**Department of Conservation and Natural Resources (DCNR)**
**Bureau of Recreation and Conservation (BRC)**

**Community Conservation Partnerships Program (C2P2)**
# FREQUENTLY ASKED QUESTIONS (FAQ)

**Fiscal Year 2024-2025 Grant Cycle Applications**

**Grant Application Period:  January 16, 2024 – April 3, 2024**

The Department of Conservation and Natural Resources (DCNR) Bureau of Recreation and Conservation (BRC) assists local governments and recreation and conservation organizations with funding for projects related to parks, trails, recreation, and conservation.  Applications for DCNR Community Conservation Partnerships Program (C2P2) grants are accepted once a year, typically during the spring.  Visit the DCNR website for additional information on the Community Conservation Partnerships Program.

This document includes answers to frequently asked questions about the grant program.  The Bureau has a Central Office in Harrisburg and Regional Offices located throughout the state.  Regional Advisors are available to provide general technical assistance on park, trail, recreation, and conservation issues.

Prior to beginning a grant application, contact the Regional Advisor assigned to the area in which the project is located to assist with developing an eligible and competitive application.  Review the Regional Staff Assignment Map for contact information for the appropriate Regional Advisor.


## General Program Questions

1. **How does an applicant submit a grant application?**

   Visit the DCNR website and click on the "apply for a DCNR grant opportunity" link on the right side of the page.  Call the DCNR Grants Customer Service Center at 1-800-326-7734 with any questions.

2. **When should an applicant contact a BRC Regional Advisor?**

   All potential applicants should contact the BRC Regional Advisor assigned to the area in which the project is located several months prior to submitting an application.  Regional Advisors will often meet with an applicant at the project site to discuss the project and assist with developing an eligible and competitive application.  Contact the Regional Advisor as early as possible because their availability becomes limited as the grant application submission deadline approaches.  Review the Regional Staff Assignment Map for contact information for the appropriate Regional Advisor.

3. **Who is an eligible applicant?**

   Municipalities, municipal agencies, pre-qualified land trusts and appropriate/authorized organizations are eligible applicants.

Municipalities are eligible for most grant program funding sources; however, there are limited funding sources for private, non-profit organizations, with the exception of pre-qualified land trusts. Some for-profit enterprises may be eligible for funding through the Pennsylvania Recreational Trails (PRT) Program and the Snowmobile Grant and the All-Terrain Vehicle Grant programs.

Appropriate/Authorized organizations must be both tax-exempt under Section 501(c)(3) of the Internal Revenue Code of 1986 and registered with the PA Department of State, Bureau of Charitable Organizations.  Visit the Department of State website to register the organization or verify registration.  EXCEPTION:  This is not required for applicants applying for Pennsylvania Recreational Trails (PRT), Snowmobile Management Restricted Account, and/or All-Terrain Vehicle Management Restricted Account funding.

4. **How does an applicant obtain an SAP Vendor Number and Unique Entity Identifier (UEI)?**

The **SAP Vendor Number** is a unique number assigned to the applicant as a vendor that receives payments from the Commonwealth of Pennsylvania under a contract (i.e. municipalities, authorized organizations, land trusts, etc.).  To receive the SAP Number, visit the Commonwealth of Pennsylvania Vendor Registration website and register as a Non-Procurement Vendor.  Call the Vendor Data Management Unit at 717-346-2676 (Harrisburg area) or 1-877-435-7363 (toll free) with questions about the SAP Number.  The SAP Number should be obtained at least one month prior to applying for a grant.

Entities doing business with the federal government will use a **Unique Entity Identifier (UEI)** created in SAM.gov. They will no longer have to go to a third-party website to obtain their identifier. This transition allows the government to streamline the entity identification and validation process, making it easier and less burdensome for entities to do business with the federal government. We advise you to acquire a UEI number one month prior to applying for a grant.

5. **Must the applicant own or control the project site at the time of application?**

For all development projects, master site development plans, and certain types of other planning projects, the applicant must own or control the property that will be developed, rehabilitated or planned, at the time of application.  If awarded a grant, the grantee will be required to certify ownership or control of the property or facility.  Refer to the BRC Ownership and Control Policy for additional information.  Contact the appropriate Regional Advisor to discuss ownership and control requirements prior to application.

6. **Does this grant program require a Match?**

**YES.**  Most DCNR grants require a 50% ($1 for $1) match of eligible cash, non-cash value, or a combination of both.  The following programs have lower match requirements:  Small Community Program, Partnerships, Community & Watershed Forestry, PA Recreational Trails (PRT) Program, and Snowmobile and All-Terrain Vehicle Grant Program. Contact the appropriate Regional Advisor to discuss match requirements and eligibility prior to application.

7. **When must the required project Match be secure?**

Match should be available and/or committed at the time of application.  The grant application should include a list of match by source and amount.  For non-cash value match, a letter of commitment confirming the source, value, and availability should be provided with the application.  Match that is pending at the time of application must be secure before a grant can be awarded.  If match is not secure at the time of final funding decisions, the project will be considered Not Ready-to-Go.  If the

match source is a pending application for funding from another state agency (i.e. PennDOT, DCED, etc.), it will be considered unsecured match until awarded.

8. **Is Non-Cash Match an eligible source of Match?**

   **YES.** Non-Cash Match is an acceptable source of match.  Eligibility varies depending on project type.  Refer to the following policies for project specific details about match requirements:
   - Acquisition Eligible and Ineligible Project Activities / Costs Policy
   - Development Eligible and Ineligible Project Activities / Costs Policy
   - Partnerships Eligible and Ineligible Project Activities / Costs Policy
   - Planning Eligible and Ineligible Project Activities / Costs Policy
   - Community & Watershed Forestry Eligible and Ineligible Project Activities / Costs Policy

9. **If awarded a grant, can the grantee be reimbursed for project tasks or costs already completed and/or incurred?**

   **NO.**  Generally, grants are awarded to assist with projects undertaken <u>after</u> the grant award and within the DCNR Grant Agreement period.  Grant funds may not be applied to project costs incurred before the DCNR Grant Agreement beginning date.  In special situations, primarily with Land Acquisition projects, BRC may permit grant funds to be applied to project costs incurred <u>before</u> the DCNR Grant Agreement beginning date.  Costs incurred to prepare a DCNR grant application are generally ineligible.  If a grant is awarded, costs may be reviewed for reimbursement and/or match eligibility at the Bureau's discretion.  Contact the appropriate Regional Advisor prior to application or incurring any project costs.

10. **Are there grant funding limits?**

    Although there is no established maximum funding limit, some programs may have soft funding caps due to budgetary constraints.  Contact the appropriate Regional Advisor prior to application for guidance on developing a reasonable grant request.

11. **How long does it take to receive notification regarding a grant award?**

    DCNR receives approximately 500 grant applications in a funding cycle. The review, recommendation, and approval process is extensive and thorough and generally takes 6-8 months from the end of the open application period.  During that time, the Commonwealth Budget and the DCNR Grant Funding Allocation are refined and finalized.  Once the review process is completed and allocation is secured, grant applicants will be notified.  Grant awards are typically announced in the fall of the grant application year but may take additional time.

12. **What are the standard Grant Agreement Terms & Conditions?**

    There are standard Grant Agreement Terms & Conditions that apply to all funded projects.  Additional Terms & Conditions may be applicable depending on the specific funding source used to finance the project.

13. **How and when will the grantee receive the grant funds?**

    If selected for funding and upon execution of the DCNR Grant Agreement, grantees are eligible and encouraged to request a 50% partial grant payment via the DCNR Grants Portal. Projects funded through the Pennsylvania Recreational Trails Program are limited to a 10% partial payment.  Upon

DCNR approval of the payment request, grantees can generally expect to receive payment in 4-6 weeks.

Per a new Management Directive, Commonwealth grant payments must now be paid via ACH/electronic funds transfer.  Grantees must register their organization's bank account information with the Commonwealth in order to avoid possible delays in receiving grant payments.

14. **Once a project is completed, may the grantee lease the property to another organization to operate and maintain the facility?**

    *NO.*  The grantee may not lease the property to another organization.  However, the grantee may enter into an operations and maintenance agreement with an organization to operate and maintain the facility.  The property and facilities must remain open to the public.


# Specific Project Type Questions

## Development Projects:

1. **Can development and/or rehabilitation of multiple parks/recreation facilities be funded under a single grant application?**

   *NO.*  An application for development and/or rehabilitation is limited to a single park/recreation facility.

2. **What type of applicant qualifies for a Small Community (SC) Program development grant?**

   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 under the Small Community Program.  Grants are available for the rehabilitation and/or new development of basic outdoor recreation and park facilities.  These facilities must comply with current safety and ADA design standards and provide a high level of recreational value.  Municipalities with large and complex projects should apply for a Park Rehabilitation and Development (PRD) grant provided by DCNR.  Refer to the BRC Small Community Program Policy for more information.

3. **If an applicant qualifies as a Small Community (population of 5,000 or less), are they only eligible to apply for a Small Community (SC) Program development grant?**

   *NO.*  Municipal applicants that meet the population requirements of a Small Community are not limited to applying for grants only through the SC Program.  The decision to apply for funding through the SC Program should be based on project scope of work and the total project cost.  Municipal applicants may not seek funding for the same site, in the same funding cycle, as both a SC Program project and a Community Park Rehabilitation and Development (PRD) project.  Contact the appropriate Regional Advisor prior to application for additional guidance.

4. **What type of project can be successfully implemented under the restrictions of the Small Community (SC) Program?**

   Rehabilitation and/or new development of basic outdoor recreation and park facilities are most successful.  Eligible municipalities may request a minimum of $60,000 and a maximum of $100,000 in grant funds.  Because the maximum grant award for a Small Community (SC) Program project is

limited to $100,000, a narrow scope of work at a small to medium site is appropriate. Projects that require extensive engineering, excavation, and/or contracted labor often exceed the availability of funding.

- The funding legislation requires the separation of costs for Professional Service Fees, Materials/Equipment, and Labor.
- $10,000 of the grant award is earmarked for Professional Service Fees only and does not require a match. This $10,000 cannot be used for Construction Costs (Materials, Equipment, or Labor). The unused balance will be returned to DCNR and disencumbered from the Grant Agreement.
- At least $20,000 of the grant award must be used for Materials and/or Equipment Costs and does not require a match.

5. **Does an applicant need to complete a planning grant for the project site before applying for development funding?**

Completion of a Master Site Development Plan prior to development is highly recommended but not required.

For development of Swimming Pool Complexes and Indoor Recreation Facilities, a Feasibility Study is required before development funding will be awarded. BRC Feasibility Study Guidelines should be utilized. Contact the appropriate Regional Advisor prior to application for additional guidance.

6. **Does an applicant need to submit a Site Development Drawing (SDD) with a development grant application?**

*YES*. The application must include a Site Development Drawing (SDD) prepared by a licensed design professional (Architect, Landscape Architect, Engineer). The SDD does not need to be signed and sealed for the application. The SDD should include the applicable elements outlined on the BRC Park Site Development Drawing (SDD) Checklist. Specifically, metes and bounds, existing conditions and proposed new construction should be clearly defined.

*An aerial view of the project site from mapping programs such as Google, Bing or MapQuest is not acceptable as a site development drawing.*

7. **How does an applicant develop a realistic detailed budget for a development grant application?**

Consult a design professional such as an architect, landscape architect, or engineer and a recreation/conservation practitioner to develop a realistic and detailed budget for your project. The budget must provide costs for all elements of the project including cash costs (development costs and professional service fees) and non-cash values (in-kind/in-house services, equipment use, volunteers, and donated goods and/or services).

Refer to the BRC Development – Eligible and Ineligible Grant Project Activities/Costs/Match Policy for additional guidance. Contact the appropriate Regional Advisor prior to application for additional guidance.

Consider the following when developing a project budget:
- Development Costs – Materials
  - All scope of work elements as discussed in the grant application and shown on the site development drawing (SDD)

- - o Purchases from cooperative purchasing programs such as COSTARS or U.S. Communities
  - Development Costs – Labor
    - o All scope of work elements as discussed in the grant application and shown on the site development drawing (SDD)
    - o Assume PA Prevailing Wage Rates will apply for all contracted labor (Davis-Bacon Wage Rates may apply if federal funding is part of the project)
  - Elements for compliance with the 2010 ADA Standards (i.e. parking, accessible routes, etc.)
  - Professional Services (design, engineering, permits, etc.)

8. **Is a licensed design professional required to provide design services for development projects that are awarded funding?**

   *YES.* BRC requires that all construction drawings and specifications be under the seal of a licensed professional who is authorized by Pennsylvania law to apply the seal. Depending on the nature of the project, the professional could be a landscape architect, architect, or engineer. Refer to the BRC Design Consultant Selection guidelines for additional information. The design professional will provide cost estimates, secure permits, and develop the site development drawing, construction drawings and technical specifications needed to advertise, bid and complete construction. Professional services fees are eligible expenditures for reimbursement and generally limited to 20% of the total eligible construction costs.

9. **What development project costs (cash or non-cash values) are considered ineligible for grant funding or reimbursement?**

   The BRC Development – Eligible and Ineligible Grant Project Activities/Costs/Match Policy provides general guidance. Grant funds are intended to be used for construction of permanent park and recreation facilities. Contact the appropriate Regional Advisor prior to application for additional guidance.

   Ineligible development costs may include but are not limited to:
   - Demolition of existing site elements (Site preparation is not demolition)
   - Temporary and/or portable items that are not permanently attached to the site:
     - o Tools, portable equipment, and/or supplies, etc.
     - o Tables, chairs, temporary outfield fencing, etc.

10. **What non-cash value can be claimed for Volunteer Labor?**

    Volunteer labor consists of non-skilled labor that is not paid for by the grantee. Labor must be directly related to the performance of work, tied all or in part, to the BRC approved project scope of work. BRC accepts different hourly rates for adults, youth under the age of 18, and prison labor. Volunteer labor rates must be pre-approved by the BRC project manager.

    Volunteer labor performed by adults is valued at the Independent Sector Volunteer Rate for Pennsylvania at the time the work is performed.

    Volunteer labor performed by individuals under the age of 18 and prisoners is valued at the Pennsylvania minimum wage rate at the time the work is performed.

11. **How does an applicant propose Non-Cash value in the application and, if funded, track Non-Cash values for eligible match?**

Application Submission:
- Include all proposed non-cash values in your detailed budget (in-kind/in-house services, equipment use, volunteers, and donated goods and/or services).
- Provide commitment letters to verify the proposed non-cash match.

Grant Management:
- BRC will provide a template for tracking non-cash values that will be periodically reviewed by the BRC project manager throughout the life of the project.
- Upon project completion, grantees will be required to submit all actual non-cash match values and supporting documentation for BRC review and approval.

### 12. Does the Development project need to be ADA accessible?

**YES.**  Facilities developed or rehabilitated with grant assistance must comply with the Architectural Barriers Act of 1968; Section 504 of the Rehabilitation Act of 1973, as amended; the Americans with Disabilities Act of 1990, as amended; and the 2010 ADA Standards for Accessible Design (2010 Standards).  This includes accessible parking areas and accessible routes linking the parking area to all elements of the project scope of work.

Additional information about the 2010 Standards is available on the U.S. Department of Justice website.  Technical assistance can be provided by BRC or the United States Access Board.

### 13. Are grantees required to use PA Prevailing Wage Rates for contracted labor?

**YES.**  Construction projects (construction, reconstruction, alteration and/or repair work other than maintenance work) where the total cost of all material purchases and contracted labor is in excess of $25,000 require PA prevailing wages under the PA Prevailing Wage Act (PWA).  Prevailing wage is not required for in-house, volunteer or donated labor; material suppliers and/or their employees who do not perform services at the job site.

The grantee has the responsibility of obtaining PA prevailing wage rates from the PA Department of Labor & Industry for a project.  Visit the PA Department of Labor and Industry website for additional information.  Contact the Department of Labor and Industry Bureau of Labor Law Compliance at 717-705-7256 with questions about the PWA and/or if you would like assistance in determining if the PWA applies to the project.

If federal funds are used for any part of the project and the total cost of all material purchases and contracted labor is in excess of $25,000, compliance with Davis-Bacon Federal Wage Rates may be required.  Visit the U.S. Department of Labor website for additional information.

In all cases, the appropriate wage rates must be incorporated into the specifications and the bidding documents prior to advertising.

### 14. Are grantees required to follow competitive bidding requirements?

**YES.**  Grantees are responsible for following the competitive bidding and purchasing requirements that apply to their organization.  These vary based on the type of organization. Grantees not familiar with the applicable bidding/purchasing requirements should consult with their solicitor/attorney.

The Department of Labor and Industry annually publishes competitive bidding requirements for political subdivisions and other entities where law requires open and competitive bidding.  The base

amounts triggering the requirement for public bids, telephonic bids, separate bids, or both are published annually in the [Pennsylvania Bulletin](#).

For non-profit and for-profit organizations not covered by competitive bidding and purchasing laws, requirements are outlined in the BRC [Competitive Bidding/Purchasing Policy](#).

**15. Can materials and/or equipment be purchased from a cooperative purchasing program?**

*YES.* The Pennsylvania Procurement Code and other cooperative purchasing statutes allow political subdivisions, public authorities, nonprofit organizations and other entities that expend public funds to participate in Cooperative Purchasing Programs to purchase equipment, materials and ancillary services under competitively solicited contracts. Cooperatives typically charge a small fee or no fee to join and may operate locally, statewide, or nationwide.

Grantees may purchase recreational equipment, materials, and ancillary services from Cooperative Purchasing Programs such as COSTARS, Keystone Purchasing Network (KPN), OMNIA Partners, National Cooperative Purchasing Alliance (NCPA), and PA Correctional Industries (PCI). DCNR bond requirements and the provisions of the PA Prevailing Wage Act and/or the Davis-Bacon Act are applicable to all contracts.

Grantees should consult with their solicitor/attorney for further guidance on procurement requirements and eligibility. Purchasing plans must be reviewed and approved by the Grantee solicitor/attorney and the BRC project manager.

# Land Acquisition Projects:

**1. What types of land acquisition projects are eligible for grant funding?**

DNCR provides grants up to 50% of the land/easement value and related acquisition project expenses to assist in the "fee simple" purchase of land or to purchase perpetual conservation easements. "Fee simple" means that there is unconditional, absolute and full ownership of the property. DCNR also provides grants for the purchase of less than absolute ownership of the property, such as a conservation easement. The Bureau must review and approve draft deeds and draft easement agreements prior to settlement.

**2. How many appraisals are required for Land Acquisition projects and what does the Bureau consider as an acceptable appraisal?**

One appraisal, compliant with DCNR's Appraisal Policy, must be submitted with the grant application. If you are awarded a grant, you will be required to submit a technical review of the appraisal. In certain circumstances a second appraisal may be required, refer to the link below for more information. Appraisals must be prepared by a **state certified General Real Estate Appraiser** in accordance with current professional standards and practices, referred to as Uniform Standards of Professional Appraisal Practice or the Uniform Appraisal Standards for Federal Land Acquisitions. Appraisals must be ordered by and prepared for the applicant and comply with the BRC [Requirements for Property Appraisals Policy](#) and appraisal standards.

**3. Do I need a Title Report and Title Insurance Policy?**

*YES.* Prior to DCNR approval to proceed to settlement, DCNR must receive a copy of the Title Commitment report and may require copies of items listed on the Schedule BII (exceptions to the

title commitment).  As a requirement to receive final payment, the grantee must provide DCNR with the final <u>Title Insurance Policy</u>.  Refer to the BRC <u>Requirements for Boundary Surveys and Title Work Policy</u> for more information.

4.  **Can a grant be used to purchase farmland?**

    *YES*.  Farmland can only be acquired with DCNR grant funds if the farming activity is terminated and the land is converted to a public recreation or open space use.  Incidental farmland may be included in a conservation easement on a case-by-case basis subject to DCNR approval.  In some cases, *prime* farmland cannot be converted to nonagricultural use, in accordance with Executive Order 2003-2, Agricultural Land Preservation Policy.

5.  **Does land acquired with DCNR grant funds need to be open to the public?**

    Lands acquired with DCNR grant funds are almost all open for public use.  Reasonable restrictions may be approved by the Bureau, for example, some Conservation Easements may have restricted public access if the critical habitat need can be justified.

## Planning Projects:

1.  **Does the Bureau have sample scope of work guidelines for different planning project types?**

    *YES*.  BRC developed <u>Sample Scope of Work Guidelines</u> for several planning project types.  These guidelines should be provided to a consultant to provide you with a realistic cost estimate for your grant application.  Contact the appropriate Regional Advisor prior to application for additional guidance.

2.  **Can preparation of Master Site Development Plans and/or Feasibility Studies for multiple parks/recreation facilities be funded under a single grant application?**

    *NO.*  An application for a master site development plan and/or feasibility study is limited to a single park/recreation facility.

3.  **What is the best way to estimate the cost of a planning project?**

    Contact the appropriate Regional Advisor prior to application to determine the appropriate planning project type.  Reference the appropriate BRC <u>Sample Scope of Work Guidelines</u> to develop a scope of work that addresses the needs of the community.  Send the project-specific scope of work to a minimum of two consultants that have experience doing the type of tasks identified.  Request each consultant provide an itemized cost for each of the scope of work items.  Average the total estimated cost from the consultants to determine a total project cost for the application.

    For projects that do not follow the Bureau scope of work guidelines, develop a list of planning tasks and identify what entity will accomplish each task.  Some tasks may require hiring a consultant while others may be done in-house by a qualified professional.

    For Master Site Development Plan applications, include costs within the detailed budget for a site survey if metes and bounds have not yet been defined for the site.

4.  **Do grantees have to go through a Bureau-approved Request for Proposal (RFP) process to hire a consultant?**

*YES.* If awarded a grant, BRC requires that the applicant select a consultant through a competitive Request for Proposals (RFP) process. The grantee must prepare the RFP for BRC review and approval before the grantee seeks a consultant. BRC requires that copies of the approved RFP be sent to at least five (5) consultants. The consultant selected through an RFP process does not have to be the one submitting the lowest cost proposal. However, the selected proposal must be cost-effective and responsive to the community and project needs.

The RFP outlines a detailed Project Scope of Work and related requirements so that all consulting firms are competing on the same basis and 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 RFP provides structure to the consultant selection process to ensure that the project work is well understood, work requirements and contracting details are not overlooked, and the most cost-effective professional services contract is achieved.

Upon written request and at its sole discretion, BRC may waive the required RFP process on a case-by-case basis provided certain conditions are met. Refer to the BRC Competitive Bidding/Purchasing Policy for additional information.

5. **Does an applicant need to complete a planning grant for the project site before applying for development funding?**

   Completion of a Master Site Development Plan prior to development is highly recommended but not required.

   For development of Swimming Pool Complexes and Indoor Recreation Facilities, a Feasibility Study is required before development funding will be awarded. BRC Feasibility Study Guidelines should be utilized. Contact the appropriate Regional Advisor prior to application for additional guidance.


## Partnerships Projects:

1. **How do I know if I should apply as a Partnerships Project?**

   Will your project be implemented over a statewide or regional landscape? If the answer is "yes" or "maybe," then Partnerships may be a good fit for you. When in doubt, contact your Regional Advisor for guidance.

2. **Can we include a variety of project activities in <u>one</u> Partnerships grant application?**

   *YES.* You can integrate a variety of project activities into one application from any or all of the Partnerships project types: convening, education, and technical assistance; special purpose planning projects; implementation projects; or mini-grant projects. Refer to the Partnerships Projects guidance document for more information.

3. **My organization is seeking funds to support a wide variety of activities and initiatives. How can we best communicate the importance of our multiple programs?**

   The application process allows you to build a work plan that presents multiple initiatives in priority order.

4. **My grant application has over a dozen priorities listed. Is this acceptable?**

   *NO.* There is a limit of six priorities that a single application can contain.

# Community & Watershed Forestry Projects:

1. **How do I know if I should apply as a Community & Watershed Forestry Project?**

   Applicants seeking funding to install riparian forest buffers, convert land presently maintained as lawn to a meadow, or plant trees should apply as a Community & Watershed Forestry project. Projects that include these forestry practices in addition to other significant elements such as recreation amenities, stream restorations, pedestrian pathways etc. should apply as a development project within the Rivers Conservation Program.

2. **Where can I find additional information about Community & Watershed Forestry projects?**

   Refer to the [Community & Watershed Forestry FAQ](#) document for more detailed questions.

# Rivers Projects:

1. **How do I apply for a Rivers Conservation Program grant?**

   Within DCNR Grants select the appropriate grant opportunity that meets your needs (Land Acquisition, Development, Planning or Partnerships). Within the application, you will be asked the question, "Is a significant portion of the proposed scope of work dedicated to river recreation or river conservation activities? For example: projects that implement river conservation plan recommendations, enhance water trails, expand public access to aquatic resources, or increase awareness of Pennsylvania's river systems?" If you select "yes" your application will be categorized as a Rivers Conservation Program project.

2. **Does our project have to be located within river segment(s) or watershed(s) listed on the PA Rivers Registry to qualify for funding under the Rivers Conservation Program?**

   *NO.* Any water resource-related project can be considered for rivers funding. However, priority is given for projects that are recommended in a Rivers Conservation Plan listed on the PA Rivers Registry.

3. **How can we find out if our project is in a Rivers Conservation Plan, and if so, which Plan?**

   A [map and list of plans on the PA Rivers Registry](#) can be found on the DCNR website. Contact the appropriate Regional Advisor for additional assistance prior to application.

4. **If I would like to install a riparian forest buffer, should I apply as a Rivers Conservation Program project?**

   Applicants proposing only a riparian forest buffer should apply under the Community & Watershed Forestry grant opportunity; not the Rivers Conservation Program. Application proposals that include a riparian forest buffer and other recreation or conservation project elements (nature play area,

pedestrian pathway, stream restoration, etc.) should apply as a Rivers Conservation Program project.

## Trail Projects:

1. **How do I know if my project is considered a "trail project"?**

   Trail projects include the acquisition, planning, development, rehabilitation, or maintenance of designated routes on land or water for motorized and non-motorized recreational activities.  This includes the purchase of equipment for trail construction or maintenance.  A project that has at least 75% of its total project cost related to trail activities and/or trailside facilities will be classified as a "trail project."  However, projects that involve the planning or development of internal walkways contained within a park would not be considered Trail projects.

2. **Is my project associated with a trail gap identified in the Statewide PA Outdoor Recreation Plan?**

   Applicants will be asked if their project helps close an identified trail gap.  The Priority Trail Gaps map is available on the DCNR website.

3. **What designation is my trail?**

   Applicants will be asked to identify the type of trail their project is associated with, based on the following designations:
   - *Statewide Major Greenway* – Corridors that are 50 miles or more, cross at least 2 counties and are identified in at least one official planning document.  The Pennsylvania Major Greenway/Trail Corridors map is available on the DCNR website.
   - *Spur of a Statewide Major Greenway* – Corridors that connect a community, park, school, etc. to a Statewide Major Greenway.
   - *Significant Regional Greenway* – Corridors that are between 10 and 49 miles and/or connect several communities.
   - *Local Connector Trails* – Trails that connect communities and/or connect to parks, schools, residential developments, etc. but do not meet the definition of a Significant Regional Greenway.

4. **Is a Trail Development Drawing required with a grant application for Trail Development projects?**

   *YES.*  Trail Development applications should include a trail development drawing that in most cases was prepared by a licensed design professional.  A Trail Development Drawing Checklist will be provided to the applicant when completing a Trail Development grant application.

5. **Where do we get information for trail standards?**

   DCNR's Bureau of Recreation and Conservation has several publications to assist with the development of trails.  Publications include:
   - Pennsylvania Trail Design & Development Principles
   - Trails for All People, Guidance for Accessibility and Inclusive Design
   - Pennsylvania Trail Design Manual for Off-Highway Recreational Vehicles
   - Trail & Path Planning Guide for Municipalities

- U.S. Dept. of Agriculture- Forest Service manual [Standard Specifications for Construction and Maintenance of Trails](#)
- [American Association of State Highway and Transportation Organizations (AASHTO) trail guidelines and other resources](#)
- [American Trails](#) provides a clearinghouse of trail information on their website.

# All-Terrain Vehicle (ATV) and/or Snowmobile Projects:

1. **What types of projects are eligible for ATV and/or Snowmobile grant funding?**

   Eligible projects include land acquisition, planning, development, rehabilitation/maintenance of designated routes on land for motorized recreation activities.  This includes the purchase of equipment for trail construction or maintenance and the development of educational materials and programs.

2. **Who are eligible applicants for ATV and/or Snowmobile grants?**

   Municipalities, Nonprofit organizations and For-profit organizations are eligible applicants.

3. **How will the funds be split between Snowmobile and ATV projects?**

   Funding for Snowmobile and ATV projects is through the ATV Management Restricted Account and the Snowmobile Management Restricted Account.  The legislation (Act 97 of 2016) requires that funds from each restricted account can only be used for that project type.

4. **What if my project is a joint-use trail project?**

   Joint-use trail projects can be considered for both types of funding.  Therefore, if a project is for a trail that is for both Snowmobile and ATV use, then funding from either restricted account could be used.

5. **Why is there no match required for the Snowmobile and ATV grants?**

   The Snowmobile and ATV legislation (Act 97 or 2016) does not require a match for grants using these specific funds.  However, DCNR does encourage applicants to provide some match, if possible.  Projects that provide match funding will be given additional consideration.

6. **Are there grant funding limits?**

   Although there is no established maximum funding limit for projects, the available funding is dependent upon the funds available in each Management Restricted Account.  Please contact your Regional Advisor for advice on developing a reasonable grant request.