Agreement.
2. All documentation related to the approved project costs and this payment request, will be kept on file for future auditing purposes.

Signature of Local Project Coordinator:	Title:	Date:

BUREAU OF RECREATION & CONSERVATION – PROJECT MANAGEMENT USE ONLY

Signature of Project Manager:	Date:

BRC – FISCAL UNIT USE ONLY

ME #:	GR #:	Payee/Vendor #:

Funding: ☐ Keystone ☐ ESF ☐ GG Bond Fund ☐ Heritage & OP ☐ Snow/ATV ☐ PRT

SAP Fund	Cost Center	G/L Account	Internal Order	Budget Period	Amount
					$
					$
					$

Bureau of Recreation & Conservation Approved:

Comptroller Issues Contact: NR, BRC Payments
717-783-2656

DCNR/BRC – Authorized Approver's Signature & Date

_____

Entry Doc # _____ Date _____

Clearing Doc # _____ Date _____

Agreement Grant Amount	$
Less Advance Payment	-$
Less Previous Partial Payment	-$
Eligible Payment	**$**
Balance for Future Reimbursement	$

GRANT ROUND 26

ATV and Snowmobile Projects

All-Terrain Vehicle (ATV) and Snowmobile (All Project Types)

GENERAL INSTRUCTIONS

Please use these instructions to complete your application for ATV and/or Snowmobile Acquisition, Planning, Development, Equipment Purchase, and Educational Program.

Under Project Narratives of the DCNR GRANT PORTAL application, address the **Criteria Questions, Project Plans, and Project Partners** sections as they relate to your proposed project. Ensure that your responses are thorough and concise, describing how the project relates to the DCNR priorities outlined below. To fully illustrate and support your responses, upload high quality maps, photos, and site drawings, as appropriate for your project, to your GRANT PORTAL application.

Your application will be reviewed, scored, and ranked based on your responses to the Criteria Questions, Project Plans, and Project Partners sections and items listed on the project-specific Ready-to-Go Checklist. Please provide specifics related to your proposed trail project, as well as, information related to the connection to or with a larger trail system.

CRITERIA QUESTIONS TAB

All Trail Project Types

1. Briefly describe your project's needs, benefits, and urgencies and how they will be addressed through your proposed scope of work.

- Provide a concise, explanation of the needs, benefits and urgencies that have been identified by the community or organization. Why is your project needed? How was the need identified? Describe how your project will benefit your community or organization. Please explain and detail any urgencies facing your project, such as a safety hazard, threat of development and/or opportunities to leverage other funding.

2. The Department is a strong proponent of green/sustainable parks, trails, recreation facilities, and conservation areas. Briefly describe the green and sustainable management practices that have been or will be incorporated into your project. You should reference where these green and sustainable practices can be found in the project budget and site plan (as applicable).

- Please refer to the Green and Sustainable Community Parks for additional resources and technical assistance information. Please note that upon award, it is expected that all green and sustainable best management practices proposed in this application will be incorporated into your project. Green and sustainable best management practices should be selected so they are appropriate for both

your site and project. Consider the following key elements when evaluating the project:

A. Site Location & Site Design
B. Water
C. Natural Landscaping
D. Materials Selection & Construction
E. Connecting People to Nature
F. Operations and Maintenance
G. Environmental Stewardship Messaging

Trail Planning & Trail Development

3. The Department **requires** all grant applicants to comply with the 2010 ADA Standards for Accessible Design. Specifically, please describe how your project will comply with the 2010 ADA Standards for Accessible Design. You should reference where these accessible accommodations can be found in the project budget, scope of work, and/or site plan (as applicable).

- Please refer to DCNR's ADA Policies Page for additional resources and technical assistance information. DCNR strongly suggests that a qualified design consultant knowledgeable of the current standards and DCNR best practices be relied on for their expertise. In addition to a qualified design consultant, the U.S. Access Board is another great resource for questions regarding ADA Standards and requirement

Trail Acquisition & Trail Equipment Purchase

3. The Department is a strong proponent of public access for property acquired with grant funding. Briefly describe the anticipated level of public access for each property/easement and what benefits will be realized by the proposed level of access.

- For acquisition projects, please refer to the DCNR's Public Value and Use Policy for additional information. Please provide a concise, detailed explanation of the specific benefits that will be realized and the level of public access that is anticipated through the acquisition.
- For trail equipment purchases, please provide a concise, and detailed explanation of the level of public access for the property where the equipment will be utilized. Describe the types of agreements you have in place, the time and manner of access granted to the public, and any restrictions they may be in place on the property on which the equipment will be utilized.

Trail Education Programs

3. How does the project create new opportunities currently not available or build upon existing momentum?

- Describe how your scope fulfills an unmet educational need within the trail community. Or, describe how your scope builds upon existing momentum or adds value to existing programs.

All Trail Project Types

4. The Department is a strong proponent of public involvement in all funded projects. Describe in detail how the public has been and/or will be engaged in the planning,

design, implementation, long-term maintenance, and/or stewardship of your project (i.e. - public meetings, press releases, volunteer days, etc.).

- You may wish to contact your Regional Advisor to discuss public outreach strategies best suited to your project needs. Applicants should focus on outreach strategies that involve the public in meaningful ways such as public meetings as part of a formal planning process, outreach campaigns, or any other method used to involve the public either in the formative process of your project or the long-term maintenance or stewardship of your project. DCNR's Public Participation Guide for Planning Projects may provide ideas on how to best engage and involve the public in your project.

5. Explain how your project will implement the actions in Natural Connections, the 2014-2019 Pennsylvania Statewide Comprehensive Outdoor Recreation Plan (SCORP). To receive maximum points, you must give a detailed explanation as to how your project will address at least three (3) Actions identified in the Plan on pages 9-17 of the Executive Summary. If your project is related to improving Pennsylvania's trail network, you may find related actions in Pennsylvania's Land and Water Trail Network Strategic Plan as well. Be sure to mention if you are:

- Closing a trail gap (Gap Map)
- Rehabilitating a community park
- Implementing a watershed restoration project
- Acquiring lands that enhance landscape connectivity and/or recreational access to existing protected lands

Trail Acquisition, Trail Development & Trail Equipment Purchase

6. The Department requires that the site be properly maintained, kept in reasonable repair, and open and accessible to the public throughout its useful life**.** Please describe your strategy to operate, maintain, and/or provide stewardship to your project.

- A Maintenance Plan should consist of an inventory and analysis of all your trails, park sites and facilities, identifying both the required staffing and funding necessary to properly care for and regularly service these areas for the public. The Plan should establish schedules and timelines for regular inspections, general maintenance to include mowing, cleaning, landscaping, etc., site upgrades and facility replacements. Priority issues and procedures should be in place to address and resolve all safety concerns, sanitation or structural issues with the goal of avoiding injury, reducing liability, minimizing costly repairs, extending the useful life of the amenities, general facilities and overall site while providing a consistently high quality and level of user experience. These plans should include a schedule for when regular maintenance, cleaning or janitorial services, and/or inspections are to occur, inspection checklists or other documentation, policies for how inspections are to be collected and reported, and remedies to address issues as they are discovered. A maintenance plan should also include a cost estimate for annual maintenance needs.

- A Stewardship Plan should consist of inventory, analysis, and recommendations to establish a long-term management plan for the preservation and environmental protection of specific natural areas or important environmental aspects of specific regions. These studies usually entail substantial research conducted by experts in critical habitat identification and assessment and substantial mapping of sensitive environmental and important habitat areas.

Trail Planning

6. Describe your capacity to implement the proposed plan or study once it is complete. In your response please cite specific examples of how your organization has successfully implemented a previous plan or study. Include steps taken to obtain necessary funding, meet regulatory requirements, and manage construction or installation.

Trail Education Programs

6. Describe how the results of the project will be sustained long-term.

- Give an account of the partnerships, methods and resources that will be employed to further implement or steward project outputs and outcomes over the long term.

PROJECT PLANS

All Trail Project Types

Identify and briefly describe local, county, and regional plans that your project advances through the implementation of your scope of work. Limit to three total plans.

- Identify the top three (3) relevant plans that your project advances through the implementation of the scope of work. For each plan, identify the name, date of publication, page numbers relevant to your project, hyperlink (if applicable), if it lists your project as a high priority or early implementation project (Yes/No), and a brief, detailed description of how your project advances the plan.
- Local, county, and regional plans include, but are not limited to:

  A. Rivers Conservation Plan
  B. County Park & Recreation Plan
  C. Local Network Greenways, Trails and Open Space Plan
  D. Municipal Comprehensive Plan
  E. Local Comprehensive Park & Recreation Plan
  F. Watershed Plan
  G. Economic Impact Study
  H. Project Feasibility Study and/or Master Site Plan
  I. Conservation Landscape Work Plan
  J. Heritage Area Strategic Plan

PROJECT PARTNERS

All Trail Project Types

Identify all major partners (financial, technical assistance, or general support) involved in your project.

- It is essential that you solicit and engage the appropriate partners for your project, which may include local, municipal, county, state, or federal governments, private foundations, private business, or friends groups.
- All partners should provide a letter of commitment to upload to your application that details the nature of their involvement in the project.

- For all financial partners, the commitment letter should detail the amount and type of match they are providing as well as when it will become available to you. Financial partnership can take the form of a donation of cash, materials, or in-kind services, such as the use of equipment or volunteer labor.
- For all technical assistance partners, the commitment letter should detail the nature of the assistance provided by the partner, such as volunteering their time and expertise to serve as a member of a steering committee.
- If you have no financial or technical assistance partners, you should include letters of general support. Each letter should detail how the project will directly benefit the organization providing the letter.
- For projects that cross municipal boundaries, letters from all affected municipalities should be uploaded documenting their support or commitment to the project.

All-Terrain Vehicle (ATV) and Snowmobile Projects

This section provides grant information and guidance for the planning, acquisition of land, development, rehabilitation, maintenance, purchase of equipment for maintenance and construction, and development of educational programs related to **ATV and/or snowmobile trails and facilities**.

Definitions:

- *ATV and/or snowmobile trails and facilities:* A designated route or plot of land with public access intended to be used primarily for ATV and/or snowmobile recreation.
- *Trailhead:* An access point to a trail or trail system often accompanied by various public facilities; parking areas, restrooms, pavilions, concessions, directional and informational signs, etc.
- *Trail Amenities:* Elements used to enhance the user's experience and comfort along a trail or at a trailhead; interpretive signs, benches, kiosks, tables, etc.

For DCNR grant application purposes, ATV or Snowmobile projects must involve a trail or facility that is primarily used for ATV or snowmobile activities.

Grant opportunities are available for the following ATV/Snowmobile Project types:

- Planning
- Land Acquisition
- Development (including Rehabilitation & Maintenance)
- Equipment Purchase
- Educational Programs

For each ATV/Snowmobile Project type, this guidance provides:

- *Ready-To-Go Checklist* – Applicants should use the appropriate Project type checklist to determine if the project is "Ready-to-Go". Applicants should contact their DCNR Regional Advisor to discuss the elements outlined on the checklist before submitting an application for funding.
- *General Information and Funding Conditions* – Applicants should carefully review the general information for the appropriate Project type and contact their DCNR Regional Advisor to discuss the funding conditions and requirements.
- *Project Types & Sample Project Descriptions* – ATV/Snowmobile projects fall into several categories and can be funded with various state and federal funding sources. This section briefly outlines ATV/Snowmobile Project categories and provides corresponding sample project descriptions that the applicant is required to provide in their application. The brief project description is a summary of the scope of work that will be developed if selected for funding.
- *Guidance Documents & Bureau Policies* – A list of guidance documents and Bureau policies with webpage links is provided to help applicants develop their ATV/Snowmobile Project application.

ATV/SNOWMOBILE PLANNING Projects

ATV/Snowmobile Planning Projects examine the feasibility of developing trails and facilities for ATV or Snowmobile activities. A thorough study will provide local decision-makers with enough information to help them decide whether or not to pursue project development.

Ready-To-Go Checklist

This Checklist is to be used by the applicant to ensure the ATV/Snowmobile Planning Project is "Ready-To-Go". The items below need to be addressed, included and/or uploaded in the application. It will be used by DCNR in the grant application evaluation process. Only projects that are Ready-To-Go will be given consideration for grant awards. If you have questions regarding this checklist, please contact your DCNR Regional Advisor.

✱ **Ready-to-Go Status is worth 15 points. It is essential to provide high quality, well-defined and/or detailed information for these items.**

	Yes	
	☐	Contacted Regional Advisor
	☐	Eligible Applicant
	☐	Appropriate Applicant
	☐	Eligible project
✱	☐	For a Trail Study containing preliminary designs: Applicant owns or controls project site through a lease or easement (minimum 25 years)
	☐	If match is provided, is it secure?
	☐	Letters of match commitment from entities other than applicant uploaded
	☐	Detailed list of eligible cash match / non-cash match, if provided
✱	☐	Realistic, accurate, and detailed cost estimate/budget included
✱	☐	Clear, concise and detailed scope of work included
	☐	For a Trail Study containing preliminary designs: PNDI receipt (required for municipal applicants) or Conservation Planning Report uploaded
	☐	Accurate project site location map(s) uploaded (if applicable)
	☐	County/Municipal Notification Letter(s) uploaded
	☐	Reviewed the sample planning project timeline at the following link http://www.docs.dcnr.pa.gov/cs/groups/public/documents/document/dcnr_009417.pdf and agree that the project can be completed within 3 years from date of grant award (draft and final plan approved by DCNR)
	☐	Copy of lease or easement uploaded (if applicable)
	☐	Properly completed Resolution Page uploaded

ATV/Snowmobile Planning: General Information & Funding Conditions

1. All projects must serve a public purpose and help advance DCNR goals and priorities.
2. All facilities/sites must be open for use by the general public.
3. Applicants may submit more than one application per funding period. A separate application must be submitted for each planning project unless the projects are substantially related.
4. If your project is selected for funding, the Bureau will review the proposed cash and non-cash values and work items to determine their eligibility. Adjustments may be made to those values and work items.
5. Match is not required for projects using Snowmobile or ATV funding. However, if an applicant provides match, it may be cash, non-cash, or a land donation value.
6. Cash match contributions provided by other organizations should be transferred to the applicant/grantee. In cases where an outside organization/agency wishes to expend funds on behalf of the applicant/grantee, a formal agreement must be executed between all parties to define roles and responsibilities. Draft agreements should be provided to the Bureau for review and approval prior to execution.
7. The Bureau requires that planning project consultants be selected using a competitive Request for Proposals (RFP) process.
8. Consideration of green/sustainable practices and energy saving technologies and are encouraged in all planning projects.
9. For planning projects that include preliminary designs, the applicant must control the property through fee simple ownership, permanent easement, or long-term lease agreement (minimum of 25 years).
10. Grantees are required to utilize a qualified design professional(s) (architect, landscape architect or engineer licensed to practice in the Commonwealth of Pennsylvania) to prepare drawings and/or specifications for all planning projects. All drawings and/or specifications should be sealed and signed by the appropriate design professional(s).

General Information

Planning projects generally entail the use of specialized consultants and expert professionals to work with local citizens and organizations to develop a community or regional-based plan and planning study report.

The Bureau requires that the planning project or process includes substantial public participation, that project consultants are selected using a competitive request for proposal (RFP) process and that at least two public meetings are held.

Municipalities and non-profit organizations are encouraged to work together to form partnerships to develop regional plans. The Bureau places a greater priority for funding on regional projects than on a planning project for one municipality. County and local planning entities must be invited to participate in the planning process through, for example, work on study committees.

ATV/Snowmobile Planning: Project Types

1. Trail Study

Trail planning efforts target a specific linear corridor of open space that may have been identified in a greenways, trails, and open space network plan or other local/regional planning effort. It may include a plan to create trail-based greenways, convert an abandoned rail corridor to a trail, or develop a motorized trail facility.

All trail studies begin with assessing the feasibility of developing and maintaining a trail. The degree of effort required to determine the feasibility is dictated by the specific needs and ownership status of the trail. Once determined feasible, effort will be spent determining the physical layout of the trail and the necessary steps to develop and maintain the trail.

Successful trail studies include relevant data, background research, analysis, and provide an implementation strategy to effectively develop a sustainable trail for motorized activities. Establishing ownership patterns and support of landowners is a key work task. Some parts of the trail may be left in a natural state and remain in private ownership, while other sections are proposed for public use and trails. The plan should recommend protection options, roles, potential cost estimates, and how best to acquire, develop, and maintain the greenway or trail corridor.

Municipalities, Nonprofit organizations and For-profit organizations are eligible applicants for Trail Study project types.

Sample Project Description:
Prepare a Trail Study to evaluate options to connect the Chester Valley Trail to the Struble and Brandywine trails in Downingtown Borough, Chester County; Caln, East Caln, East Bradford, West Bradford, and West Whiteland townships, Delaware County. Work to include a written, bound report.

2. Master Site Development Plan

For recreation sites such as Off-Highway Vehicle (OHV) Parks, a Master Site Development Plan (MSDP) is required. The planning process includes a research and public input and analysis process that leads to a size, type, and location plan for the full development or redevelopment of a site. The plan should meet all generally accepted design standards and identified recreation and/or conservation needs and priorities of the community to the extent possible. There must be enough detail developed during the process and provided in the plan narrative report and on the Site Development Drawing(s) to ensure that the facilities meet all applicable standards, can be built on the site while protecting and/or enhancing the natural resources, and that development costs can be accurately estimated.

Municipalities, Nonprofit organizations and For-profit organizations are eligible applicants for Master Site Plan project types.

Sample Project Description:
Develop a Master Site Development Plan for an approximately 340-acre parcel of land for off-highway recreation vehicles in Perry Township, Greene County. Work to include a written, bound report.

ATV/Snowmobile Planning: Guidance Documents & Bureau Policies

The following information may be helpful in developing a DCNR grant application.

Guidance Documents:

Bureau link for Planning Documents:
http://www.docs.dcnr.pa.gov/cs/groups/public/documents/document/dcnr_20033224.pdf

- Consultant Qualifications – Planning Grant Projects
- General Information & Scope of Work Guidelines for Trail Study
- Planning Grant Administrative Instructions & Process
- Public Participation Guide
- Sample Estimated Planning Project Timeline
- RFP Guidelines
- RFP Template

Other Resources:

- Pennsylvania Trail Design & Development Principles
- Pennsylvania Trail Design Manual for Off-Highway Recreational Vehicles
- Universal Access Trails and Shared Use Paths
- Trail & Path Planning: A Guide for Municipalities
- Rails-to-Trails Conservancy Trail User Survey Workbook
- Pennsylvania Land Trust Association Model Trail Easement Agreement and Commentary
- Rails-to-Trails Conservancy http://www.railstotrails.org
- American Trails http://americantrails.org/
- Federal Highway Administration Bicycle & Pedestrian Publications http://www.fhwa.dot.gov/environment/bicycle_pedestrian/publications/
- Penn State Center for Dirt and Gravel Road Studies http://www.dirtandgravel.psu.edu/

Bureau Policies:

BRC Policies:
http://www.docs.dcnr.pa.gov/cs/groups/public/documents/document/dcnr_20033227.pdf

- ADA Policy
- Competitive Bidding/Purchasing Procedures Policy
- Greening Policy
- Ownership and Control Policy
- Planning Eligible and Ineligible Grant Project Activities/Costs Policy
- Planning Project Management Process Policy
- PNDI Policy
- Waiver for Retroactivity Policy

ATV/Snowmobile LAND ACQUISITION Projects

ATV/Snowmobile Land Acquisition Projects involve the purchase of fee simple title or perpetual easement to real property for subsequent development of ATV or snowmobile trails and facilities.

Ready-To-Go Checklist

This Checklist is to be used by the applicant to ensure the ATV/Snowmobile Land Acquisition Project is "Ready-To-Go". The items below need to be addressed, included and/or uploaded in the application. It will be used by DCNR in the grant application evaluation process. Only projects that are Ready-To-Go will be given consideration for grant awards. If you have questions regarding this checklist, please contact your DCNR Regional Advisor.

✱ **Ready-to-Go Status is worth 15 points. It is essential to provide high quality, well-defined and/or detailed information for these items.**

	Yes	
	☐	Contacted Regional Advisor
	☐	Eligible Applicant
	☐	Appropriate Applicant
	☐	Eligible project
	☐	Property has no known environmental hazards
	☐	If match is provided, is it secure?
	☐	Letters of match commitment from entities other than applicant uploaded
	☐	Detailed list of eligible cash match, if provided, and/or donated land value
✱	☐	Realistic, accurate and detailed cost estimate/budget included, including any land donation value
✱	☐	Clear, concise and detailed project scope of work
✱	☐	Description of negotiations your organization has had with the land owner included
	☐	PNDI receipt uploaded
	☐	Accurate project site location map(s) and identification of parcel(s) being acquired, including acreage and boundaries, uploaded
	☐	Copy of current deed(s) for the property(ies) uploaded
	☐	Draft sales agreement uploaded
	☐	Draft easement agreement uploaded (if applicable)
	☐	County/Municipal Notification Letter(s) uploaded
✱	☐	Clearly describe the specific rights to be acquired and any rights severed from the property by past or proposed transactions
✱	☐	Full Appraisal Report by a state certified **General** Real Estate Appraiser for the land defined in the project scope and any donated parcels. Appraisal to be ordered by and prepared for the applicant. Review detailed appraisal requirements at the following link: http://www.docs.dcnr.pa.gov/cs/groups/public/documents/document/d_001269.pdf.
	☐	When circumstances warrant a "Waiver for Retroactivity" - the applicant has submitted a formal written request to the DCNR - Central Office
	☐	Properly completed Resolution Page uploaded
	☐	Reviewed the sample land acquisition project timeline at the following link http://www.docs.dcnr.pa.gov/cs/groups/public/documents/document/dcnr_009424.pdf and agree the project can be completed within 3 years from date of grant award

ATV/Snowmobile Land Acquisition: General Information & Funding Conditions

1. All projects must serve a public purpose and help advance DCNR goals and priorities.
2. Applicants may submit more than one application per funding period. A separate application must be submitted for each acquisition project unless the projects are substantially related.
3. Match is not required for projects using Snowmobile or ATV funding. However, if an applicant provides match, it may be cash, non-cash, or a land donation value.
4. Grants may be used for purchase of **fee simple title** to real property or a less than fee interest such as a **perpetual easement**. Applicants need to clearly indicate the interests/rights proposed for Land Acquisition. If some interests/rights will reside with another party post-acquisition, the applicant must disclose this. *Please note: If any rights have or will be severed, this information must be disclosed to the appraiser and addressed in the appraisal report.*
5. Appraisals must be performed by a **state certified General Real Estate Appraiser** and must meet the Appraisal Guidelines provided at the following link: http://www.docs.dcnr.pa.gov/cs/groups/public/documents/document/d_001269.pdf. These guidelines should be provided to the appraiser preparing your report.
6. All deeds or easement agreements acquired with DCNR grant funding will be required to contain a clause restricting the transfer and change of use of the property as per the Grant Agreement. The DCNR required restriction should not be included in a deed or easement until a grant has been awarded for the project and purchase of the property or easement has been approved by the Bureau.
7. All sales agreements and deeds must be reviewed by the Bureau before being executed.
8. All easement agreements must be reviewed and approved by the Bureau before being executed. Conservation Easements funded by DCNR must follow the PALTA model easement found at the following link: http://conservationtools.org/library_items/323-Model-Grant-of-Conservation-Easement-and-Commentary-6th-Edition.
9. Copies of all current existing leases shall be submitted with the grant application.
10. Title search/insurance will be required prior to project completion and closeout.
11. Land or an interest in land (such as an easement) acquired with grant assistance is restricted solely to those uses permitted by the statute under which the grant funding is awarded.
12. When assisting with the acquisition of an easement, DCNR is seeking as much public value as possible, while retaining flexibility to address special site conditions and respond to local needs on a case-by-case basis. This often translates into significant public access to the property; however, this public access is balanced against environmental, historical, cultural, safety, water quality and other considerations to arrive at an optimal solution.
    - The need to protect critical habitat can override the interest in providing public access.
    - Public access should be considered in a multi-dimensional fashion involving various portions of the property, for various activities at various times and levels.
    - Reasonable restrictions on the time and manner of public access, as well as temporary limitations on public access for protecting or restoring the land, are acceptable.
    - The Department reserves the right to determine the percentage of participation in an easement project at its sole discretion.

13. **"Public Value and Use"** is to be addressed in the Grant Application. The overall level of public value will be considered in rating and ranking individual grant applications.

    - All municipal recreation land acquisition projects **must be open to public** uses consistent with purposes for which the land was acquired.
    - Public access is NOT required for Land Trust (as defined in the Keystone legislation) acquisition projects (fee simple or easement) but it is encouraged.

14. Grants are awarded to assist with projects to be undertaken **after** the award of the grant, rather than to retroactively pay (reimburse) for projects already begun or completed before the award of the grant. Therefore, grant funds generally may not be applied to project costs incurred before the date of the grant award.

    - In special situations, the Bureau may permit grant funds to be applied to project costs incurred **before** the date of the grant award. **Refer to the Bureau Policy- "Waiver for Retroactivity".**

Only pre-qualified Land Trusts are eligible to receive Keystone- Land Trust funding. Organizations that are not pre-qualified may obtain a pre-qualification form and instructions from DCNR's Bureau of Recreation and Conservation webpage,

http://www.docs.dcnr.pa.gov/cs/groups/public/documents/document/dcnr_20033228.pdf

or through the assigned DCNR Regional Advisor.

15. Grant applications from Non-Municipal applicants must include evidence that the municipality(ies) and county where the property is being acquired have had the opportunity to comment on the project proposal. *As a general policy, the Department **will not** approve grant funding in areas where local elected officials have expressed opposition to the proposed project.*

ATV/Snowmobile Land Acquisition: Project Types

1. Fee Simple

Grants are awarded for the purchase of fee simple title to real property for subsequent development of ATV or snowmobile trails and facilities. Fee simple purchase of a parcel(s) of land transfers full ownership of the property, including the underlying title, to another party.

Municipalities, Nonprofit organizations and For-profit organizations are eligible applicants for the purchase of fee simple title for ATV/Snowmobile Land Acquisition projects.

Sample Project Descriptions:
Payment toward the fee simple acquisition of approximately 107.55-acre corridor between Newville Borough and Carlisle Borough, Cumberland County to provide approximately 8.25 miles for the eastern extension of the Cumberland Valley Rail Trail.

Payment toward the fee simple acquisition of approximately 2 acres of land located along Reading Drive and Bingen Road in Lower Saucon Township, Northampton County for trailhead access to the Saucon Rail Trail.

Payment toward the fee simple acquisition of approximately 1,243 acres off of Route 1030 in Pine and Boggs townships, Armstrong County for the development of an Off-Highway Vehicle Park.

2. Trail Easement

Grants are also awarded for the purchase of perpetual trail easements for subsequent development of ATV/Snowmobile trails and facilities on private property. A trail easement allows a landowner to provide access to their land for a public trail without losing ownership or control of the land.

Municipalities, Nonprofit organizations and For-profit organizations are eligible applicants for the purchase of perpetual trail easements for ATV/Snowmobile Land Acquisition projects.

Sample Project Description:
Payment toward the acquisition of a trail easement on approximately 8.9 miles of the Turtle Creek Industrial Railroad corridor in Trafford Borough in Allegheny and Westmoreland counties, Murrysville Borough and Penn Township in Westmoreland County, and Municipality of Monroeville in Allegheny County.

ATV/Snowmobile Land Acquisition: Guidance Documents & Bureau Policies

The following information may be helpful in developing a DCNR grant application.

Bureau Policies:

Bureau Policies:
http://www.docs.dcnr.pa.gov/cs/groups/public/documents/document/dcnr_20033227.pdf

- Acquisition Grant Administrative Instructions and Process Policy
- Acquisition Eligible and Ineligible Grant Project Activities/Costs Policy
- Ownership and Control Policy
- Pennsylvania Natural Diversity Inventory (PNDI)
- Public Value and Use Policy
- Requirements for Boundary Surveys and Title Work
- Requirements for Property Appraisals
- Sign Policy

Other Resources:

- Pennsylvania Trail Design & Development Principles
- Pennsylvania Trail Design Manual for Off-Highway Recreational Vehicles
- Pennsylvania Land Trust Association
  http://conservationtools.org/libraries/1/topics/76
    - PA Conservation Easement & Commentary
    - Trail Easement Agreement & Commentary

ATV/Snowmobile DEVELOPMENT Projects

ATV/Snowmobile Development Projects construct new and rehabilitate and maintain existing ATV or snowmobile trails and facilities.

Ready-To-Go Checklist

This Checklist is to be used by the applicant to ensure the ATV/Snowmobile Development Project is "Ready-To-Go". The items below need to be addressed, included and/or uploaded in the application. It will be used by DCNR in the grant application evaluation process. Only projects that are Ready-To-Go will be given consideration for grant awards. If you have questions regarding this checklist, please contact your DCNR Regional Advisor.

✱ **Ready-to-Go Status is worth 15 points. It is essential to provide high quality, well-defined and/or detailed information for these items.**

	Yes	
	☐	Contacted Regional Advisor
	☐	Eligible Applicant
	☐	Appropriate Applicant
	☐	Eligible project
✱	☐	Applicant owns or controls project site through a lease or easement (minimum 25 years)
	☐	Project site is open to the public
	☐	Property has no known environmental hazards
	☐	If match is provided, is it secure?
	☐	Letters of match commitment from entities other than applicant uploaded
	☐	Detailed list of eligible cash match and non-cash match, if provided
✱	☐	Site/Trail Development Drawing(s) completed by a licensed design professional and consistent with Site/Trail Development Drawing(s) Checklist uploaded
✱	☐	Realistic, accurate, and detailed cost estimate/budget included, including any land donation value
✱	☐	Clear, concise, and detailed scope of work included
	☐	PNDI receipt uploaded
	☐	Accurate project site location map(s) uploaded
	☐	County/Municipal Notification Letter(s) uploaded
	☐	Reviewed the sample development project timeline at the following link http://www.docs.dcnr.pa.gov/cs/groups/public/documents/document/dcnr_009416.pdf and agree that the project can be completed within 3 years from date of grant award (design, permits, construction, and final site inspection)
	☐	Copies of lease or easement uploaded (if applicable)
	☐	If land donation is part of the match: Upload a Full Appraisal Report by a state certified **General** Real Estate Appraiser for the land defined in the project scope and any donated parcels. Appraisal to be ordered by and prepared for the applicant. Review detailed appraisal requirements at the following link: http://www.docs.dcnr.pa.gov/cs/groups/public/documents/document/d_001269.pdf.
	☐	Properly completed Resolution Page uploaded

ATV/Snowmobile Development: General Information & Funding Conditions

1. All projects must serve a public purpose and help advance DCNR goals and priorities.

2. All facilities/sites must be open for use by the general public.

3. Applicants may submit more than one application per funding period. A separate application must be submitted for each development project unless the projects are substantially related.

4. Match is not required for projects using Snowmobile or ATV funding. However, if an applicant provides match, it may be cash, non-cash, or a land donation value.

5. If a project is selected for funding, the Bureau will review the proposed cash and non-cash values and work items to determine their eligibility. Adjustments may be made to those values and work items.

6. Cash match contributions provided by other organizations should be transferred to the applicant/grantee. In cases where an outside organization/agency wishes to expend funds on behalf of the applicant/grantee, a formal agreement must be executed between all parties to define roles and responsibilities. Draft agreements should be provided to the Bureau for review and approval prior to execution.

7. The market value of donated land, as determined by a state certified General Real Estate Appraiser, may be used as all or part of the required local match for development projects.

- Donated land must be acquired during the approved project period unless the applicant has an approved Waiver for Retroactivity from the Bureau to acquire the land prior to the date of the grant award.
- The value of the donated land will only be considered as match for the development of the donated land.
- Land acquired by mandatory dedication, by court order, or by other state/federal agencies may not be used as a land donation match.
- Applicants must provide a full appraisal report conforming to Uniform Standards of Professional Appraisal Practice (USPAP) by a state certified General Real Estate Appraiser.
- If selected for funding, a second appraisal may be required for the Bureau to determine and approve the actual land donation value.
- Appraisal and other costs related to a land donation are not eligible for grant reimbursement on development projects.
- Land accepted for donation must provide both public value and public use.

8. Grant applications must include evidence that the municipality(ies) and county in which the project is located have had the opportunity to comment on the project proposal. As a general policy, the Bureau will not approve grant funding where local elected officials have expressed opposition to the proposed project.

9. Property that is not owned in fee simple must be controlled through a permanent easement or long term lease agreement (minimum 25 years) with terms and provisions acceptable to the Bureau. If the property is currently leased, a copy of all leases shall be included with the grant application. If the property will be leased, the applicant should discuss DCNR requirements with the Regional Advisor. If available, a draft lease should be included with the grant application for review and approval by the Bureau.

10. All facilities renovated or developed with DCNR funding must comply with the Americans with Disabilities Act of 1990 as amended and 2010 ADA Standards for Accessible Design. The 2010 ADA Standards can be accessed by using the hyperlink available at the end of

this section. In addition, Bureau staff is available to discuss any concerns you may have relative to your project complying with these regulations.

11. All facilities renovated or developed with DCNR funding must comply with the Pennsylvania Construction Code Act (Act 45 of 1999, as amended) (35 P.S. Sections 7210.101 et seq.), as implemented by the Pennsylvania Department of Labor and Industry Regulations, 34 Pa. Code Chapters 401-405.

12. Grantees are required to utilize a qualified design professional(s) (architect, landscape architect or engineer licensed to practice in the Commonwealth of Pennsylvania) to prepare drawings and/or specifications for all development projects. All drawings and/or specifications should be sealed and signed by the appropriate design professional(s).

13. Construction contracts, material purchases, and construction equipment rental must be publicly advertised, bid, and awarded in compliance with applicable laws. All construction projects with an established project cost of $25,000 or more must include prevailing wages in accordance with regulations of the Department of Labor and Industry.

14. Professional Service Fees should not exceed 15% of the project's total eligible construction costs. These fees include both cash and non-cash match values for items such as professional design costs, property surveys, construction observation, solicitor/attorney fees, bid advertisement costs, permitting costs, etc. The Bureau will consider approval of Professional Service Fees exceeding 15% on a case by case basis.

15. Upon project completion, the design professional(s) for the project will be required to submit a letter to the Bureau certifying that the final construction was completed in accordance with the approved drawings and specifications. Construction observation or inspection should be included in the design professional's contracted scope of work.

16. The Bureau may permit some or all of the project work to be completed by municipal work force account/in-house services and volunteers rather than by competitive bidding and independent contracting. Additionally, upon Bureau approval, construction equipment owned by the applicant and donations of professional construction services, materials, and equipment may also be deemed eligible as match for the project.

17. The proposed project scope of work must be comprehensive enough to result in a complete and useable facility.

18. All facilities developed or rehabilitated under this program must comply with generally accepted construction practices. Incorporation of green/sustainable practices and energy saving technologies are a Bureau priority and are encouraged in all development projects.

19. The Department is actively seeking opportunities to expand motorized recreation on lands not owned by the Commonwealth by fostering public and private partners in strategic locations.

ATV/Snowmobile Development: Project Types

1. New Construction and Rehabilitation

Grants are awarded to construct new and rehabilitate existing ATV or snowmobile trails and facilities. Rehabilitation work must be for existing facilities that have safety concerns or have deteriorated due to age and/or use; not as a result of a lack of maintenance on the part of the applicant.

Municipalities, Nonprofit organizations and For-profit organizations are eligible applicants for the construction of new and rehabilitation of existing trails and facilities for ATV/Snowmobile Development projects.

Sample Project Description:
Further development of the Northwest River Trail in Conoy Township, Lancaster County. Work to include the construction of approximately 1.86 miles of trail from Shock's Mill Bridge to Conoy Creek, pedestrian bridge and erosion and sedimentation controls; landscaping; ADA access, project sign and trail signage and related site improvements.

2. Maintenance

Maintenance includes non-construction activities such as vegetation management, access control, cleaning of drainage structures, etc. Municipalities, Nonprofit organizations and For-profit organizations are eligible applicants.

Sample Project Descriptions:
Trail maintenance of Owen Snowmobile/All-Terrain Vehicle Trail in Somerset Township, Somerset County. Work to include maintenance of approximately 5.0 miles of trail; ADA access; project sign and related site improvements.

ATV/Snowmobile Development: Guidance Documents & Bureau Policies

The following information may be helpful in developing a DCNR grant application.

Guidance Documents:

Bureau link for Development Documents:
http://www.docs.dcnr.pa.gov/cs/groups/public/documents/document/dcnr_20033226.pdf

- Design Consultant Selection for Development Projects
- (PRD) Preparation of Final Construction Drawings and Specifications
- Sample Estimated Development Project Timeline
- Sample Worksheet – Non-Cash Match Values
- Trail Development Drawing (TDD) Checklist

Other Resources:

- Pennsylvania Trail Design & Development Principles
- Pennsylvania Trail Design Manual for Off-Highway Recreational Vehicles
- Rails-to-Trails Conservancy Trail User Survey Workbook
- Pennsylvania Land Trust Association Model Trail Easement Agreement and Commentary
- Rails-to-Trails Conservancy: http://www.railstotrails.org
- American Trails: http://americantrails.org/
- Federal Highway Administration Bicycle & Pedestrian Publications: http://www.fhwa.dot.gov/environment/bicycle_pedestrian/publications/
- Penn State Center for Dirt and Gravel Road Studies: http://www.dirtandgravel.psu.edu/

Green and Sustainable Design:
http://www.docs.dcnr.pa.gov/cs/groups/public/documents/document/d_001279.pdf

- Americans with Disabilities Act
  - Regulations: US Dept. of Justice 2010 ADA Standards for Accessible Design: http://www.ada.gov/regs2010/2010ADAStandards/2010ADAstandards.htm
  - Accessibility Guidelines for Outdoor Developed Areas: http://www.access-board.gov/guidelines-and-standards/recreation-facilities/outdoor-developed-areas/final-guidelines-for-outdoor-developed-areas

- Proposed Accessibility Guidelines: Proposed Accessibility Guidelines for Pedestrian Facilities in the Public Right-of-Way; Shared Use Paths
- Standards for Accessible and Usable Buildings and Facilities: ANSI A117.1 (2009), Standard for Accessible and Usable Buildings and Facilities

Bureau Policies:

Bureau Policies:
http://www.docs.dcnr.pa.gov/cs/groups/public/documents/document/dcnr_20033227.pdf

- ADA Policy
- Appraisal Policy
- Conversion Policy
- Trail Development Project Management Process Policy
- Development Eligible and Ineligible Grant Project Activities/Costs Policy
- Greening Policy
- Ownership and Control Policy
- PNDI Policy
- Small Community Program Policy
- Waiver for Retroactivity Policy

ATV/Snowmobile EQUIPMENT PURCHASE Projects

Equipment Purchase Projects involve the purchase or lease of equipment to be used exclusively for the maintenance or construction of ATV or snowmobile trails and facilities.

Ready-To-Go Checklist

This Checklist is to be used by the applicant to ensure the ATV/Snowmobile Equipment Purchase Project is "Ready-To-Go". The items below need to be addressed, included and/or uploaded in the application. It will be used by DCNR in the grant application evaluation process. Only projects that are Ready-To-Go will be given consideration for grant awards. If you have questions regarding this checklist, please contact your DCNR Regional Advisor.

✱ **Ready-to-Go Status is worth 15 points. It is essential to provide high quality, well-defined and/or detailed information for these items.**

	Yes	
	☐	Contacted Regional Advisor
	☐	Eligible Applicant
	☐	Appropriate Applicant
	☐	Eligible project
✱	☐	Project site is open to the public
	☐	If match is provided, is it secure?
	☐	Letters of match commitment from entities other than applicant uploaded
	☐	Detailed list of eligible cash match included
✱	☐	Realistic, accurate, and detailed cost estimate/budget included (should be based on current price quotes)
✱	☐	Clear, concise, and detailed scope of work included
	☐	Accurate project site location map(s) uploaded
	☐	Properly completed Resolution Page uploaded

ATV/Snowmobile Equipment Purchase: General Information & Funding Conditions

1. All projects must serve a public purpose and help advance DCNR goals and priorities.
2. All facilities/sites must be open for use by the general public.
3. Applicants may submit more than one application per funding period. A separate application must be submitted for each project unless the projects are substantially related.
4. Cash match contributions provided by other organizations should be transferred to the applicant/grantee.
5. Equipment that is acquired with DCNR funding is not permitted to be used for purposes other than ATV or snowmobile trail and facility construction and maintenance. No change of use and no transfer of ownership, control, or interest in the equipment may occur; and no encumbrance may be placed on the equipment, without the written consent of DCNR. Every two years during the useful life of the equipment, the grantee is required to provide evidence that the equipment is still in place and being used for its intended purpose.

ATV/Snowmobile Equipment Purchase: Project Types

Grants are awarded for the purchase or lease of equipment for maintenance or construction of ATV or snowmobile trails and facilities. Municipalities, Nonprofit organizations and For-profit organizations are eligible applicants

Sample Project Descriptions:
Purchase a snowmobile trail groomer to groom 230 miles of snowmobile trails in Lackawanna, Susquehanna and Wayne counties.

Purchase of trail maintenance equipment to construct and maintain approximately 200 miles of trails in the Moshannon State Forest in Cameron, Centre, Clearfield, and Elk Counties.

ATV/Snowmobile Equipment Purchase: Guidance Documents & Bureau Policies

The following information may be helpful in developing a DCNR grant application.

http://www.docs.dcnr.pa.gov/cs/groups/public/documents/document/dcnr_20033227.pdf

- Equipment Purchase Policy and Tracking Form

ATV/Snowmobile EDUCATIONAL PROGRAMS Projects

ATV/Snowmobile Educational Program Projects involve the development and operation of educational programs that promote safety and environmental protection as those objectives relate to the use of ATVs or snowmobiles.

Ready-To-Go Checklist

This Checklist is to be used by the applicant to ensure the ATV/Snowmobile Educational Program Project is "Ready-To-Go". The items below need to be addressed, included and/or uploaded in the application. It will be used by DCNR in the grant application evaluation process. Only projects that are Ready-To-Go will be given consideration for grant awards. If you have questions regarding this checklist, please contact your DCNR Regional Advisor.

✱ **Ready-to-Go Status is worth 15 points. It is essential to provide high quality, well-defined and/or detailed information for these items.**

	Yes	
	☐	Contacted appropriate DCNR Regional or Partnerships Division Staff
	☐	Eligible Applicant
	☐	Eligible scope of work activities
	☐	If match is provided, is it secure?
✱	☐	The applicant does not have any open expired DCNR grant agreements.
✱	☐	Clear & concise work plan with detailed scope of work items that contain accurate cost estimates
	☐	Detailed account of eligible cash and/or non-cash match, if provided
	☐	Letters of match commitment from entities other than applicant uploaded
	☐	Properly completed Resolution Page uploaded

ATV/Snowmobile Educational Programs: General Information & Funding Conditions

1. All projects must serve a public purpose and help advance DCNR goals and priorities.
2. Applicants may submit more than one application per funding period. A separate application must be submitted for each project unless the projects are substantially related.
3. If your project is selected for funding, the Bureau will review the proposed cash and non-cash values and work items to determine their eligibility. Adjustments may be made to those values and work items.

ATV/Snowmobile Educational Programs: Project Types

Grants are awarded to projects that develop, promote, and/or conduct training or educational programs including conferences and workshops; prepare and distribute technical assistance or educational materials, brochures or videos and/or otherwise provide for the training and education of professionals and/or the general public on a local, county, regional or statewide basis. These projects promote safety and environmental protection as those objectives relate to the use of ATVs or snowmobiles. Municipalities, Nonprofit organizations and For-profit organizations are eligible applicants.

Sample Project Descriptions:
Develop a one day "Trail Maintenance" training curriculum with both a classroom and field component, which will focus on practices to reduce long term maintenance costs of trails. Conduct two pilot sessions of the new training course. Work to include a written summary report.

Host approximately 30 Stewardship Educational Workshops throughout the state to train volunteers and agency personnel to layout, construct, and maintain trails through classroom instruction and hands-on training. Work to include a written summary report.

ATV/Snowmobile Educational Programs: Guidance Documents & Bureau Policies

The following information may be helpful in developing a DCNR grant application.

http://www.docs.dcnr.pa.gov/cs/groups/public/documents/document/dcnr_20033227.pdf

- Partnerships Eligible and Ineligible Grant Project Activities, Costs, and Match

GRANT ROUND 26

Rivers Project Information

RIVERS PROGRAM

This document provides information for the Rivers Program, whose primary focus is protecting and enhancing the conservation or recreational value of Pennsylvania's waterways. Although the program name emphasizes rivers work, it can support initiatives that benefit rivers, streams, creeks, lakes, ponds, wetlands and other significant water resources.

BRC's Rivers Program provides funding for a variety of activities categorized as acquisition, planning, development, and partnerships. Applicants use one of these four grant categories within the DCNR grants online portal to apply for project funding and, when prompted, indicate that their project is river-related.

The Rivers grant program is open to non-profit and municipal entities. However, non-profit organizations are encouraged to partner with a municipal entity to develop and execute this type of project as some of our funding opportunities are only available to municipal entities. If you need assistance identifying or developing these partnerships, please contact your BRC regional advisor.

Please reference the ready-to-go checklist for the appropriate grant category –acquisition, planning, development or partnerships—to identify application requirements.

Project Types

Rivers Acquisition

Land acquisition projects can take many forms; one of which are acquisitions for the purpose of Rivers Conservation. These projects promote waterway conservation by acquiring an area of land and/or water within river segments or watersheds. Projects should be listed on the Pennsylvania Rivers Conservation Registry or recommended in an approved Rivers Conservation Plan. For more details about land acquisition projects, and related requirements and conditions of funding, please see the Land Acquisition section of the grant manual.

> **SAMPLE PROJECT DESCRIPTION:**
> Payment toward the acquisition of approximately 295 acres between State Route 2013 and the Susquehanna River, Ransom Borough, Lackawanna County for riparian habitat protection and passive recreation.

Rivers Planning

Planning projects generally entail the use of specialized consultants and expert professionals to develop a planning study report. The Bureau requires that the planning project or process includes substantial public participation, and that project consultants are selected using a competitive request for proposal (RFP) process. Municipalities and non-profit organizations are encouraged to work together to form partnerships to develop regional plans, and to work with local governments to integrate new plan findings and recommendations into existing comprehensive plans and planning policy documents.

The most common Rivers program planning project types are Rivers Conservation plans and Master Site Development plans. A detailed description of these project types are included below. For more details about planning projects, and related requirements and conditions of funding, please see the Planning section of the grant manual.

Master Site Development Plan (MSDP)

A site-specific project that includes research, public input and an analysis process that leads to a size, type and location plan for the full development or redevelopment of an aquatic conservation or recreational-use site. The plan must meet all current standards and provide for the identified recreation and conservation priorities of the community to the maximum extent possible.

SAMPLE PROJECT DESCRIPTION:
Prepare a Master Site Development Plan for a public access to the Susquehanna River at Apollo County Park in Chanceford Township, York County. Work to include a written, bound report.

Rivers Conservation Plan

A comprehensive watershed or river corridor-based study requiring an inventory of existing natural, recreational and cultural resources, analysis of the issues, concerns and threats to river resources and values and specific recommendations that set forth priorities and actions. These studies lead to the development of a long-term watershed or river corridor management program. River Conservation studies are multi-community in scope and often undertaken in cooperation with non-profit organizations. The planning process includes substantial citizen involvement and identifies key organizations and individuals that can assist in the establishment of a watershed or river corridor plan.

SAMPLE PROJECT DESCRIPTIONS:
Prepare a Watershed Conservation Plan for the Saucon Creek Watershed from the headwaters to its confluence with the Lehigh River in Bucks, Lehigh and Northampton counties. Work to include a written, bound report.

Develop a Rivers Conservation Plan for the Sugar Creek and Towanda Creek Watersheds in Bradford, Tioga and Sullivan counties. Work to include a written, bound report.

Rivers Development

These projects involve physical improvements to waterways that restore and enhance the cultural, ecological and recreational aspects of the resource. Eligible projects include those that implement river conservation plan recommendations, enhance water trails, expand public access to aquatic resources, or increase awareness of Pennsylvania's river systems. For example, boat launches, fishing piers, riparian buffer restoration etc. For more details about development projects, and related requirements and conditions of funding, please see the Development section of the grant manual.

SAMPLE PROJECT DESCRIPTION:
Development of Hough Park, Hamburg Borough in Berks County. Work to include the construction of a fishing pier and boat ramp; stabilization of stream bank restoration; ADA access; landscaping; project sign and other related site amenities.

Rivers Partnerships

Partnerships projects are collaborative statewide or regional projects that convene, educate, or train partners; build capacity; undertake special purpose studies or implementation projects; or offer mini-grants to grassroots partner organizations. Partnerships projects help build local, county, regional and statewide capacity to better develop and manage natural, recreational, or heritage resources through plan implementation. Examples of partnership projects that directly relate to water recreation and/or conservation are: management of a state designated water trail, development of a mini-grant program that provides funding to local watershed groups to implement action steps from local rivers conservation plans, provision of training related to aquatic recreation, etc. For more details about the variety of Partnership project types, and related requirements and conditions of funding, please see the Partnerships section of the grant manual.

> **SAMPLE PROJECT DESCRIPTION:**
> Provide technical assistance to water trail managers; assist in the development of water trail mapping, maintenance, and improvement projects; fund and coordinate water trail partnership meetings and activities; and continue the development of PA water trails partnership website and public outreach initiatives. Work to include a written program report.

Helpful Documents for Rivers Projects

The following documents should be helpful in developing your Grant Application:

BRC Rivers Program webpage:
http://www.dcnr.pa.gov/Conservation/Water/RiversConservation/Pages/default.aspx

Rivers Registry:
http://www.dcnr.pa.gov/Conservation/Water/RiversConservation/RiversRegistry/Pages/default.aspx
Planning and Development:
http://www.dcnr.pa.gov/Communities/Grants/CommunityParks%20andRecreationGrants/Pages/default.aspx
Partnerships:
http://www.dcnr.pa.gov/Communities/Grants/PartnershipGrants/Pages/default.aspx
Bureau Policies:
http://www.docs.dcnr.pa.gov/cs/groups/public/documents/document/dcnr_20033227.pdf
Green and Sustainable Design Resources:
http://www.dcnr.pa.gov/Communities/GreenCommunityParks/Pages/default.aspx

GRANT ROUND 26

Riparian Forest Buffer Program

RIPARIAN FOREST BUFFER PROGRAM

This document provides information for the Riparian Forest Buffers Program, whose primary focus is to identify locations in need of riparian forest buffers and to design, establish, monitor, and provide short-term maintenance for those buffers. This program also supports projects that produce multifunctional buffers, a buffer type that provides an opportunity to harvest products such as nuts, berries, woody florals, forbs and potentially woody biomass in addition to the conventional buffer of riparian tree and shrub species. Eligible projects and project activities for this grant program are those which involve landowner outreach, buffer design, site preparation and buffer installation, plant materials and tree shelters, and short term maintenance of riparian buffers.

The Riparian Forest Buffers grant program is open to institutes of higher education, non-profits and municipal entities.

Ready-To-Go Checklist

This checklist is to be used by the applicant to determine if their project is "Ready-To-Go". If you have questions regarding this checklist, please contact your DCNR Regional Advisor.

All Riparian Forest Buffer Projects:

Yes	
☐	Contacted BRC Regional Advisor
☐	Eligible Applicant
☐	Eligible project
☐	Clear, concise and detailed project description included
☐	Match secured; if match from sources other than applicant, commitment letters uploaded from those providing cash and non-cash match
☐	Realistic, accurate, and detailed cost estimate/budget, including list of eligible cash / non-cash match. Grant request should be $50,000 or more
☐	Properly completed Resolution Page
☐	Properly completed Grant Agreement Signature Page

Helpful Documents for Riparian Forest Buffers Projects

The following documents should be helpful in developing your Grant Application:

Riparian Forest Buffer Program webpage and guidelines:
https://www.dcnr.pa.gov/Communities/Grants/RiversConservationandRiparianBufferGrants/Pages/default.aspx

Bureau Policies:
http://www.docs.dcnr.pa.gov/cs/groups/public/documents/document/dcnr_20033227.pdf

DCNR Guidelines for
Riparian Forest Buffer Program

Section I – Statement of Purpose

The Department of Conservation and Natural Resources (DCNR) Bureau of Recreation and Conservation (BRC) provides a single point of contact for communities and non-profit entities seeking state assistance to support local recreation and conservation efforts. The DCNR Riparian Forest Buffer Program will provide financial assistance to identify locations in need of riparian forest buffers and to design, establish, monitor, and provide short-term maintenance for those buffers. This program will also support projects that produce Multifunctional Buffers, a buffer type that provides an opportunity to harvest products such as nuts, berries, woody florals, forbs and potentially woody biomass in addition to the conventional buffer of riparian tree and shrub species.

Section II – Eligibility

A. Eligible Applicants

- **Municipality –** Any county, city, borough, incorporated town, township or home rule municipality.
- **Municipal Agency –** Any official agency created by a municipal government under the laws of the Commonwealth such as municipal authorities, Council of Governments and intergovernmental commissions.
- **Authorized Organization**: An entity involved in research, restoration, rehabilitation, planning, acquisition, development, education or other activities, which furthers the protection, enhancement, conservation, preservation or enjoyment of this Commonwealth's environmental, conservation, recreation or similar resources. The organization must be a tax-exempt institution under section 501(c)(3) of the Internal Revenue Code of 1986 (Public Law 99-514, 26 U.S.C. § 501(c)(3)) and registered with the Bureau of Charitable Organizations or an educational institution involved in these authorized activities or a municipal authority.
- **Institute of Higher Education**

B. Eligible Activities

Eligible projects and project activities for the Riparian Forest Buffer Program are those which involve landowner outreach, buffer design, site preparation and buffer installation, plant materials and tree shelters, and short term maintenance of riparian buffers.

Section III – Program Requirements

A. The minimum grant amount awarded is $50,000.

B. All projects require a 50% match. Match may be cash or non-cash and must be directly related to the approved scope of work.

C. To be eligible for reimbursement, project costs must be incurred within the time frame established by the grant agreement and must be approved by the Department.

D. Eligible costs include those directly related to the scope of work as approved by the Department and include:
   - Contracted professional services to perform all or part of the approved scope of work
   - Construction contracts to perform the approved scope of work.
   - Expenses related to the completion of the approved scope of work such as public meeting advertisements, meeting room rental, printing, etc.
   - Organization's personnel costs to perform all or part of the approved scope of work.
   - Costs related to an independent audit if required.
   - Costs associated with advertising and bidding of a project.

E. Ineligible costs include:
   - Costs not consistent with the approved scope of work and budget
   - Costs for preparation of the grant application
   - Costs for fundraising
   - Costs for public relations, outreach not directly related to project implementation, communications, lobbying or litigation.

F. Control of Property: The property on which the riparian buffer will be installed must be owned by the applicant or the applicant must have the permission of the landowner to install and maintain the proposed riparian forest buffer(s). Permission can be given through: (1) a legal landowner agreement between the property owner and the applicant that allows for the installation and long term monitoring and maintenance of the buffer; (2) an easement over the property for a term of at least 25 years; or (3) a property lease for a term of at least 25 years.

G. All construction must be completed in accordance with all the applicable federal, state and local laws, including but not limited to the Uniform Construction Code (UCC) and the Americans with Disabilities Act.

H. Grantees will be required to demonstrate that the project has secured all necessary planning and permit approvals for the project from the federal, state, and local governments and that the project is in compliance with local regulations.

I. Where public access is provided, the grantee shall insure that no person will be denied access to or use of the site on the basis of race, color, religion, ancestry, income, national origin, age or sex.

J. Recipients of grants, as well as landowners of the project sites, may not remove or destroy the riparian buffers installed as part of the grant-funded project without the prior written approval of the agency awarding the grant.

Section IV – Application Procedures

Applications will be accepted annually via the online grant application portal: https://www.grants.dcnr.state.pa.us/. The annual application period will begin in January and end in mid-April. All grant applications received by the grant period deadline will be inventoried and assigned to DCNR staff for review and funding recommendations.

Section V – Application Evaluation

All applications for financial assistance will be reviewed by DCNR staff to determine eligibility of the proposed project as well as the competitiveness of the proposal. Applications are evaluated on a competitive basis using the following criteria:

- Project Scope
- Applicant Qualifications
- Project Methodology & Outreach
- Project Maintenance & Management
- Project Acreage

Section VII – Procedures for Accessing Funds

Following approval of an application by the Department, a commitment letter will be issued to the applicant explaining the terms and conditions of the grant. A grant agreement will be sent to the grantee shortly after the award is announced. Upon receipt of an executed grant agreement, the grantee can access 50% of awarded funds by submitting a completed Advanced Payment Form or Partial Payment form to the Department. Additional funding will be disbursed to the grantee throughout the project as specific project milestones are met and required paperwork is submitted.

Section VIII – Program Inquiries

Program inquiries should be directed to:

PA Department of Conservation and Natural Resources
Bureau of Recreation and Conservation
Rachel Carson State Office Building
400 Market Street, 5th Floor
Harrisburg, PA 17101-2301
Telephone: (717) 772-3319
Fax (717) 787-9577

RIPARIAN FOREST BUFFER

GENERAL INSTRUCTIONS

On the **Project Questions Tab** within the DCNR GRANT PORTAL application, please describe the proposed project as it relates to the DCNR priorities outlined in the five questions listed below. Ensure that your answers are thorough, concise and detailed. It is strongly recommended that high quality maps, photos and site drawings, as appropriate for your project, be uploaded to your DCNR GRANT PORTAL application, to more fully illustrate and support the information provided in the project narrative questions.

Please note that your application will be rated and ranked based on the responses you provide on your Project Questions, as well as your responses on other sections of the application, including the budget.

PROJECT SCOPE

Provide an overview of your project activities including objectives, proposed schedule, measurable outcomes and any unique environmental or conservation benefits that this project will provide. Please explain if you plan to participate in DCNR's Multifunctional Buffer concept.

- Provide a concise, detailed explanation of the proposed scope of work, including the average width of the buffers, when the project(s) will take place and any needs, issues, and/or urgencies that your project will address.
- Highlight any unique benefits that may be realized as an outcome of this project, in addition to typical benefits that are true of most buffer projects.
- If your scope of work includes multifunctional buffers or other creative or innovative buffer concepts, please explain and detail the needs addressed and benefits likely derived from this buffer concept.

QUALIFICATIONS

Describe your organization's past experience completing similar projects and current capacity to manage the proposed project. Outline the related expertise of key staff who will be engaged in this project. If you plan to involve other partners, please list those partners and their related role and expertise. If you plan to utilize volunteers, please describe their role and any training that you will provide.

- Document your organization and key involved staff members' past experience with similar projects and knowledge of the subject matter related to the scope of work.
- Detail your capacity to manage all aspects of the project, including grant management, partners, and volunteers (if applicable).
- Provide clear details related to the proposed role of partners and the use of volunteers, including their recruitment, training, and project participation.

PROJECT METHODOLOGY & OUTREACH

Include an overview of the key activities and resources required to complete the project and how you will undertake them to achieve objectives outlined in the scope. Explain how you will plan to identify and engage local partners, landowners and other key stakeholders. Discuss your ability to scale back or phase the project in the event of partial funding availability.

- Provide clear and concise details of the activities and resources required to complete the scope of work.
- Explain your methodology for engaging partners, stakeholder and landowners, particularly if you plan to use an innovative outreach approach or prioritize potential buffer sites.
- Clearly detail the roles of the applicant, landowner, and other partners or stakeholders in completing the scope of work.
- Please describe how the project will change if partial funding is granted.

PROJECT MAINTENANCE & MANAGEMENT

Explain your plans for short-term maintenance and monitoring of the buffer (at least 3 years). Include how, when, and by whom the activities will be accomplished, and the resources required to accomplish your proposed maintenance and monitoring plan. Describe what your organization, the local community, or other stakeholders are doing to build capacity and expertise for long term management of buffers.

If you plan to use a particular landowner agreement, please upload the template to this application.

- Detail your plans, previous experience, and required resources related to maintaining and monitoring the buffer in both the short and long term to meet the requirement of 70% survivability.
- Clearly define the roles of the applicant, landowner, and other partners or stakeholders in this post-planting work.
- Explain how you will ensure that the buffer will remain in place, and well-maintained, for at least the 25-year landowner agreement term.
- Clarify if you plan to use the DCNR landowner agreement template or if you will use your own landowner agreement. Please confirm that your proposed landowner agreement includes language requiring a 25-year term of buffer existence and maintenance as well as provisions for site access, defined roles for maintenance, and clear consequences for buffer neglect or removal.

PROJECT ACREAGE

How many acres of riparian forest buffer do you anticipate establishing as part of this grant-funded project? Please separately list your target acreage for "conventional" buffers and "Multifunctional" buffers.

- Provide a well-considered estimate of buffer acres that will result from this proposed project. Note the amount of conventional buffer acres and the amount of multifunctional buffer acres separately.

GRANT ROUND 26

PRT Project Information

Pennsylvania Recreational Trails (PRT) Program

Fact Sheet

The Pennsylvania Recreational Trails (PRT) Program is an assistance program of the U.S. Department of Transportation's Federal Highway Administration (FHWA). FHWA provides funds to states to develop and maintain recreational trails and trail-related facilities for motorized and non-motorized recreational trail uses. The Department of Conservation and Natural Resources (DCNR) has been designated as the state agency responsible for administering this federal program in Pennsylvania.

Annual distribution of PRT Program funds is based on the following requirements:

- 40% for diverse recreational trail use
- 30% for motorized recreation
- 30% for non-motorized recreation

For additional information, please visit the FHWA Recreational Trails Program website at: http://www.fhwa.dot.gov/environment/recreational_trails/.

The 20-member Pennsylvania Trails Advisory Committee provides guidance to the Department regarding the administration of the PRT program. Committee members represent the following user groups: All-Terrain Vehicle Riding, Bicycling, Cross Country Skiing, Four-Wheel Driving, Hiking, Horseback Riding, Mountain Biking, Off-Highway Motorcycling, Persons with Disabilities, Snowmobiling, Trail Advocates, Trail Builders, Trail Planners, Trail Trainers, Trail Walkers, and Water Trail Users.

APPLICATION AND FUNDING CONDITIONS

Projects funded through the PRT Program must implement the recommendations of the Pennsylvania Statewide Comprehensive Outdoor Recreation Plan (2014-2019) and the Pennsylvania Land and Water Trail Network Strategic Plan (2014-2019) to develop a statewide land and water trail network to facilitate recreation, transportation, and healthy lifestyles. All trails and trail-related facilities developed, renovated, or maintained must serve a public purpose and be open to the general public.

Eligible Applicants

Federal and state agencies, local governments, appropriate/authorized organizations, and for-profit enterprises are eligible to apply for funding. For the purposes of this program, appropriate/authorized organizations and for-profit enterprises must be established under Pennsylvania law or must be authorized to do business in Pennsylvania under applicable Pennsylvania law.

Match

Funding assistance is calculated based on the total eligible project cost. The Department may fund up to 80 percent of the total eligible project cost. The minimum match requirement is set at 20 percent of the total eligible project cost. Match can consist of eligible cash and/or non-cash value as approved by the Department. Match may be used only once. If it has been counted as match for another project, it may not be counted again regardless of the funding source.

Eligible Project Categories

A. Maintenance and restoration of existing recreational trails;

B. Development and rehabilitation of trailside and trailhead facilities and trail linkages for recreational trails;

C. Purchase and lease of recreational trail construction and maintenance equipment;

D. Construction of new recreational trails

E. Assessment of trail conditions for accessibility and maintenance:

F. Development and dissemination of publications and operation of educational programs to promote safety and environmental protection (not to exceed 5 percent of the apportionment made to the State for the fiscal year); and

G. Payment of costs to the State incurred in administering the program (not to exceed 7 percent of the apportionment made to the State for the fiscal year).

Ineligible Project Categories

A. Condemnation of any kind of interest in property;

B. Construction of any recreational trail on National Forest System land for any motorized use unless:

   i. the land has been designated for uses other than wilderness by an approved forest land and resource management plan or has been released to uses other than wilderness by an Act of Congress; and

   ii. the construction is otherwise consistent with the management direction in the approved forest land and resource management plan;

C. Construction of any recreational trail on Bureau of Land Management land for any motorized use unless the land

   i. has been designated for uses other than wilderness by an approved Bureau of Land Management resource management plan or has been released to uses other than wilderness by an Act of Congress; and

   ii. the construction is otherwise consistent with the management direction in the approved management plan;

D. Upgrading, expanding, or otherwise facilitating motorized use or access to recreational trails predominantly used by non-motorized recreational trail users and on which, as of May 1, 1991, motorized use was prohibited or had not occurred.

E. Trail feasibility studies or trail planning unless the plan is a relatively small portion of an overall trail project;

F. Projects located on railroad rights-of-way on which the railroad tracks are in place (projects may be located within or along railroad rights-of-way if trail users will not traverse on or between railroad tracks);

G. Improvements to roads and/or bridges intended to be generally accessible by low clearance passenger vehicles (regular passenger cars);

H. Paths or sidewalks along or adjacent to public roads or streets, unless this path or sidewalk is needed to complete a missing link between other recreational trails; or

I. Routine law enforcement.

OTHER REQUIREMENTS

Projects on Federal Land

If applicable, a signed statement by the Federal Agency owning the property that the construction of new trails crossing Federal lands is in compliance with all applicable laws, including the National Environmental Policy Act, the Forest and Rangeland Renewable Resources Planning Act and the Federal Land Policy and Management Act.

If construction of any recreational trail on Bureau of Land Management or National Forest System lands for motorized uses is proposed, a signed statement certifying that the lands have been allocated for uses other than wilderness by the approved agency resources management plan or have been released to uses other than wilderness by an Act of Congress, and such construction is otherwise consistent with the management direction in such approved land and resources management plan.

The Department will not release the fully executed Grant Agreement until the grantee provides a copy of the signed statement.

Projects on Public or Private Lands

Applicants whose project is located on public or private lands not owned by the applicant are required to enter into a separate agreement with the land owner(s) to undertake the project before any work may begin. Applicants whose project is located on private lands must also enter into an easement or other legally binding agreement that ensures public access to the recreational trail before any work on the project may begin.

The Department will not release the fully executed Grant Agreement until the grantee provides a copy of this agreement.

Pennsylvania Historical and Museum Commission (PHMC) Review

Under federal and state law, all projects are subject to review by the State Historic Preservation Officer to determine whether the project affects any historic or archaeological sites in the state. Projects selected for funding will be submitted to the PHMC for review.

The Department will not release the fully executed Grant Agreement until the grantee addresses any potential impacts to historic and archaeological sites and the PHMC issues a clearance letter.

Pennsylvania Natural Diversity Inventory (PNDI) Review

PNDI is the Environmental Review function of the Pennsylvania Natural Heritage Program. It includes an online tool that is set up to help identify impacts to threatened, endangered or rare plants, animals, natural communities, and geologic features throughout Pennsylvania. The four jurisdictional agencies of the Heritage Program review the project to determine if there will be any impacts to species or resources of concern. These agencies are the PA Department of Conservation and Natural Resources (Bureau of Forestry), PA Game Commission, PA Fish & Boat Commission, and US Fish & Wildlife Services.

The Department will not release the fully executed Grant Agreement until the grantee addresses any potential impacts to species or resources of concern and each jurisdictional agency issues a clearance letter, as appropriate.

GRANT ROUND 26

LWCF

Land and Water Conservation Fund (LWCF) Program
Fact Sheet

The LWCF Program is administered nationally by the U.S Department of the Interior's National Park Service. Annual appropriations of federal funds are made to the states to provide 50% matching grants for general public outdoor park, recreation and conservation projects. DCNR currently uses its LWCF appropriations for grants to political subdivisions. The Department will determine which grant projects will be funded through this funding source.

Projects funded through the LWCF Program must be identified in or further a specific goal of the (2014-2019) Statewide Comprehensive Outdoor Recreation Plan – "Natural Connections".

Eligible Applicants – Only political subdivisions (municipalities and municipal agencies), counties, state agencies and school districts are eligible to receive LWCF funding. [Non-profit organizations are **not** eligible applicants.]

Eligible Project Types – LWCF funding may be used for land acquisition or development. If your project is selected as a candidate for LWCF funding, grant approval will be delayed due to additional review and approval by the National Park Service.

1. **Land Acquisition** – Grants may be for the acquisition of public municipal park, recreation, conservation and open space lands, as well as for acquisition of natural and scenic resources, such as streams, floodplains, steep slopes, wetlands, forest lands, water resources, watersheds and botanical sites.

    - Grants issued using federal Land and Water Conservation Funds require a "complete narrative report" done by a **state certified General Real Estate Appraiser** in accordance with the **Uniform Appraisal Standards for *Federal Land Acquisition.*** See the following link for appraisal standards - http://www.docs.dcnr.pa.gov/cs/groups/public/documents/document/d_001269.pdf

2. **Development** – Grants may be for any public outdoor recreation project. An eligible project such as a large scale recreation complex may include: swimming pools, tot lots, playfields and paved courts, as well as the installation of utilities, park roads, landscaping, comfort stations and other support facilities related to the outdoor use of the project site. The applicant must own the site.

A Good LWCF project is –

1. A previously funded LWCF site.
2. A land acquisition or single-site development project with a total project cost of $400,000 or more.
3. One with no environmental/historical/archeological issues.

4. Sites to be developed or acquired for public outdoor park and recreation must be maintained in public recreation in perpetuity.
5. One where the grantee can accept financial reimbursement after the project is completed.
6. One where the applicant is not required to start the project immediately as there is additional time and paperwork involved.
7. One where applicants have demonstrated good grant administrative capacity.
8. One where the applicant can provide a 50% or greater CASH match.

Refer to the following web-link for documents which should be helpful in developing your Grant Application:

Development Eligible and Ineligible Grant Project Activities/Costs/Match

Acquisition Eligible and Ineligible Grant Project Activities/Costs/Match