



Bureau of Recreation and Conservation

2024 Community Conservation Partnerships Program

Grant Round 30

Application Materials, Policies and Forms

**Department of Conservation and Natural Resources (DCNR)
Bureau of Recreation and Conservation (BRC)
Community Conservation Partnerships Program (C2P2)**

GRANT PROGRAM REQUIREMENTS AND GUIDELINES

Fiscal Year 2024-2025 Grant Cycle Applications

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

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. Visit the [BRC webpage](#) for more information on C2P2 grants and current contacts. Visit the [DCNR Grants webpage](#) to explore and apply for various grant opportunities.

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 BRC 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
Harrisburg, PA 17105-8475

BUREAU OF RECREATION AND CONSERVATION

January 16, 2024

Dear Recreation and Conservation Partner,

The Department of Conservation and Natural Resources (DCNR) is accepting applications for the 2024 [Community Conservation Partnerships Program](#) competitive grant round. The open application period is January 16 - April 3, 2024.

The DCNR Bureau of Recreation and Conservation (BRC) builds connections between people and the outdoors through recreation, conservation, and partnership projects throughout Pennsylvania. BRC provides grants and technical assistance to local governments and partner organizations for projects related to recreation, parks, trails, open space, rivers, watershed forestry, environmental education, heritage areas, and conservation landscapes.

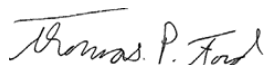
Applications should support the priorities, recommendations, and actions outlined in the [Pennsylvania Statewide Comprehensive Outdoor Recreation Plan \(2020-2024\)](#) and the following program-specific priorities:

- **Community Parks & Recreation:** Rehabilitating existing parks and recreation facilities and improving equity in access.
- **Land Conservation & Stewardship:** Conserving and protecting critical habitat, climate resilient lands, forested watersheds, wetlands, and riparian corridors and/or creating critical connections between public or conservation lands.
- **Trails:** Closing identified Priority Trail Gaps and implementing the [Pennsylvania Land and Water Trail Network Strategic Plan \(2020-2024\)](#).
- **Rivers & Watershed Forestry:** Enhancing public access to waterways and/or improving waterways and watersheds through community tree planting and riparian forest buffers.

Before starting a grant application, contact the [BRC Regional Advisor](#) assigned to the region in which the project is located to assist in developing a competitive grant application. Visit the [DCNR Grants](#) webpage to explore and apply for various grant opportunities.

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

Sincerely,



Thomas P. Ford
Director
Bureau of Recreation and Conservation

NOTE TO ALL APPLICANTS

1. Review the General Program Requirements and Guidelines outlined in this document and the [Grant Terms and Conditions](#) with the solicitor/attorney prior to application. If selected for funding, the Grant Terms and Conditions will become part of the Grant Agreement and are non-negotiable. The Grant Agreement Signature Page included in the application will also become the Signature Page for the Grant Agreement.
2. Review the information specific to the project type for which you are seeking grant funds:
 - [Land Acquisition](#)
 - [Park & Recreation Development](#)
 - [Park, Recreation and Conservation Planning](#)
 - [Trails \(Motorized & Non-Motorized\)](#)
 - [All-Terrain Vehicle \(ATV\) and Snowmobile](#)
 - [Community & Watershed Forestry](#)
 - [Partnerships](#)

Information about federal programs administered by the Bureau:

- [Land and Water Conservation Fund \(LWCF\) Program Fact Sheet](#)
- [National Land and Water Conservation Fund Outdoor Recreation Legacy Partnership \(ORLP\) Program](#)
- [Pennsylvania Recreational Trails \(PRT\) 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 six BRC 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, resources and buffers;
- 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, improve physical and mental health 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.

Bureau Priorities

In 2024, the DCNR grant program will focus on supporting community recreation and conservation infrastructure projects that implement the Actions identified in *Recreation For All*, the [2020-2024 Pennsylvania Outdoor Recreation Plan](#) and/or the [2020-2024 Pennsylvania Land and Water Trail Network Strategic Plan](#).

Program-specific priorities for grant funding include:

- **Community Parks & Recreation:** Rehabilitating existing parks and recreation facilities and improving equity in access.
- **Land Conservation & Stewardship:** Conserving and protecting critical habitat, climate resilient lands, forested watersheds, wetlands, and riparian corridors and/or creating critical connections between public or conservation lands.
- **Trails:** Closing identified Priority Trail Gaps and implementing the [Pennsylvania Land and Water Trail Network Strategic Plan \(2020-2024\)](#).
- **Rivers & Watershed Forestry:** Enhancing public access to waterways and/or improving waterways and watersheds through community tree planting and riparian forest buffers.

TABLE 1
APPLICANT ELIGIBILITY FOR AVAILABLE FUNDING SOURCES

This table illustrates the applicant eligibility for available funding sources.

	<i>State Funding Sources</i>						<i>Federal Funding Sources</i>		
	Keystone Fund (Community Recreation)	Keystone Fund (Land Trust)	Keystone Fund (Rivers Conservation)	Environmental Stewardship Fund (GG1)	Snowmobile & ATV Restricted Accounts	Heritage Area Fund	Land & Water Conservation Fund (LWCF)	PA Recreational Trails (PRT) Fund	Highlands Conservation Act (HCA)
Municipality	Y	N	Y	Y	Y	Y**	Y	Y	Y
Municipal Agency/Authority	Y	N	Y	Y	Y	Y**	N	Y	N
Conservation District	Y	N	Y	Y	Y	Y**	N	Y	N
Land Trust	N	Y	Y	Y	Y	Y**	N	Y	N
School District	N	N	Y	Y	Y	Y**	Y	Y	N
College/University	N	N	Y	Y	Y	Y**	N	Y	N
Non-Profit Organization	N	N	Y	Y	Y	Y**	N	Y	N
For-Profit Enterprise	N	N	N	N	Y	Y**	N	Y	N
Designated Heritage Area	N	N	Y	Y	Y	Y	N	Y	N
State Agency	N	N	N	N	N	N	Y	Y	Y

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

TABLE 2
PROJECT TYPE ELIGIBILITY FOR AVAILABLE FUNDING SOURCES

This table illustrates the project type eligibility for available funding sources.

	<i>State Funding Sources</i>						<i>Federal Funding Sources</i>		
	Keystone Fund (Community Recreation)	Keystone Fund (Land Trust)	Keystone Fund (Rivers Conservation)	Environmental Stewardship Fund (GG1)	Snowmobile & ATV Restricted Accounts	Heritage Area Fund	Land & Water Conservation Fund (LWCF)	PA Recreational Trails (PRT) Fund	Highlands Conservation Act (HCA)
Land Acquisition	Y	Y	Y	Y	Y	Y	Y	N	Y
Development	Y	N	Y	Y	Y	Y	Y	Y	N
Planning	Y	Y	Y	Y	Y	Y	N	N	N
Community & Watershed Forestry	Y	N	Y	Y	N	N	N	N	N
Trail Equipment Purchase	N	N	N	N	Y	N	N	N	Y
Partnerships	Y	Y	Y	Y	Y	Y	N	Y	N

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 Program

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 \$60,000 and a maximum of \$100,000 in grant funds. The first \$30,000 in grant funds does not require a match. Every grant dollar above \$30,000 requires 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 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 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, restore an impaired waterway, 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 a watershed restoration and/or water access project.

Community & Watershed Forestry Program

Grants are awarded to municipal entities, educational institutions and non-profits to identify locations in need of riparian forest buffers, lawn conversion, and urban tree-planting and to design, implement, and establish those practices. 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 20% 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:

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

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 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 "Certification of the Grant Application" and Appendix A of the Grant Terms and Conditions).

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

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.

Keystone Tree Fund

These funds are provided to municipalities, appropriate/authorized organizations, and non-profit organizations to support community tree plantings through the TreeVitalize program and riparian forest buffer projects.

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 (Three 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 public outdoor park, recreation and conservation, land acquisition and development projects.

- **Highlands Conservation Act (HCA)**

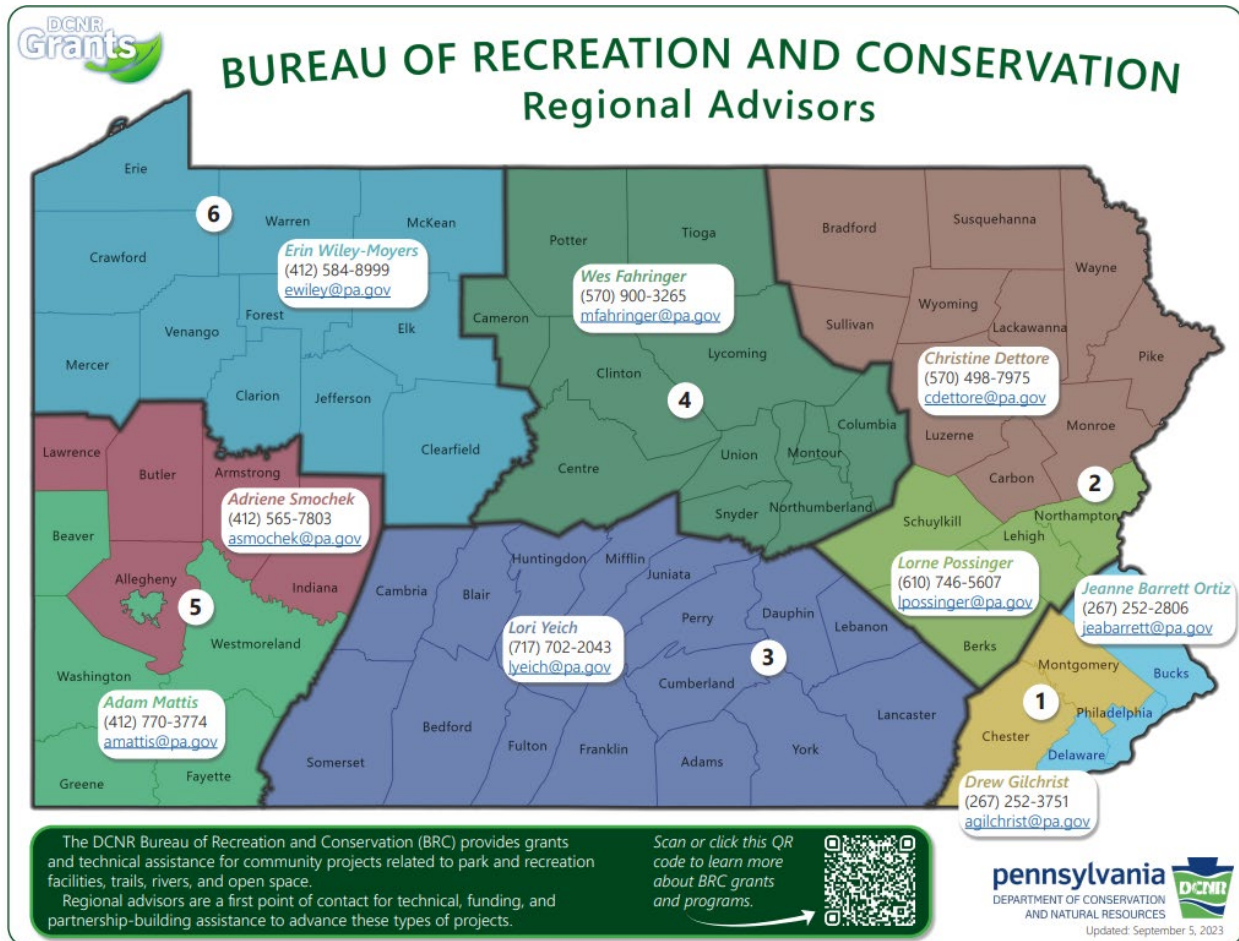
The Highlands Conservation Act of 2004 (Public Law 108-421) was established to authorize the Secretary of the Interior to work in partnership with the Secretary of Agriculture to provide financial assistance to the Highlands States to preserve and protect high priority conservation land in the Highlands Region. The Highlands Region covers four Highlands States including Pennsylvania. (HCA) is a federal source of funding provided through the US Fish and Wildlife Service (USFWS) to the Highlands States to provide up to 50% matching grants for the acquisition of high priority projects.

Projects supported by the Highlands Conservation Act grant program address key conservation objectives identified in the Highlands Conservation Act. These projects prioritize important stewardship goals such clean water, recreational and cultural resources, forests, wildlife, and agriculture.

The only eligible entities are state agencies and political subdivisions in the Highlands region that have authority to own and manage land for conservation purposes. Federal entities are ineligible to receive funding. Eligible state entities in Pennsylvania include the Department of Conservation and Natural Resources (DCNR), Pennsylvania Game Commission (PGC), Pennsylvania Fish & Boat Commission (PFBC), and Department of Agriculture (DOA).

Bureau Regional Staff Assignments

Prior to starting an application, applicants should contact the Bureau Regional Advisor who serves the area in which the proposed project is located.



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 your Bureau 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 and 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](#)
- [Community & Watershed Forestry 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.

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.

Match Requirements by Project Type

Project Type	Required Match	Match Type		
		Cash	Non-Cash	Land Donation
Circuit Rider	Varies	X		
Community & Watershed Forestry	20%	X	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
Small Community (Development)	Varies	X	X	X
Trails (Development & Planning)	50%	X	X	X
Trails (Land Acquisition)	50%	X		X
Trails (PRT Development & Edu Programs)	20%	X	X	
ATV and Snowmobile (All Project Types)	None	N/A	N/A	N/A

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.
- A [landowner agreement](#) is required for all Community & Watershed Forestry projects, even if the grantee owns the property where a practice is proposed to be installed.
- 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).

II. 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 that 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 grants are announced, grant applicants will be notified.

Notification of Funding Status:

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

- **SELECTED Applications** – Project will be funded; level of funds reserved for the project
- **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.
- **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 documents which may 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](#)
 - [Community & Watershed Forestry Eligible and Ineligible Project Activities / Costs Policy](#)
- [Greening Policy](#)
- [Ownership and Control Policy](#)
- [PNDI Policy](#)

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 I) 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: The GRANTEE shall comply with the provisions in Appendix B, which is attached hereto and incorporated herein.

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

Nondiscrimination/Sexual Harassment: 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.

Automated Clearing House (ACH) Payments: The GRANTEE shall comply with the provisions in the Appendix F (Automated Clearing House (ACH) Payments).

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

Worker Protection and Investment: The GRANTEE shall comply with the provisions in Appendix H, 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 I attached hereto and incorporated herein.

[Definitions: Capitalized terms used in the Commonwealth standard terms and conditions, found in Appendices B through I referenced above in this Article III, that are not otherwise defined in said terms and conditions have the meanings specified in this GRANT AGREEMENT.]

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 INDEMNIFICATION

The GRANTEE shall indemnify and defend the Commonwealth against all third-party claims, suits, demands, losses, damages, costs, and expenses, including without limitation, litigation expenses, attorneys' fees, and liabilities, arising out of or in connection with any activities performed by the GRANTEE or its employees and agents pursuant to this agreement, as determined by the Commonwealth in its sole discretion.

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 APPLICABLE LAW AND FORUM; CONSTRUCTION

This GRANT AGREEMENT is governed by and must be interpreted and enforced in accordance with the laws of the Commonwealth of Pennsylvania (without regard to any conflict of laws provisions), or under federal law where applicable, and the decisions of the Pennsylvania courts. The GRANTEE consents to the jurisdiction of any court of the Commonwealth of Pennsylvania and any federal courts in Pennsylvania and waives any claim or defense that such forum is not convenient or proper. Any Pennsylvania court or tribunal has in personam jurisdiction over the GRANTEE, and the GRANTEE consents to service of process in any manner authorized by Pennsylvania law. This provision may not be interpreted as a waiver or limitation of the Commonwealth's rights or defenses.

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 an electronic 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 electronically 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

CONTRACTOR RESPONSIBILITY

1. **Definition.** For the purpose of these provisions, the term “Contractor” means 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, lease, purchase order or reimbursement agreement with the Commonwealth. The term also includes a permittee, licensee, or any agency, political subdivision, instrumentality, public authority, or other public entity in the Commonwealth.
2. **Contractor Representations.**
 - a. The Contractor represents for itself and its subgrantees, contractors, and subcontractors required to be disclosed or approved by the Commonwealth, that as of the date of its execution of this agreement, that neither the Contractor, nor any of its subgrantees, contractors, and subcontractors, are under suspension or debarment by the Commonwealth or any governmental entity, instrumentality, or authority and, if the Contractor cannot make this representation, the Contractor shall submit, along with the agreement, a written explanation of why the certification cannot be made.
 - b. The Contractor represents that, as of the date of its execution of this agreement, it has no tax liabilities or other Commonwealth obligations, or has filed a timely administrative or judicial appeal, if any liabilities or obligations exist, or is subject to a duly approved deferred payment plan if any liabilities exist.
3. **Notification.** The Contractor shall notify the Commonwealth if, at any time during the term of the agreement, it becomes delinquent in the payment of taxes, or other Commonwealth obligations, or if it or, to the best of its knowledge, any of its subgrantees, contractors, or subcontractors are suspended or debarred by the Commonwealth, the federal government, or any other state or governmental entity. The Contractor shall provide this notification within 15 days of the date of suspension or debarment.
4. **Default.** The Contractor’s failure to notify the Commonwealth of its suspension or debarment by the Commonwealth, any other state, or the federal government constitutes an event of default of the agreement with the Commonwealth.
5. **Reimbursement.** The Contractor shall 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 agreement or any other agreement between the Contractor and the Commonwealth that results in the suspension or debarment of the Contractor. These costs include, but are not 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. **Suspension and Debarment List.** The Contractor may obtain a current list of suspended and debarred Commonwealth contractors by visiting the eMarketplace website at <http://www.emarketplace.state.pa.us> and clicking the Debarment list tab.

OFFSET

The Commonwealth may set off the amount of any state tax liability or other obligation of the Grantee, or its subsidiaries, owed to the Commonwealth against any payments due the Grantee under any contract between the Commonwealth and Grantee.

APPENDIX C GRANTEE INTEGRITY

1. **Definitions.** For purposes of these Grantee Integrity Provisions, the following definitions apply:
 - a. “Affiliate” means two or more entities where (a) a parent entity owns more than 50% of the voting stock of each of the entities; (b) a common shareholder or group of shareholders owns more than 50% of the voting stock of each of the entities; or (c) the entities have a common proprietor or general partner.
 - b. “Grantee” means the individual or entity, that has entered into this agreement with the Commonwealth.
 - c. “Grantee Related Parties” means any Affiliates of the Grantee and the Grantee’s executive officers, Pennsylvania officers and directors, or owners of five percent or more interest in the Grantee.
 - d. “Financial Interest” means ownership of more than a five percent interest in any business or holding a position as an officer, director, trustee, partner, employee, or holding any position of management.
 - e. “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](#), as may be amended, 4 Pa. Code §7.153(b), apply.
 - f. “Non-Solicitation Award Process” means a method of awarding grants based on predetermined criteria, without the solicitation of grant applications.
2. **Representations and Warranties.**
 - a. **Grantee Representation and Warranties.** The Grantee represents, to the best of its knowledge and belief, and warrants that within the last five years neither the Grantee nor Grantee Related Parties have:
 - I. been indicted or convicted of a crime involving moral turpitude or business honesty or integrity in any jurisdiction;
 - II. been suspended, debarred, or otherwise disqualified from entering into any contract with any governmental agency;
 - III. had any business license or professional license suspended or revoked;
 - IV. 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
 - V. been, and are not currently, the subject of a criminal investigation by any federal, state, or local prosecuting or investigative agency or civil anti-trust investigation by any federal, state, or local prosecuting or investigative agency.

- b. **Contractor Explanation.** If the Grantee cannot make the representations and warranties set forth above at the time of its submission of its grant application or if the agreement is awarded pursuant to a Non-Solicitation Award Process at the time of the execution of the agreement, the Grantee shall submit a written explanation outlining the reasons why it cannot make those representations and warranties. The Commonwealth may, based on its evaluation of the explanation provided, determine whether it is in the Commonwealth's best interest to execute the agreement.
- c. **Further Representations.** By submitting any bills, invoices, or requests for payment pursuant to the agreement, the Grantee further represents that it has not violated any of these Grantee Integrity Provisions during the term of the agreement.
- d. **Notice.** The Grantee shall immediately notify the Commonwealth, in writing, if at any time during the term of the agreement it becomes aware of any event that would cause the Contractor's certification or explanation to change. The Grantee acknowledges that the Commonwealth may, in its sole discretion, terminate the agreement for cause if it learns that any of the certifications made in these Grantee Integrity Provisions are currently false or misleading due to intervening factual circumstances or were false or misleading or should have been known to be false or misleading when entering into the agreement.

3. Grantee Responsibilities. During the term of this agreement, the Grantee shall:

- a. maintain the highest standards of honesty and integrity.
- b. take no action in violation of any applicable laws, regulations, or other requirements applicable to the Grantee that govern Commonwealth contracting or grant administration.
- c. establish and implement a written business integrity policy that includes, at a minimum, the requirements of these Grantee Integrity Provisions as they relate to the Grantee's activity with the Commonwealth and Commonwealth employees and ensure that its employees comply with the policy.
- d. not accept, agree to give, offer, confer, 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, statement of policy, management directive, or bulletin applicable to the award of grants or the administration of this agreement.
- e. not have a financial interest in any other subgrantee, contractor, subcontractor, or supplier providing services, labor, or material under this agreement, unless the financial interest is disclosed to the Commonwealth in writing and the Commonwealth consents to Grantee's financial interest. The Grantee must disclose the financial interest to the Commonwealth at the time of submission of its grant application, or if a Non-Solicitation

Award Process is used, no later than the date the Grantee signs the agreement. The Commonwealth shall be deemed to have consented if the required disclosure is received and all of the required Commonwealth signatures are affixed.

- f. comply with the requirements of the Lobbying Disclosure Act (65 Pa.C.S. § 13A01 et seq.) regardless of the method of award.
- g. comply with the requirements of Section 1641 of the Pennsylvania Election Code (25 P.S. § 3260a) if this agreement was awarded pursuant to a Non-Solicitation Award Process.
- h. immediately notify the Commonwealth or the Office of the State Inspector General, in writing, when the Grantee has reason to believe that any breach of ethical standards as set forth in law, the Governor's Code of Conduct, or these Grantee 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 the ethical standards.

4. Investigations. If a State Inspector General investigation is initiated, the Grantee shall:

- a. reimburse the Commonwealth for the reasonable costs of investigation incurred by the Office of the State Inspector General for investigations of the Grantee's compliance with the terms of this or any other agreement between the Grantee and the Commonwealth that results in the suspension or debarment of the Grantee. The Grantee shall not be responsible for investigative costs for investigations that do not result in the Grantee's suspension or debarment.
- b. 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 Grantee non-compliance with these Grantee Integrity Provisions and make identified Grantee employees and volunteers available for interviews at reasonable times and places.
- c. upon the inquiry or request of an Inspector General, 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 Grantee's integrity and compliance with these provisions. This information may include, but is not be limited to, the Grantee's business or financial records, documents or files of any type or form that refer to or concern this agreement.

5. Termination. For violation of any of these Grantee Integrity Provisions, the Commonwealth may terminate this agreement and any other contract with the Grantee, claim liquidated damages in an amount equal to the value of anything received in breach of these Grantee Integrity provisions, claim damages for all additional costs and expenses incurred in obtaining another grantee to complete performance under this agreement, and debar and suspend the Grantee from doing business with the Commonwealth. These rights and

remedies are cumulative, and the use or non-use of any one does 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.

6. **Subcontracts.** The Grantee shall include these Grantee Integrity Provisions in its subgrant agreements, contracts, and subcontracts with all subgrantees, contractors, and subcontractors providing goods or services under this agreement. The incorporation of this provision in the Grantee's subgrant agreements, contracts, and subcontracts shall not create privity of contract between the Commonwealth and any subgrantee, contractor, or subcontractor, and no third-party beneficiaries are created by the inclusion of these provisions. If the Grantee becomes aware of a subgrantee's, contractor's, or subcontractor's violation of these provision, the Grantee shall use its best efforts to ensure their compliance with these provisions.

APPENDIX D

NONDISCRIMINATION/SEXUAL HARASSMENT

1. **Representations.** The Grantee represents that it is presently in compliance with and will remain in compliance with all applicable federal, state, and local laws, regulations, and policies relating to nondiscrimination and sexual harassment for the term of the agreement. The Grantee 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 its books, records, and accounts by the Commonwealth for the purpose of ascertaining compliance with provisions of this Nondiscrimination/Sexual Harassment Clause.
2. **Nondiscrimination/Sexual Harassment Obligations.** The Grantee shall not:
 - a. in any manner discriminate in the hiring of any employee(s) for the performance of the activities required under this agreement or any subgrant agreement, contract, or subcontract, 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.
 - b. 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.
 - c. 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 this agreement or any subgrant agreement, contract, or subcontract.
 - d. in any manner discriminate by reason of race, gender, creed, color, sexual orientation, gender identity or expression, or in violation of PHRA and applicable federal laws, against any subgrantee, contractor, subcontractor, or supplier who is qualified to perform the work to which this agreement relates.
 - e. 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 the Acts' enforcement and shall comply with any provision of law establishing organizations as employees' exclusive representatives.
3. **Establishment of Grantee Policy.** The Grantee shall establish and maintain a written nondiscrimination and sexual harassment policy that complies with the applicable law and these Nondiscrimination/Sexual Harassment provisions and shall inform its employees in writing of the policy. The policy must contain a provision that states that sexual harassment will not be tolerated and employees who practice it will be disciplined. For the entire period of this agreement, the Grantee shall: (1) post its written nondiscrimination and sexual harassment policy or these Nondiscrimination/Sexual Harassment provisions conspicuously in easily accessible and well-lighted places customarily frequented by employees at or near

where the grant activities are performed; or (2) provide electronic notice of the policy or this clause to its employees not less than annually.

4. **Notification of Violations.** The Grantee's obligations pursuant to these provisions are ongoing from the effective date and through the termination date of the agreement. Accordingly, the Grantee shall notify the Commonwealth if, at any time during the term of this agreement, it becomes aware of any actions or occurrences that would result in violation of these provisions.
5. **Cancellation or Termination of Agreement.** The Commonwealth may cancel or terminate this agreement and all money due or to become due under this agreement may be forfeited for a violation of the terms and conditions of these Nondiscrimination/Sexual Harassment provisions. In addition, the granting agency may proceed with debarment or suspension and may place the Grantee in the Contractor Responsibility File.
6. **Subgrant Agreements, Contracts, and Subcontracts.** The Grantee shall include these Nondiscrimination/Sexual Harassment provisions in its subgrant agreements, contracts, and subcontracts with all subgrantees, contractors, and subcontractors providing goods or services under this agreement. The incorporation of these provisions in the Grantor's subgrants, contracts, or subcontracts does not create privity of contract between the Commonwealth and any subgrantee, contractor, or subcontractor, and no third-party beneficiaries are created by those provisions. If the Grantee becomes aware of a subgrantee's, contractor's, or subcontractor's violation of these provisions, the Grantee shall use its best efforts to ensure the subgrantee's, contractor's, or subcontractor's compliance with these provisions.

APPENDIX E RIGHT TO KNOW LAW

1. **Applicability.** The Pennsylvania Right-to-Know Law, 65 P.S. §§ 67.101-3104, (“RTKL”) applies to this contract.
2. **Grantee Assistance.** If the Commonwealth needs the Grantee’s assistance in any matter arising out of the RTKL related to this contract, the Commonwealth shall notify the Grantee that it requires the Grantee’s assistance, and the Grantee shall provide to the Commonwealth:
 - a. access to, and copies of, any document or information in the Grantee’s possession (Requested Information) arising out of this contract that the Commonwealth reasonably believes is a public record under the RTKL, within ten calendar days after receipt of written notification; and
 - b. any other assistance as the Commonwealth may reasonably request, in order to comply with the RTKL with respect to this contract.
3. **Trade Secret or Confidential Proprietary Information.** If the Grantee considers the Requested Information to include a Trade Secret or Confidential Proprietary Information, as those terms are defined by the RTKL, or other information that the Contractor considers exempt from production under the RTKL, the Grantee shall notify the Commonwealth and provide, within seven calendar days of receipt of the written notice a written statement, signed by a representative of the Grantee, that explains why the requested material is exempt from public disclosure under the RTKL. If the Commonwealth determines that the Requested Information is clearly not exempt from disclosure, the Grantee shall provide the Requested Information to the Commonwealth within five business days of receipt of written notice of the Commonwealth’s determination.
4. **Reimbursement**
 - a. **Commonwealth Reimbursement.** If the Grantee fails to provide the Requested Information and the Commonwealth is ordered to produce the Requested Information, the Grantee shall reimburse the Commonwealth for any damages, penalties, or costs that the Commonwealth may incur as a result of the Grantee’s failure, including any statutory damages assessed against the Commonwealth.
 - b. **Contractor Reimbursement.** The Commonwealth will reimburse the Grantee for any costs that the Grantee incurs as a direct result of 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.
5. **Challenges of Commonwealth Release.** The Grantee 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, the Grantee shall reimburse the Commonwealth for any legal expenses incurred by the Commonwealth as a result of the challenge, including any damages, penalties or costs that the Commonwealth may incur as a result of the Grantee’s legal challenge, regardless of the outcome.

6. **Waiver.** As between the parties, the Grantee waives 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.
7. **Survival.** The Grantee's obligations contained in this Section survive the termination or expiration of this contract.

APPENDIX F AUTOMATED CLEARING HOUSE (ACH) PAYMENTS

1. **Payment Method.** The Commonwealth shall make payments to the Grantee through the Automated Clearing House (ACH). Within 10 days of the grant award, the Grantee must submit or must have submitted its ACH information within its user profile in the Commonwealth's Master Database. The Grantee may enroll to receive remittance information via electronic addenda and email (e-Remittance). ACH and e-Remittance information is available at the following:

<https://www.budget.pa.gov/Services/ForVendors/Pages/Direct-Deposit-and-e-Remittance.aspx>

2. **Unique Identifier.** The Grantee must submit a unique invoice number with each invoice submitted. The Commonwealth shall list the Grantee's unique invoice number on its ACH remittance advice to enable the Grantee to properly apply the state agency's payment to the respective invoice or program.
3. **ACH Information in the Commonwealth's Master Database.** The Grantee shall ensure that the ACH information contained in Commonwealth's Master Database is accurate and complete. The Grantee's failure to maintain accurate and complete information may result in delays in payments.

APPENDIX G
AMERICANS WITH DISABILITIES ACT

1. **No Exclusion.** Pursuant to the Americans with Disabilities Act, 42 U.S. Code § 12101, et seq., no qualified individual with a disability may, on the basis of the disability, be excluded from participation in this contract or from activities provided for under this agreement.
2. **Compliance.** For all goods and services provided pursuant to this agreement, the Grantee shall comply with Title II of the Americans with Disabilities Act, the "General Prohibitions Against Discrimination" set forth in 28 C. F. R. § 35.130, and all other regulations promulgated under Title II of the Americans with Disabilities Act that apply to state and local governments.
3. **Indemnification.** The Grantee shall indemnify the Commonwealth against all third-party claims, suits, demands, losses, damages, costs, and expenses, including without limitation, litigation expenses, attorneys' fees, and liabilities, arising out of or in connection with the Grantee's failure or its employee's or agent's failure to comply with the provisions of paragraph a, as determined by the Commonwealth in its sole discretion.

APPENDIX H WORKER PROTECTION AND INVESTMENT

The Grantee shall comply with all applicable Pennsylvania state labor laws and worker safety laws including, but not limited to, the following:

1. Construction Workplace Misclassification Act;
2. Employment of Minors Child Labor Act;
3. Minimum Wage Act;
4. Prevailing Wage Act;
5. Equal Pay Law;
6. Employer to Pay Employment Medical Examination Fee Act;
7. Seasonal Farm Labor Act;
8. Wage Payment and Collection Law;
9. Industrial Homework Law;
10. Construction Industry Employee Verification Act;
11. Act 102: Prohibition on Excessive Overtime in Healthcare;
12. Apprenticeship and Training Act; and
13. Inspection of Employment Records Law.

APPENDIX I

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

If the grant includes federal **Land and Water Conservation Fund** money, Appendix I 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 I 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 Subrecipient Agreement Requirements

For purposes of these Federal Funding Accountability and Transparency Act Subrecipient Agreement Requirements, "Subrecipient" means "Grantee".

1. Registration and Identification Information

Subrecipient must maintain current full registration that permits their entity registration to appear in a public search in the System for Award Management or SAM (www.SAM.gov) at all times during which they have active federal awards funded pursuant to this agreement. A Unique Entity Identifier (UEI) is issued upon registration in SAM.gov.

Subrecipient must provide its assigned UEI to the Commonwealth of Pennsylvania (Commonwealth) along with Subrecipient's return of the signed agreement. The Commonwealth will not process this agreement until such time that Subrecipient provides this information.

2. Primary Location

Subrecipient 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 Subrecipient must list the location where the most amount of the award is to be expended pursuant to this agreement.

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

3. Compensation of Officers

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

1. the entity in the preceding fiscal year received—
 - a. 80 percent or more of its annual gross revenues in Federal awards; and
 - b. \$25,000,000 or more in annual gross revenues from Federal awards; and
2. 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 Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986. See FFATA § 2(b)(1).

If Subrecipient does not meet the conditions listed above, then it must specifically affirm to the Commonwealth that the requirements of this clause are inapplicable to the Subrecipient. Subrecipient must provide information responding to this question along with Subrecipient's return of the signed agreement. The Commonwealth will not process this agreement until such time that Subrecipient 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 GRANTEE 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 I. 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.

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 the [DCNR Regional Advisor](#) assigned to the region in which your project is located.

*** 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
<input type="checkbox"/>	Contacted Regional Advisor
<input type="checkbox"/>	Eligible Applicant
<input type="checkbox"/>	Appropriate Applicant
<input type="checkbox"/>	Eligible Project
*	<input type="checkbox"/> Applicant owns the project site or controls through a lease (minimum 25 years)
*	<input type="checkbox"/> Project site is open to the public
	<input type="checkbox"/> Property has no known environmental hazards
*	<input type="checkbox"/> Match secured and Letters of Match Commitment stating amount and source uploaded
*	<input type="checkbox"/> Detailed list of eligible cash match and non-cash match included
*	<input type="checkbox"/> Site Development Drawing(s) completed by a licensed design professional and consistent with the DCNR Park Site Development Drawing (SDD) Checklist uploaded
*	<input type="checkbox"/> Realistic, accurate, and detailed cost estimate/budget outlining all cash costs, non-cash value, and/or land donation value uploaded
*	<input type="checkbox"/> Clear, concise, and detailed scope of work included
	<input type="checkbox"/> PA Natural Diversity Inventory (PNDI) Receipt uploaded
	<input type="checkbox"/> Accurate project site location map(s) uploaded
	<input type="checkbox"/> County/Municipal notification letter(s) uploaded
	<input type="checkbox"/> Reviewed the Sample Development Project Timeline and agree that the project can be completed within 4 years from date of grant award.
	<input type="checkbox"/> Copy of lease or easement uploaded (if applicable)
	<input type="checkbox"/> 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 the DCNR Requirements for Property Appraisals for more information.
	<input type="checkbox"/> 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. However, we strongly encourage applicants to prioritize multiple applications and discuss with their BRC Regional Advisor prior to submission.
4. An application for development and/or rehabilitation is limited to a single park/recreation facility. Funding will not be provided for development and/or rehabilitation of multiple parks/recreation facilities under a single grant application.
5. 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.
6. 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.
7. 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.
8. 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.
9. 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.
- 10. 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.
- 11. 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. All 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. 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.
- 14. 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.
- 15. 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.
- 16. 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.
- 17. 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.

18. Elements of the project scope of work may be completed by municipal and/or in-house staff and volunteers with DCNR approval. Improvements of any kind made or provided by the municipality through its own employees, volunteers, or donated labor may be exempted from bidding requirements. However, all materials used for those improvements that cost in excess of the bidding threshold established by law are subject to the bidding requirements. The total cost to construct the project (labor, materials, equipment) must be used when determining if the project exceeds the formal bidding threshold. Grantees shall not evade provisions of advertising for bids by purchasing materials or contracting for services in a piecemeal manner for the purpose of obtaining prices under the established bidding limits.
19. 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.
20. 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.
21. 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.
22. 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 \$60,000 and a maximum of \$100,000 in grant funds. The first \$30,000 in grant funds does not require a match. Every grant dollar above \$30,000 requires 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.

Municipalities with large and complex projects 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

Development documents

- Sample Estimated Project Timeline (Development)
- Non-Cash Match Record Keeping Sheet
- Park Site Development Drawing (SDD) Checklist
- Design Consultant Selection

Planning documents

- 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

- 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:
https://elibrary.dcnr.pa.gov/GetDocument?docId=1753165&DocName=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 needs, benefits, and urgencies and how they will be addressed through your proposed scope of work.**

Help Text

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. Explain in detail if your project is in an area that has been identified as having a high or medium need for close-to-home recreation (Access [Webmap](#)) or if your project will meet needs in an underserved community. Explain in detail any urgencies facing your project, such as a safety hazard, threat of development and/or opportunities to leverage other funding.

2. **Describe how your project will help to reduce the severity of current and future climate impacts through green and sustainable practices. Green and sustainable practices should be referenced in the project budget, scope of work, and site plan as applicable.**

Help Text

Please refer to the [Climate Guidance Document and Greening Parks and Sustainable Practices](#) page for additional resources and technical assistance information. Please note that upon award, it is expected that all best management practices proposed in this application will be incorporated into your project. Climate Resilient, Green, and Sustainable Practices should be selected so they are appropriate for both your site and project.

3. **Describe how your project will improve access for people of all abilities and comply with the 2010 ADA Standards for Accessible Design. Access improvements should be referenced in the project budget, scope of work, and site plan as applicable.**

Help Text

The Department supports that all Pennsylvanians have access to close to home recreation and the incorporation of universal design practices into outdoor recreation projects. All grant applicants must comply with the 2010 ADA Standards for Accessible Design. Describe how your project will comply with the law, improve accessibility to outdoor recreation opportunities for all - including those in medium or high need access areas ([Access link](#)), an underserved population or segment of your community.

4. **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.).**

Help Text

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 *Recreation For All*, the [2020-2024 Pennsylvania Outdoor Recreation Plan](#) (pages 85-91) and/or the [2020-2024 Pennsylvania Land and Water Trail Network Strategic Plan](#). Identify if you are implementing a Bureau Priority.**

Help Text

To receive maximum points, you must give a detailed explanation as to how your project will address three (3) action steps identified in the [2020-2024 Pennsylvania Outdoor Recreation Plan](#) (pages 85-91) and implement one of the Bureau priorities below. If your project is related to improving Pennsylvania's trail network, you may find related actions in the [2020-2024 Pennsylvania Land and Water Trail Network Strategic Plan](#) as well. Be sure to mention if your project will implement a Bureau Priority:

- Close a Priority Trail Gap;

- Rehabilitate an existing community park;
- Address a recreation access need in a medium or high need area (Access [Webmap](#));
- Serve an underserved population/area;
- Implement a watershed restoration and/or water access project; or
- Acquire lands that enhance landscape connectivity, climate resiliency, 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. For equipment purchases, the Department requires that the equipment be properly maintained and kept in reasonable repair throughout its useful life. Please describe your strategy to operate, maintain, and/or provide stewardship to your project.

Do you have written operations and maintenance plan or stewardship plan for your park(s), trail(s), property(s), and/or equipment?

Help Text

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 general public. The Plan should establish schedules and time-lines 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. 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.

Help Text

Identify the top three (3) relevant plans that your project advances through the implementation of the scope of work. A Project Plan is required to submit your application. 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 may include, but are not limited to:

- Local/County Comprehensive Plan
- Local/County Comprehensive Park & Recreation Plan
- Local Network Greenways, Trails and Open Space Plan
- Project Master Site Plan
- Project Feasibility Study
- [Rivers Conservation Plan](#)
- Watershed Plan
- [Conservation Landscape Work Plan](#)
- [Heritage Area Strategic Plan](#)
- Economic Impact Study

PROJECT PARTNERS

Identify all major partners involved in your project. Partners may provide financial assistance, technical assistance, or general support.

Help Text

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 group. 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.

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
<input type="checkbox"/>	1.	Applicant/Grantee Name, Project Site Name, Project Title, and Phase
<input type="checkbox"/>	2.	Location of Project Site (<i>county and municipality</i>)
<input type="checkbox"/>	3.	Legend, Scale, North Arrow, and Date
<input type="checkbox"/>	4.	Boundary and Acreage of Project Site Property including ownership, easement, and/or lease information (<i>metes and bounds is preferred and may be required if the project is funded</i>)
<input type="checkbox"/>	5.	Adjacent Property Boundaries and Uses, Parking, and Circulation (<i>streets, access drives, sidewalks, trails, public transit facilities, etc.</i>)
<input type="checkbox"/>	6.	Project Work Limits and Acreage
<input type="checkbox"/>	7.	Existing Conditions at Project Site Property: <ul style="list-style-type: none">• Outdoor/Indoor Recreational Facilities (<i>playgrounds, fields, courts, pools, trails, etc.</i>)• Outdoor/Indoor Non-Recreational Facilities (<i>government offices, emergency services, etc.</i>)• Parking and Circulation (<i>streets, access drives, sidewalks, public transit facilities, etc.</i>)• Site Control Structures (<i>gates, fences, walls, dams, etc.</i>)• Site Amenities (<i>tables, benches, trash receptacles, etc.</i>)• ADA Accessibility and Connectivity• Utilities and Stormwater Management Infrastructure (<i>basins, bioswales, rain gardens, etc.</i>)• Topography (<i>10-foot contours or spot elevations</i>)• Water Bodies, Wetlands, Floodways, and 100-year Floodplains• Vegetation and Soils
<input type="checkbox"/>	8.	Proposed Scope of Work at Project Site identifying new, rehabilitated, relocated, and/or removed: <ul style="list-style-type: none">• Outdoor/Indoor Recreational Facilities (<i>playgrounds, fields, courts, pools, trails, etc.</i>)• Outdoor/Indoor Non-Recreational Facilities (<i>government offices, emergency services, etc.</i>)• Parking and Circulation (<i>streets, access drives, sidewalks, public transit facilities, etc.</i>)• Site Control Structures (<i>gates, fences, walls, dams, etc.</i>)• Site Amenities (<i>tables, benches, trash receptacles, etc.</i>)• ADA Accessibility and Connectivity• Utilities and Stormwater Management Infrastructure (<i>basins, bioswales, rain gardens, etc.</i>)• Water Bodies, Wetlands, Floodways, and 100-year Floodplains• Landscaping• DCNR Funding Acknowledgement Sign

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 by the applicant to ensure the 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 the [DCNR Regional Advisor](#) assigned to the region in which your project is located.

*** 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
<input type="checkbox"/>	Contacted Regional Advisor
<input type="checkbox"/>	Eligible Applicant
<input type="checkbox"/>	Appropriate Applicant
<input type="checkbox"/>	Eligible project
<input type="checkbox"/>	Property has no known environmental hazards
*	<input type="checkbox"/> Match secured
<input type="checkbox"/>	Letters of match commitment from entities other than applicant uploaded
*	<input type="checkbox"/> Detailed list of eligible cash match and/or donated land value
*	<input type="checkbox"/> Realistic, accurate and detailed cost estimate/budget
*	<input type="checkbox"/> Clear, concise and detailed project scope of work included
*	<input type="checkbox"/> Description of negotiations your organization has had with the landowner
<input type="checkbox"/>	PA Natural Diversity Inventory (PNDI) Receipt uploaded
<input type="checkbox"/>	Accurate project site location map(s) and identification of parcel(s) being acquired, including acreage and boundaries, uploaded
<input type="checkbox"/>	Conservation Easements ONLY – If property has a mortgage, a Consent, Non-Disturbance, and Subordination Agreement will be required.
<input type="checkbox"/>	Copy of current deed(s) for the property(ies) uploaded
<input type="checkbox"/>	Draft sales agreement uploaded
<input type="checkbox"/>	Draft easement agreement uploaded (if applicable)
<input type="checkbox"/>	County/Municipal Notification Letter(s) uploaded
*	<input type="checkbox"/> Clearly describe the specific rights to be acquired and any rights severed from the property by past or proposed transactions
*	<input type="checkbox"/> Appraisal Report by a state certified General Real Estate Appraiser for the land defined in the project scope, including any donated parcels. Appraisal(s) must be ordered by and prepared for the applicant. Review the DCNR Requirements for Property Appraisals for more information.
<input type="checkbox"/>	When circumstances warrant a “Waiver for Retroactivity” - the applicant has submitted a formal written request to the DCNR Central Office
<input type="checkbox"/>	Properly completed Resolution Page uploaded
<input type="checkbox"/>	Reviewed the Sample Land Acquisition Project Timeline and 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 (\$1 for \$1 match requirement). The local match may 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 **conservation easement**. Applicants need to clearly indicate the specific property rights proposed for acquisition.

If any rights have been or will be severed, the applicant must disclose this. *This information must be disclosed to the appraiser to address 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. 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. Sales agreements should be reviewed by the Bureau before being executed.
8. Deeds and easement agreements must be reviewed and approved by the Bureau before being executed. Easements must follow the [WeConservePA Model Easement](#) to be considered for funding.
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.

- Public values include critical habitat protection, habitat connectivity, water quality benefits, and public recreational access for activities like walking, wildlife viewing, hiking, bird watching, fishing, hunting etc. These and other considerations help the Bureau determine if a project is consistent with the Department's conservation and recreation goals and objectives and how the project rates against other potential acquisition projects.
 - Public access should be considered whenever possible, involving various portions of the property, for various activities at various times and levels.
 - The level of public value will be considered in rating and ranking individual grant applications.
 - 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.
 - Municipal land acquisition projects **must be open to public** for uses consistent with purposes for which the land was acquired.
 - Public access is not required for land trust acquisition projects (as defined in the Keystone legislation) but it is encouraged.
 - The Department reserves the right to determine the level of acceptable public access in an easement application at its sole discretion.
13. 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"](#).
14. Only pre-qualified Land Trusts are eligible to receive Keystone Land Trust funding. The Land Trust [Pre-qualification Form](#) is available on the DCNR website.
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.*

Land Acquisition Project Types

1. Community Recreation

Projects include acquisition of lands to serve neighborhood, community or regional public park and recreation needs. These projects include acquisition of lands that provide land and water-based recreational opportunities; provide for new or unique recreation opportunities; or connect to existing public lands to expand the recreation opportunities.

2. Critical Habitat/ Open Space

Areas of land or water that support habitat and migratory corridors for species. These include areas that help sustain endangered, threatened, rare or declining species, as well as areas that are of high ecological integrity and/or contain geological assets and other outstanding natural features. Projects that increase connectivity between other protected

lands reduces habitat fragmentation and provides expanded access for public recreation. Protection of forested watershed lands and headwaters that protect and help ensure highest quality of water for public and private use.

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 Policies:

Bureau Policies:

- Acquisition Grant Administrative Instructions and Process Policy
- Appraisal Policy
- Community Gardens Policy
- Acquisition Eligible and Ineligible Grant Project Activities/Costs Policy
- Ownership and Control Policy
- Pennsylvania Natural Diversity Inventory (PNDI) Policy
- Prequalified Land Trust Policy
- Public Value and Use Policy
- Requirements for Boundary Surveys and Title Work
- Sign Policy
- Waiver for Retroactivity Policy

WeConservePA- Conservation Easement:

[Model Grant of Conservation Easement and Declaration of Covenants : ConservationTools](#)

GRANT APPLICATION CRITERIA QUESTION INSTRUCTIONS

DCNR-2024-C2P2-INST2.2

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 needs, benefits, and urgencies and how they will be addressed through your proposed scope of work.**

Help Text

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. Explain in detail if your project is in an area that has been identified as having a high or medium need for close-to-home recreation (Access [Webmap](#)) or if your project will meet needs in an underserved community. Explain in detail any urgencies facing your project, such as a safety hazard, threat of development and/or opportunities to leverage other funding.

2. **Describe how your project will help to reduce the severity of current and future climate impacts through green and sustainable practices. Green and sustainable practices should be referenced in the project budget, scope of work, and site plan as applicable.**

Help Text

Please refer to the [Climate Guidance Document and Greening Parks and Sustainable Practices](#) page for additional resources and technical assistance information. Please note that upon award, it is expected that all best management practices proposed in this application will be incorporated into your project. Climate Resilient, Green, and Sustainable Practices should be selected so they are appropriate for both your site and project.

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.**

Help Text

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. **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.).**

Help Text

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 *Recreation For All*, the [2020-2024 Pennsylvania Outdoor Recreation Plan](#) (pages 85-91) and/or the [2020-2024 Pennsylvania Land and Water Trail Network Strategic Plan](#). Identify if you are implementing a Bureau Priority.**

Help Text

To receive maximum points, you must give a detailed explanation as to how your project will address three (3) action steps identified in the [2020-2024 Pennsylvania Outdoor Recreation Plan](#) (pages 85-91) and implement one of the Bureau priorities below. If your project is related to improving Pennsylvania's trail network, you may find related actions in the [2020-2024 Pennsylvania Land and Water Trail Network Strategic Plan](#) as well. Be sure to mention if your project will implement a Bureau Priority:

- Close a Priority Trail Gap;
- Rehabilitate an existing community park;
- Address a recreation access need in a medium or high need area ([Access Webmap](#));
- Serve an underserved population/area;
- Implement a watershed restoration and/or water access project; or
- Acquire lands that enhance landscape connectivity, climate resiliency, 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. For equipment purchases, the Department requires that the equipment be properly**

maintained and kept in reasonable repair throughout its useful life. Please describe your strategy to operate, maintain, and/or provide stewardship to your project.

Do you have written operations and maintenance plan or stewardship plan for your park(s), trail(s), property(s), and/or equipment?

Help Text

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 general public. The Plan should establish schedules and time-lines 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. 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.

Help Text

Identify the top three (3) relevant plans that your project advances through the implementation of the scope of work. A Project Plan is required to submit your application. 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 may include, but are not limited to:

- Local/County Comprehensive Plan
- Local/County Comprehensive Park & Recreation Plan
- Local Network Greenways, Trails and Open Space Plan

- Project Master Site Plan
- Project Feasibility Study
- [Rivers Conservation Plan](#)
- Watershed Plan
- [Conservation Landscape Work Plan](#)
- [Heritage Area Strategic Plan](#)
- Economic Impact Study

PROJECT PARTNERS

Identify all major partners involved in your project. Partners may provide financial assistance, technical assistance, or general support.

Help Text

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 group. 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.

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 ensure the Partnerships 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. If you have questions regarding this Checklist, please contact the [DCNR Regional Advisor](#) assigned to the region in which your project is located.

*** 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
<input type="checkbox"/>	Contacted appropriate DCNR Regional or Partnerships Division Staff
<input type="checkbox"/>	Eligible applicant
<input type="checkbox"/>	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).
<input type="checkbox"/>	Eligible scope of work activities
* <input type="checkbox"/>	The applicant does not have any open expired DCNR grant agreements
* <input type="checkbox"/>	The applicant has filed work plans for all currently open DCNR Partnerships grants
* <input type="checkbox"/>	The application contains a clear & concise work plan with detailed scope of work items that contain accurate cost estimates, measurable outputs and meaningful outcomes in a timeframe not to exceed 18 months
* <input type="checkbox"/>	Completed current progress reports for all open Partnerships grants are uploaded into the Grants Customer Service Portal (existing Partnerships grantees only)
* <input type="checkbox"/>	The application contains a minimum of 20% secured match in relation to the requested grant amount. Proposed mini-grant programs contain 50% match. Letters of match commitment from entities other than applicant are uploaded. (Does not apply to Heritage Area Management Funds)
<input type="checkbox"/>	Detailed account of eligible cash and/or non-cash match
<input type="checkbox"/>	Properly completed Resolution Page uploaded into the Grants Customer Service Portal

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.
- Generally, the maximum grant award is \$18,000. 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 needs, benefits, and urgencies and how they will be addressed through your proposed scope of work.**

Help Text

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. Explain in detail if your project is in an area that has been identified as having a high or medium need for close-to-home recreation (Access [Webmap](#)) or if your project will meet needs in an underserved community. Explain in detail any urgencies facing your project, such as a safety hazard, threat of development and/or opportunities to leverage other funding.

2. **Describe how your project will help to reduce the severity of current and future climate impacts through green and sustainable practices. Green and sustainable practices should be referenced in the project budget, scope of work, and site plan as applicable.**

Help Text

Please refer to the [Climate Guidance Document and Greening Parks and Sustainable Practices](#) page for additional resources and technical assistance information. Please note that upon award, it is expected that all best management practices proposed in this application will be incorporated into your project. Climate

Resilient, Green, and Sustainable Practices should be selected so they are appropriate for both your site and project.

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

Help Text

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. 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.).

Help Text

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 *Recreation For All*, the [2020-2024 Pennsylvania Outdoor Recreation Plan](#) (pages 85-91) and/or the [2020-2024 Pennsylvania Land and Water Trail Network Strategic Plan](#). Identify if you are implementing a Bureau Priority.

Help Text

To receive maximum points, you must give a detailed explanation as to how your project will address three (3) action steps identified in the [2020-2024 Pennsylvania Outdoor Recreation Plan](#) (pages 85-91) and implement one of the Bureau priorities below. If your project is related to improving Pennsylvania's trail network, you may find related actions in the [2020-2024 Pennsylvania Land and Water Trail Network Strategic Plan](#) as well. Be sure to mention if your project will implement a Bureau Priority:

- Close a Priority Trail Gap;
- Rehabilitate an existing community park;
- Address a recreation access need in a medium or high need area (Access [Webmap](#));
- Serve an underserved population/area;
- Implement a watershed restoration and/or water access project; or
- Acquire lands that enhance landscape connectivity, climate resiliency, and/or recreational access to existing protected lands.

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

Help Text

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.

Help Text

Identify the top three (3) relevant plans that your project advances through the implementation of the scope of work. A Project Plan is required to submit your application. 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 may include, but are not limited to:

- Local/County Comprehensive Plan
- Local/County Comprehensive Park & Recreation Plan
- Local Network Greenways, Trails and Open Space Plan
- Project Master Site Plan
- Project Feasibility Study
- [Rivers Conservation Plan](#)
- Watershed Plan
- [Conservation Landscape Work Plan](#)
- [Heritage Area Strategic Plan](#)
- Economic Impact Study

PROJECT PARTNERS

Identify all major partners involved in your project. Partners may provide financial assistance, technical assistance, or general support.

Help Text

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 group. 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.

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 the [DCNR Regional Advisor](#) assigned to the region in which your project is located.

*** 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
<input type="checkbox"/>	Contacted Regional Advisor
<input type="checkbox"/>	Eligible Applicant
<input type="checkbox"/>	Appropriate Applicant
<input type="checkbox"/>	Eligible Project
*	<input type="checkbox"/> For Master Site Development Plans and Facility Rehabilitation Feasibility Studies: Applicant owns the project site or controls through a lease (minimum 25 years)
*	<input type="checkbox"/> Match secured and Letter of Match Commitment stating amount and source uploaded
*	<input type="checkbox"/> Detailed list of eligible cash match and non-cash match included
*	<input type="checkbox"/> Realistic, accurate, and detailed cost estimate/budget outlining all cash costs and/or non-cash value uploaded
*	<input type="checkbox"/> Clear, concise, and detailed scope of work included
	<input type="checkbox"/> For Master Site Development Plans and New Facility Feasibility Studies: PA Natural Diversity Inventory (PNDI) Receipt uploaded
	<input type="checkbox"/> Accurate project site location map(s) uploaded (if applicable)
	<input type="checkbox"/> County/Municipal notification letter(s) uploaded
	<input type="checkbox"/> Reviewed the Sample Planning Project Timeline and agree that the project can be completed within 3 years from date of grant award
	<input type="checkbox"/> Copy of lease or easement uploaded (if applicable)
	<input type="checkbox"/> For River Conservation Plan (RCP): Letters of support are uploaded from more than 50% of municipalities
	<input type="checkbox"/> 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. An application for the preparation of a master site development plan and/or feasibility study is limited to a single park/recreation facility. Funding will not be provided for these planning types at multiple parks/recreation facilities under a single grant application.
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 or non-cash.
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. 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.
9. 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.

10. 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.
11. 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*.
12. 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.
13. 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.
14. 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 park and recreation practitioner with a minimum of three (3) years of experience or holding a Certified Park & Recreation Professional (CPRP) certification with a minimum of (1) one year of experience. Generally, the role of the practitioner is to advise the

grantee of current park and recreation management, operation, and maintenance practices and formulate appropriate recommendations.

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

SAMPLE PROJECT DESCRIPTIONS

- Prepare a Comprehensive Recreation, Parks and Open Space Plan for Easton City, Northampton County. Work to include an electronic written report.
- Prepare an update to the Comprehensive Recreation, Park and Open Space Plan for Monroe County. Work to include an electronic written report.
- Prepare a Greenways and Open Space Plan for Concord Township, Delaware County. Work to include an electronic written 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 an electronic written 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 the 71-acre Scott Park in Scott Township, Allegheny County. Work to include an electronic written report and site development drawing.
- Prepare a Master Site Development Plan for the 30-acre Kuhn's Woods Park in East Berlin Borough, Adams County. Work to include an electronic written report and site development drawing.

3. Feasibility Study

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.

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

General Information

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:

- Prepare a Feasibility Study for development of a multi-municipal outdoor swimming pool for Huntingdon Borough, Oneida Township, Smithfield Township, and Walker Township, Huntingdon County. Work to include an electronic written report.
- Prepare a Feasibility Study for development of a Manheim Regional Community Center, Lancaster County. Work to include an electronic written report.
- Prepare a Feasibility Study for a municipal skate park in Brookville Borough. Work to include an electronic written report.

Existing Facility:

- Prepare a Feasibility Study for the rehabilitation of Coudersport Borough Municipal Swimming Pool, Potter County. Work to include an electronic written report.
- Prepare a Feasibility Study for the rehabilitation of WCCRA Recreation Center in Renovo Borough, Clinton County. Work to include an electronic written report.

4. Conservation, Management, and/or Stewardship 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 an electronic written report.

- Prepare a Conservation and Landscape Management Plan for the 48-acre Curtis Arboretum in Cheltenham Township, Montgomery County. Work to include an electronic written 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](#)

- 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

- 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 needs, benefits, and urgencies and how they will be addressed through your proposed scope of work.**

Help Text

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. Explain in detail if your project is in an area that has been identified as having a high or medium need for close-to-home recreation (Access [Webmap](#)) or if your project will meet needs in an underserved community. Explain in detail any urgencies facing your project, such as a safety hazard, threat of development and/or opportunities to leverage other funding.

2. **Describe how your project will help to reduce the severity of current and future climate impacts through green and sustainable practices. Green and sustainable practices should be referenced in the project budget, scope of work, and site plan as applicable.**

Help Text

Please refer to the [Climate Guidance Document and Greening Parks and Sustainable Practices](#) page for additional resources and technical assistance information. Please note that upon award, it is expected that all best management practices proposed in this application will be incorporated into your project. Climate Resilient, Green, and Sustainable Practices should be selected so they are appropriate for both your site and project.

3. **Describe how your project will improve access for people of all abilities and comply with the 2010 ADA Standards for Accessible Design. Access improvements should be referenced in the project budget, scope of work, and site plan as applicable.**

Help Text

The Department supports that all Pennsylvanians have access to close to home recreation and the incorporation of universal design practices into outdoor recreation projects. All grant applicants must comply with the 2010 ADA Standards for Accessible Design. Describe how your project will comply with the law, improve accessibility to outdoor recreation opportunities for all - including those in medium or high need access areas ([Access link](#)), an underserved population or segment of your community.

4. **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.).**

Help Text

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 *Recreation For All*, the [2020-2024 Pennsylvania Outdoor Recreation Plan](#) (pages 85-91) and/or the [2020-2024 Pennsylvania Land and Water Trail Network Strategic Plan](#). Identify if you are implementing a Bureau Priority.**

Help Text

To receive maximum points, you must give a detailed explanation as to how your project will address three (3) action steps identified in the [2020-2024 Pennsylvania Outdoor Recreation Plan](#) (pages 85-91) and implement one of the Bureau priorities below. If your project is related to improving Pennsylvania's trail network, you may find related actions in the [2020-2024 Pennsylvania Land and Water Trail Network Strategic Plan](#) as well. Be sure to mention if your project will implement a Bureau Priority:

- Close a Priority Trail Gap;
- Rehabilitate an existing community park;
- Address a recreation access need in a medium or high need area ([Access Webmap](#));
- Serve an underserved population/area;
- Implement a watershed restoration and/or water access project; or
- Acquire lands that enhance landscape connectivity, climate resiliency, and/or recreational access to existing protected lands.

6. Describe your capacity to implement the proposed plan or study once it is complete.

Help Text

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.

PROJECT PLANS

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

Help Text

Identify the top three (3) relevant plans that your project advances through the implementation of the scope of work. A Project Plan is required to submit your application. 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 may include, but are not limited to:

- Local/County Comprehensive Plan
- Local/County Comprehensive Park & Recreation Plan
- Local Network Greenways, Trails and Open Space Plan
- Project Master Site Plan
- Project Feasibility Study
- [Rivers Conservation Plan](#)
- Watershed Plan
- [Conservation Landscape Work Plan](#)
- [Heritage Area Strategic Plan](#)
- Economic Impact Study

PROJECT PARTNERS

Identify all major partners involved in your project. Partners may provide financial assistance, technical assistance, or general support.

Help Text

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 group. 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 Projects (Motorized and Non-Motorized)

This section provides grant information and guidance for the planning, acquisition of land, development, rehabilitation, maintenance, the purchase or lease of equipment, and development of educational programs related to land 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 Equipment Purchase
- 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.

TRAIL PLANNING Projects

Trail Planning Projects examine the feasibility of developing land 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 the [DCNR Regional Advisor](#) assigned to the region in which your project is located.

*** 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
<input type="checkbox"/>	Contacted Regional Advisor
<input type="checkbox"/>	Eligible Applicant
<input type="checkbox"/>	Appropriate Applicant
<input type="checkbox"/>	Eligible project
*	<input type="checkbox"/> For a Trail Study containing preliminary designs: Applicant owns or controls project site through a lease or easement (minimum 25 years)
*	<input type="checkbox"/> Match secured
	<input type="checkbox"/> Letters of match commitment from entities other than applicant uploaded
*	<input type="checkbox"/> Detailed list of eligible cash/non-cash match included
*	<input type="checkbox"/> Realistic, accurate, and detailed cost estimate/budget included
*	<input type="checkbox"/> Clear, concise and detailed scope of work included
	<input type="checkbox"/> For a Trail Study containing preliminary designs: PA Natural Diversity Inventory (PNDI) Receipt uploaded
	<input type="checkbox"/> Accurate project site location map(s) uploaded (if applicable)
	<input type="checkbox"/> County/Municipal Notification Letter(s) uploaded
	<input type="checkbox"/> Reviewed the Sample Planning Project Timeline and agree that the project can be completed within 3 years from date of grant award.
	<input type="checkbox"/> Copy of lease or easement uploaded (if applicable)
	<input type="checkbox"/> 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. 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. However, non-profit organizations are encouraged to partner with a municipal entity to develop and execute a trail study since a significant portion of our funding sources are only available to municipal entities. If you need assistance identifying or developing these partnerships, please contact your BRC regional advisor.

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 an electronic 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 an electronic written, bound report.

3. Design Only (Design & Engineering without Construction)

Includes preparation of engineering, final design, specifications, bid documents and permitting in order to prepare projects for construction bidding. Design only grant requests will be accepted through a pre-approval process and approved on a case-by-case basis when and if a formal application is submitted. Contact your DCNR Regional Advisor about the process for Design only projects. A 50% cash match is required for these types of projects.

Municipalities, Nonprofit organizations and For-profit organizations are eligible applicants for Design Only project types.

Sample Project Description:

Design for the development of approximately 2 miles of the Jordan Creek Greenway in South Whitehall Township, Lehigh County from Cedar Crest Boulevard to Wehr Mill Road. Work to include drawings, specifications and related documents.

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:](#)

- Consultant Qualifications – Planning Grant Projects
- General Information & Scope of Work Guidelines for Trail Study
- Public Participation Guide
- RFP Guidelines
- RFP Template

Other Resources:

- [Pennsylvania Trail Design & Development Principles](#)
- [Pennsylvania Trail Design Manual for Off-Highway Recreational Vehicles](#)
- [Trails for All People, Guidance for Accessibility and Inclusive Design](#)
- [Public Rights of Way Accessibility Guidelines \(PROWAG\)](#)
- [2010 ADA Standards for Accessible Design \(2010 Standards\).](#)
- [Trail & Path Planning: A Guide for Municipalities](#)
- Rails-to-Trails Conservancy [Trail User Survey Workbook](#)
- WeConservePA [Model Trail Easement Agreement and Commentary](#)
- [Rails-to-Trails Conservancy](#)
- [American Trails](#)
- [Federal Highway Administration Bicycle & Pedestrian Publications](#)
- [Penn State Center for Dirt and Gravel Road Studies](#)

Bureau Policies:

[BRC Policies:](#)

- 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

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 the [DCNR Regional Advisor](#) assigned to the region in which your project is located.

*** 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
<input type="checkbox"/>	Contacted Regional Advisor
<input type="checkbox"/>	Eligible Applicant
<input type="checkbox"/>	Appropriate Applicant
<input type="checkbox"/>	Eligible project
<input type="checkbox"/>	Property has no known environmental hazards
*	<input type="checkbox"/> Match secured
<input type="checkbox"/>	Letters of match commitment from entities other than applicant uploaded
*	<input type="checkbox"/> Detailed list of eligible cash match and/or donated land value
*	<input type="checkbox"/> Realistic, accurate and detailed cost estimate/budget included
*	<input type="checkbox"/> Clear, concise and detailed project scope of work
*	<input type="checkbox"/> Description of negotiations your organization has had with the landowner
<input type="checkbox"/>	PA Natural Diversity Inventory (PNDI) Receipt uploaded
<input type="checkbox"/>	Accurate project site location map(s) and identification of parcel(s) being acquired, including acreage and boundaries, uploaded
<input type="checkbox"/>	Copy of current deed(s) for the property(ies) uploaded
<input type="checkbox"/>	Draft sales agreement or letter of acknowledgment from landowner uploaded
<input type="checkbox"/>	Draft easement agreement uploaded (if applicable)
<input type="checkbox"/>	County/Municipal Notification Letter(s) uploaded
*	<input type="checkbox"/> Clearly describe the specific rights to be acquired and any rights severed from the property by past or proposed transactions
*	<input type="checkbox"/> Full Appraisal Report by a state certified General Real Estate Appraiser for the land defined in the project scope, including any donated parcels. Appraisal must be ordered by and prepared for the applicant. Review the DCNR Requirements for Property Appraisals for more information.
<input type="checkbox"/>	When circumstances warrant a “Waiver for Retroactivity” - the applicant has submitted a formal written request to the DCNR Central Office
<input type="checkbox"/>	Properly completed Resolution Page uploaded
<input type="checkbox"/>	Reviewed the Sample Land Acquisition Project Timeline 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: https://elibrary.dcnr.pa.gov/GetDocument?docId=1753374&DocName=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 trail easement agreements must be reviewed and approved by the Bureau before being executed. Trail easements funded by DCNR must follow [WeConservePA's Model Trail Easement Agreement](#).
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. 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"](#).
14. 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 the DCNR website.
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.*

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, Murrysburg 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:](#)

- 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](#)
- [Trail Easement Agreement & Commentary](#)

TRAIL DEVELOPMENT Projects

Trail Development Projects construct new and rehabilitate and maintain existing land 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 the [DCNR Regional Advisor](#) assigned to the region in which your project is located.

*** 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
<input type="checkbox"/>	Contacted Regional Advisor
<input type="checkbox"/>	Eligible Applicant
<input type="checkbox"/>	Appropriate Applicant
<input type="checkbox"/>	Eligible project
*	<input type="checkbox"/> Applicant owns or controls project site through a lease or easement (minimum 25 years)
	<input type="checkbox"/> Project site is open to the public
	<input type="checkbox"/> Property has no known environmental hazards
*	<input type="checkbox"/> Match secured
	<input type="checkbox"/> Letters of match commitment from entities other than applicant uploaded
*	<input type="checkbox"/> Detailed list of eligible cash match and non-cash match included
*	<input type="checkbox"/> Trail Development Drawing(s) by a licensed design professional and consistent with the DCNR Trail Development Drawing (SDD) Checklist uploaded
*	<input type="checkbox"/> Realistic, accurate, and detailed cost estimate/budget included, including any land donation value, uploaded
*	<input type="checkbox"/> Clear, concise, and detailed scope of work included
	<input type="checkbox"/> PA Natural Diversity Inventory (PNDI) Receipt uploaded
	<input type="checkbox"/> Accurate project site location map(s) uploaded
	<input type="checkbox"/> County/Municipal Notification Letter(s) uploaded
	<input type="checkbox"/> Reviewed the Sample Development Project Timeline and agree that the project can be completed within 4 years from date of grant award.
	<input type="checkbox"/> Copies of lease or easement uploaded (if applicable)
	<input type="checkbox"/> 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 the DCNR Requirements for Property Appraisals for more information.
	<input type="checkbox"/> 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. 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.
15. 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.
16. The proposed project scope of work must be comprehensive enough to result in a complete and useable facility.
17. 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.
18. 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 Description:

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:](#)

- 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](#)
- [Trails for All People, Guidance for Accessibility and Inclusive Design](#)
- [Public Rights of Way Accessibility Guidelines \(PROWAG\)](#)
- [2010 ADA Standards for Accessible Design \(2010 Standards\)](#)
- Rails-to-Trails Conservancy [Trail User Survey Workbook](#)
- WeConservePA [Model Trail Easement Agreement and Commentary](#)
- [Rails-to-Trails Conservancy](#)
- [American Trails](#)
- [Federal Highway Administration Bicycle & Pedestrian Publications](#)
- [Penn State Center for Dirt and Gravel Road Studies](#)
- [Green and Sustainable Design](#)

Bureau Policies:[Bureau Policies:](#)

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

TRAIL EQUIPMENT PURCHASE Projects

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.

Trail Equipment Purchase: Ready-To-Go Checklist

This Checklist is to be used by the applicant to ensure the Trail 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 the [DCNR Regional Advisor](#) assigned to the region in which your project is located.

- * **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
<input type="checkbox"/>	Contacted Regional Advisor
<input type="checkbox"/>	Eligible Applicant
<input type="checkbox"/>	Appropriate Applicant
<input type="checkbox"/>	Eligible project
*	<input type="checkbox"/> Project site is open to the public
*	<input type="checkbox"/> Match secured
	<input type="checkbox"/> Letters of match commitment from entities other than applicant uploaded
*	<input type="checkbox"/> Detailed list of eligible cash match included
*	<input type="checkbox"/> Realistic, accurate, and detailed cost estimate/budget included (should be based on current price quotes)
*	<input type="checkbox"/> Clear, concise, and detailed scope of work included
	<input type="checkbox"/> Accurate project site location map(s) uploaded
	<input type="checkbox"/> Properly completed Resolution Page uploaded

Trail 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 trail development project unless the projects are substantially related.
4. Cash match is required for all projects. Minimum match is 20% of the total project cost.
5. Cash match contributions provided by other organizations should be transferred to the applicant/grantee.
6. Equipment that is acquired with DCNR funding is not permitted to be used for purposes other than trail 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.

Trail Equipment Purchase: Project Types

Grants are awarded for the purchase or lease of equipment for maintenance or construction of motorized and non-motorized trails. Trail equipment purchases can only be funded with Pennsylvania Recreational Trails (PRT). Match requirements for PRT is established at a minimum of 20% of the total project cost.

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.

Trail Equipment Purchase: Guidance Documents & Bureau Policies

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

Bureau Policies:

[Bureau Policies:](#)

- Equipment Purchase Policy and Tracking Form
- Funding OHV Facilities 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 the [DCNR Regional Advisor](#) assigned to the region in which your project is located.

*** 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
<input type="checkbox"/>	Contacted appropriate DCNR Regional or Partnerships Division Staff
<input type="checkbox"/>	Eligible Applicant
<input type="checkbox"/>	Eligible scope of work activities
* <input type="checkbox"/>	Match secured
* <input type="checkbox"/>	The applicant does not have any open expired DCNR grant agreements.
* <input type="checkbox"/>	Clear & concise work plan with detailed scope of work items that contain accurate cost estimates
<input type="checkbox"/>	Detailed account of eligible cash and/or non-cash match
<input type="checkbox"/>	Letters of match commitment from entities other than applicant uploaded
<input type="checkbox"/>	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.

Bureau Policies:

- Partnership Eligible and Ineligible Project Activities/Costs Policy

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.

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

All Project Types

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

Help Text

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. Explain if your project is in an area that has been identified as having a high or medium need for close-to-home recreation (Access [Webmap](#)) or if your project will meet needs in an underserved community. Explain any urgencies facing your project, such as a safety hazard, threat of development and/or opportunities to leverage other funding.

- 2. Describe how your project will help to reduce the severity of current and future climate impacts through green and sustainable practices. Green and sustainable practices should be referenced in the project budget, scope of work, and site plan as applicable.**

Help Text

Please refer to the [Climate Guidance Document and Greening Parks and Sustainable Practices](#) page for additional resources and technical assistance information. Please note that upon award, it is expected that all best management practices proposed in this application will be incorporated into your project. Climate Resilient, Green, and Sustainable Practices should be selected so they are appropriate for both your site and project.

Planning & Development

- 3. Describe how your project will improve access for people of all abilities and comply with the 2010 ADA Standards for Accessible Design. Access improvements should be referenced in the project budget, scope of work, and site plan as applicable.**

Help Text

The Department supports that all Pennsylvanians have access to close to home recreation and the incorporation of universal design practices into outdoor recreation projects. All grant applicants must comply with the 2010 ADA Standards for Accessible Design. Describe how your project will comply with the law, improve accessibility to outdoor recreation opportunities for all - including those in medium or high need access areas ([Access link](#)), an underserved population or segment of your community.

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.**

Help Text

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.

Educational Program

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

Help Text

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 Project Types

- 4. 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.).**

Help Text

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 *Recreation For All*, the [2020-2024 Pennsylvania Outdoor Recreation Plan](#) (pages 85-91) and/or the [2020-2024 Pennsylvania Land and Water Trail Network Strategic Plan](#). Identify if you are implementing a Bureau Priority.**

Help Text

To receive maximum points, you must give a detailed explanation as to how your project will address three (3) action steps identified in the [2020-2024 Pennsylvania Outdoor Recreation Plan](#) (pages 85-91) and implement one of the Bureau priorities below. If your project is related to improving Pennsylvania's trail network, you may find related actions in the [2020-2024 Pennsylvania Land and Water Trail Network Strategic Plan](#) as well. Be sure to mention if your project will implement a Bureau Priority:

- Close a Priority Trail Gap;
- Rehabilitate an existing community park;
- Address a recreation access need in a medium or high need area (Access [Webmap](#));
- Serve an underserved population/area;
- Implement a watershed restoration and/or water access project; or

- Acquire lands that enhance landscape connectivity, climate resiliency, and/or recreational access to existing protected lands.

Acquisition & 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. For equipment purchases, the Department requires that the equipment be properly maintained and kept in reasonable repair throughout its useful life. Please describe your strategy to operate, maintain, and/or provide stewardship to your project.

Do you have written operations and maintenance plan or stewardship plan for your park(s), trail(s), property(s), and/or equipment?

Help Text

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 general public. The Plan should establish schedules and time-lines 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. 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.

Planning

6. Describe your capacity to implement the proposed plan or study once it is complete.

Help Text

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.

Educational Program

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

Help Text

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 Project Types

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

Help Text

Identify the top three (3) relevant plans that your project advances through the implementation of the scope of work. A Project Plan is required to submit your application. 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 may include, but are not limited to:

- Local/County Comprehensive Plan
- Local/County Comprehensive Park & Recreation Plan
- Local Network Greenways, Trails and Open Space Plan
- Project Master Site Plan
- Project Feasibility Study
- [Rivers Conservation Plan](#)
- Watershed Plan
- [Conservation Landscape Work Plan](#)
- [Heritage Area Strategic Plan](#)
- Economic Impact Study

PROJECT PARTNERS

All Project Types

Identify all major partners involved in your project. Partners may provide financial assistance, technical assistance, or general support.

Help Text

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 group. 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

DCNR-2024-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
<input type="checkbox"/>	1.	Trail Name, Phase, Location (political subdivisions), and Owner/Grantee.
<input type="checkbox"/>	2.	Scale, North Arrow, Legend, and Date.
<input type="checkbox"/>	3.	Work limits: Identify start and end points and distance of trail project in linear feet or miles and, if applicable, acreage.
<input type="checkbox"/>	4.	Boundary Map: Show exterior boundaries of site with metes and bounds or best available information; name of owner or leasee; political boundaries.
<input type="checkbox"/>	5.	Rights of way and easements that intersect the trail.
<input type="checkbox"/>	6.	Surrounding properties and uses.
<input type="checkbox"/>	7.	Topography: Indicate running grade and cross slope of the trail and associated facilities
<input type="checkbox"/>	8.	Green and Sustainable Practices – for Climate Resiliency <ul style="list-style-type: none"> • Native Landscaping • Green Stormwater Management/BMP's (Examples: <i>bioretention areas/raingardens, vegetated roofs, pervious pavement with infiltration, downspout disconnect, infiltration practices</i>) • Interpretive Signage describing BMP/Green Stormwater Management practices • Shade and Sun protection (tree canopy, shade structures) • Tree and Vegetated buffers along trail corridors, stream bank restoration/expand buffers
<input type="checkbox"/>	9.	Water Bodies: Streams, rivers, ponds, lakes, etc.
<input type="checkbox"/>	10.	Floodplain: Delineate floodway and limits of 100-year (1%) floodplain.
<input type="checkbox"/>	11.	Wetlands: Identify locations on and/or immediately adjacent to site.
<input type="checkbox"/>	12.	Existing structures and human-made features: Bridges, culverts, utilities, railroads, buildings, fences, other encroachments, etc.
<input type="checkbox"/>	13.	Work limits: Show limits of work to be undertaken in this trail project, including beginning and endpoints.
<input type="checkbox"/>	14.	Trailheads: Parking, trailhead facilities, routes that connect parking and trailhead facilities to the trail.
<input type="checkbox"/>	15.	Buildings: Provide the footprint for all structures and indoor facilities to be developed.
<input type="checkbox"/>	16.	Access points other than trailheads.
<input type="checkbox"/>	17.	Road crossings and required crossing features: Signals, signage, pavement markings, etc.
<input type="checkbox"/>	18.	Site Control Structures: Fences, walks, dikes, walls, gates, etc.
<input type="checkbox"/>	19.	Drainage structures: Culverts, catch basins, inlets, drain tile, swales, rain gardens, etc.
<input type="checkbox"/>	20.	Lighting locations.
<input type="checkbox"/>	21.	Signage locations including DCNR funding acknowledgement.
<input type="checkbox"/>	22.	Accessible Design Practices (Trails for All People , Public Rights of Way Accessibility Guidelines (PROWAG) , 2010 ADA Standards for Accessible Design): <ul style="list-style-type: none"> • Accessible parking space(s), pathways, and facilities • Appropriate accessibility standards applied to the trail • Appropriate accessibility trail signage

All-Terrain Vehicle (ATV) and Snowmobile Projects

This section provides grant application information and guidance for 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 the [DCNR Regional Advisor](#) assigned to the region in which your project is located.

*** 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
<input type="checkbox"/>	Contacted Regional Advisor
<input type="checkbox"/>	Eligible Applicant
<input type="checkbox"/>	Appropriate Applicant
<input type="checkbox"/>	Eligible project
*	<input type="checkbox"/> For a Trail Study containing preliminary designs: Applicant owns or controls project site through a lease or easement (minimum 25 years)
	<input type="checkbox"/> If match is provided, is it secure?
	<input type="checkbox"/> Letters of match commitment from entities other than applicant uploaded
*	<input type="checkbox"/> Realistic, accurate, and detailed cost estimate/budget included
*	<input type="checkbox"/> Clear, concise and detailed scope of work included
	<input type="checkbox"/> For a Trail Study containing preliminary designs: PA Natural Diversity Inventory (PNDI) Receipt uploaded
	<input type="checkbox"/> Accurate project site location map(s) uploaded (if applicable)
	<input type="checkbox"/> County/Municipal Notification Letter(s) uploaded
	<input type="checkbox"/> Reviewed the Sample Planning Project Timeline and agree that the project can be completed within 3 years from date of grant award.
	<input type="checkbox"/> Copy of lease or easement uploaded (if applicable)
	<input type="checkbox"/> 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. In most cases, a plan or study must be completed and approved by DCNR before DCNR will consider grant requests for land acquisition, rehabilitation, maintenance, development, purchase of equipment or other types of support.
4. 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.
5. 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.
6. 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.
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 investigate the feasibility of developing a specific linear corridor, trail network within a specific property or trail network within a specified region 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 or trail network, as well as determining public support. 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 physical data, background research, a robust public input process, 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. The plan should recommend protection options, roles, potential cost estimates, and how best to acquire, develop, and maintain the trail corridor or system.

Sample Project Descriptions:

Prepare a feasibility study to connect ATV trails in Elk County. Work to include an electronic written report.

Prepare a trail study to explore the feasibility of a 235-acre ATV and OHV facility in Slippery Rock Township, Lawrence County and Muddy Creek Township, Butler County. Work to include an electronic written report.

Prepare a trail study for the development of approximately 13 miles of the former Ontario & Western Railroad corridor for ATV use in Susquehanna and Wayne counties. Work to include an electronic written 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.

Sample Project Description:

Prepare a master site development plan for the development of approximately 750 acres of the Indian Creek Valley ATV Club in Saltlick Township, Fayette County. Work to include a written, bound report.

3. Design Only (Design & Engineering without Construction)

Includes preparation of preliminary engineering, final design, specifications, bid documents and permitting in order to prepare projects for bidding a construction project.

Sample Project Description:

Design for the development of approximately 1 mile of the Whiskey Springs to Bloody Skillet ATV Connector Trail in Renovo Borough and Chapman Township, Clinton County from Brewery Run Road in Renovo Borough to Sproul State Forest in Chapman Township. Work to include drawings, specifications and related documents.

ATV/Snowmobile Planning: Guidance Documents & Bureau Policies

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

Guidance Planning Documents:

- Consultant Qualifications – Planning Grant Projects
- Scope of Work Guidelines for Trail Study
- Scope of Work Guidelines for Master Site Development Plan
- 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](#)
- [Trails for All People, Guidance for Accessibility and Inclusive Design](#)
- WeConservePA [Model Trail Easement Agreement and Commentary](#)
- National Off-Highway Vehicle Conservation Council <https://nohvcc.org/>
- 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:

- ADA Policy
- Competitive Bidding/Purchasing Procedures Policy
- Funding OHV Facilities Policy
- Greening Policy
- Ownership and Control Policy
- Planning Eligible and Ineligible Grant Project Activities/Costs Policy
- Planning Grant Administrative Instructions and Process Policy
- Design Only Project Management Process - TRAILS
- 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 the [DCNR Regional Advisor](#) assigned to the region in which your project is located.

*** 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
<input type="checkbox"/>	Contacted Regional Advisor
<input type="checkbox"/>	Eligible Applicant
<input type="checkbox"/>	Appropriate Applicant
<input type="checkbox"/>	Eligible project
<input type="checkbox"/>	Property has no known environmental hazards
<input type="checkbox"/>	If match is provided, is it secure?
<input type="checkbox"/>	Letters of match commitment from entities other than applicant uploaded
<input type="checkbox"/>	Realistic, accurate and detailed cost estimate/budget
<input type="checkbox"/>	Clear, concise and detailed project scope of work
<input type="checkbox"/>	Description of negotiations your organization has had with the land owner
<input type="checkbox"/>	PA Natural Diversity Inventory (PNDI) Receipt uploaded
<input type="checkbox"/>	Accurate project site location map(s) and identification of parcel(s) being acquired, including acreage and boundaries, uploaded
<input type="checkbox"/>	Copy of current deed(s) for the property(ies) uploaded
<input type="checkbox"/>	Draft sales agreement or letter of acknowledgment from land owner uploaded
<input type="checkbox"/>	Draft easement agreement uploaded (if applicable)
<input type="checkbox"/>	County/Municipal Notification Letter(s) uploaded
<input type="checkbox"/>	Clearly describe the specific rights to be acquired and any rights severed from the property by past or proposed transactions
<input type="checkbox"/>	Full Appraisal Report by a state certified General Real Estate Appraiser for the land defined in the project scope, including any donated parcels. Appraisal must be ordered by and prepared for the applicant. Review the DCNR Requirements for Property Appraisals for more information.
<input type="checkbox"/>	When circumstances warrant a “Waiver for Retroactivity” - the applicant has submitted a formal written request to the DCNR Central Office
<input type="checkbox"/>	Properly completed Resolution Page uploaded
<input type="checkbox"/>	Reviewed the Sample Land Acquisition Project Timeline and agree that 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 comply with the [Acquisition Policy: Requirements for Property Appraisals](#). 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 trail easement agreements must be reviewed and approved by the Bureau before being executed. [WeConservePA's Model Trail Easement Agreement](#) can serve as a template.
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. 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"](#).
14. 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.

Sample Project Descriptions:

Payment toward the acquisition of approximately 101.12 acres in New Beaver and Wampum boroughs, Lawrence County for the expansion of Mines and Meadows ATV Park.

Payment toward the acquisition of two parcels totaling approximately 200 acres in Coal, East Cameron, and West Cameron townships, Northumberland County to provide additional trails for the further development of the Anthracite Outdoor Adventure Area.

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.

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, Murrysburg 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:](#)

- Acquisition Grant Administrative Instructions and Process Policy
- Acquisition Eligible and Ineligible Grant Project Activities/Costs Policy

- Funding OHV Facilities 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](#)
- WeConservePA [Model Trail Easement Agreement and Commentary](#)
- National Off-Highway Vehicle Conservation Council <https://nohvcc.org/>

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 the [DCNR Regional Advisor](#) assigned to the region in which your project is located.

*** 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
<input type="checkbox"/>	Contacted Regional Advisor
<input type="checkbox"/>	Eligible Applicant
<input type="checkbox"/>	Appropriate Applicant
<input type="checkbox"/>	Eligible project
*	<input type="checkbox"/> Applicant owns or controls project site through a lease or easement (minimum 25 years)
	<input type="checkbox"/> Project site is open to the public
	<input type="checkbox"/> Property has no known environmental hazards
	<input type="checkbox"/> If match is provided, is it secure?
*	<input type="checkbox"/> Letters of match commitment from entities other than applicant uploaded
	<input type="checkbox"/> Trail Development Drawing(s) by a licensed design professional and consistent with the DCNR Trail Development Drawing (TDD) Checklist uploaded
*	<input type="checkbox"/> Realistic, accurate, and detailed cost estimate/budget uploaded
*	<input type="checkbox"/> Clear, concise, and detailed scope of work included
	<input type="checkbox"/> PNDI receipt uploaded
	<input type="checkbox"/> Accurate project site location map(s) uploaded
	<input type="checkbox"/> County/Municipal Notification Letter(s) uploaded
	<input type="checkbox"/> Reviewed the Sample Development Project Timeline and agree that the project can be completed within 4 years from date of grant award.
	<input type="checkbox"/> Copies of lease or easement uploaded (if applicable)
	<input type="checkbox"/> 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. 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.
6. 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.
7. 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.
8. 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.
9. 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).
10. 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.
11. 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.
12. 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.
13. The proposed project scope of work must be comprehensive enough to result in a complete and useable facility.

14. 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.
15. 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.

Sample Project Description:

Development of the AOAA in Coal Township, Northumberland County. Work to include development of approximately 4 miles of trail on the Western Reserve; ADA access, landscaping, project sign and other related site improvements.

Development of Round Top Park in Athens Township, Bradford County. Work to include rehabilitation of approximately 4 miles of ATV trails and a trailhead, construction of a pavilion and comfort station; ADA access, landscaping, project sign, signage and other related site improvements.

2. Maintenance

Maintenance includes non-construction activities such as vegetation management, access control, cleaning of drainage structures, grooming snowmobile trails, etc.

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 Development Documents:](#)

- 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](#)

- [Trails for All People, Guidance for Accessibility and Inclusive Design](#)
- WeConservePA [Model Trail Easement Agreement and Commentary](#)
- National Off-Highway Vehicle Conservation Council <https://nohvcc.org/>
- 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/>
- 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>
 - [Trails for All People, Guidance for Accessibility and Inclusive Design](#)
 - Standards for Accessible and Usable Buildings and Facilities: [ANSI A117.1 \(2009\), Standard for Accessible and Usable Buildings and Facilities](#)

Bureau Policies:

- ADA Policy
- Appraisal Policy
- Conversion Policy
- Development Eligible and Ineligible Grant Project Activities/Costs Policy
- Funding OHV Facilities Policy
- Greening Policy
- Ownership and Control Policy
- PNDI Policy
- Trail Development Project Management Process 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 the [DCNR Regional Advisor](#) assigned to the region in which your project is located.

*** 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	Items
<input type="checkbox"/>	Contacted Regional Advisor
<input type="checkbox"/>	Eligible Applicant
<input type="checkbox"/>	Appropriate Applicant
<input type="checkbox"/>	Eligible project
*	<input type="checkbox"/> Project site is open to the public
	<input type="checkbox"/> If match is provided, is it secure?
	<input type="checkbox"/> Letters of match commitment from entities other than applicant uploaded
*	<input type="checkbox"/> Detailed list of eligible cash match included
*	<input type="checkbox"/> Realistic, accurate, and detailed cost estimate/budget included (should be based on current price quotes)
*	<input type="checkbox"/> Clear, concise, and detailed scope of work included
	<input type="checkbox"/> Accurate project site location map(s) uploaded
	<input type="checkbox"/> 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.

Sample Project Descriptions:

Purchase a snowmobile trail groomer to groom 230 miles of snowmobile trails in Lackawanna, Susquehanna and Wayne counties.

Purchase of equipment to construct and maintain approximately 85 miles of ATV trails at the Mines and Meadows ATV Park in New Beaver Borough, Lawrence County.

ATV/Snowmobile Equipment Purchase: Guidance Documents & Bureau Policies

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

- [Equipment Purchase Policy and Tracking Form](#)
- [ATV/Snowmobile Equipment Purchase Administration Policy](#)

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 the [DCNR Regional Advisor](#) assigned to the region in which your project is located.

*** 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
<input type="checkbox"/>	Contacted appropriate DCNR Regional or Partnerships Division Staff
<input type="checkbox"/>	Eligible Applicant
<input type="checkbox"/>	Eligible scope of work activities
<input type="checkbox"/>	If match is provided, is it secure?
<input type="checkbox"/>	The applicant does not have any open expired DCNR grant agreements.
<input type="checkbox"/>	Clear & concise work plan with detailed scope of work items that contain accurate cost estimates
<input type="checkbox"/>	Detailed account of eligible cash and/or non-cash match
<input type="checkbox"/>	Letters of match commitment from entities other than applicant uploaded
<input type="checkbox"/>	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.

Sample Project Descriptions:

Coordinate up to 4 groomer operator trainings and up to 40 youth snowmobile safety trainings. Work to include a written summary report.

Coordinate the Sensible, Courteous, Off-Road Enthusiasts (S.C.O.R.E.) Rules of the Trail Dirt Bike Simulator Training Program. 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.

- [Partnerships Eligible and Ineligible Grant Project Activities, Costs, and Match](#)

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

All Project Types

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

Help Text

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. Explain if your project is in an area that has been identified as having a high or medium need for close-to-home recreation (Access [Webmap](#)) or if your project will meet needs in an underserved community. Explain any urgencies facing your project, such as a safety hazard, threat of development and/or opportunities to leverage other funding.

2. **Describe how your project will help to reduce the severity of current and future climate impacts through green and sustainable practices. Green and sustainable practices should be referenced in the project budget, scope of work, and site plan as applicable.**

Help Text

Please refer to the [Climate Guidance Document and Greening Parks and Sustainable Practices](#) page for additional resources and technical assistance information. Please note that upon award, it is expected that all best management practices proposed in this application will be incorporated into your project. Climate Resilient, Green, and Sustainable Practices should be selected so they are appropriate for both your site and project.

Planning & Development

- 3. Describe how your project will improve access for people of all abilities and comply with the 2010 ADA Standards for Accessible Design. Access improvements should be referenced in the project budget, scope of work, and site plan as applicable.**

Help Text

The Department supports that all Pennsylvanians have access to close to home recreation and the incorporation of universal design practices into outdoor recreation projects. All grant applicants must comply with the 2010 ADA Standards for Accessible Design. Describe how your project will comply with the law, improve accessibility to outdoor recreation opportunities for all - including those in medium or high need access areas ([Access link](#)), an underserved population or segment of your community.

Acquisition & 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.**

Help Text

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.

Educational Program

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

Help Text

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 Project Types

4. 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.).

Help Text

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 *Recreation For All*, the [2020-2024 Pennsylvania Outdoor Recreation Plan](#) (pages 85-91) and/or the [2020-2024 Pennsylvania Land and Water Trail Network Strategic Plan](#). Identify if you are implementing a Bureau Priority.

Help Text

To receive maximum points, you must give a detailed explanation as to how your project will address three (3) action steps identified in the [2020-2024 Pennsylvania Outdoor Recreation Plan](#) (pages 85-91) and implement one of the Bureau priorities below. If your project is related to improving Pennsylvania's trail network, you may find related actions in the [2020-2024 Pennsylvania Land and Water Trail Network Strategic Plan](#) as well. Be sure to mention if your project will implement a Bureau Priority:

- Close a Priority Trail Gap;
- Rehabilitate an existing community park;
- Address a recreation access need in a medium or high need area ([Access Webmap](#));
- Serve an underserved population/area;
- Implement a watershed restoration and/or water access project; or
- Acquire lands that enhance landscape connectivity, climate resiliency, and/or recreational access to existing protected lands.

Acquisition, Development & 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. For equipment purchases, the Department requires that the equipment be properly maintained and kept in reasonable repair throughout its useful life. Please describe your strategy to operate, maintain, and/or provide stewardship to your project.

Do you have written operations and maintenance plan or stewardship plan for your park(s), trail(s), property(s), and/or equipment?

Help Text

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 general public. The Plan should establish schedules and time-lines 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. 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.

Planning

6. Describe your capacity to implement the proposed plan or study once it is complete.

Help Text

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.

Educational Program

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

Help Text

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 Project Types

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

Help Text

Identify the top three (3) relevant plans that your project advances through the implementation of the scope of work. A Project Plan is required to submit your application. 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 may include, but are not limited to:

- Local/County Comprehensive Plan
- Local/County Comprehensive Park & Recreation Plan
- Local Network Greenways, Trails and Open Space Plan
- Project Master Site Plan
- Project Feasibility Study
- [Rivers Conservation Plan](#)
- Watershed Plan
- [Conservation Landscape Work Plan](#)
- [Heritage Area Strategic Plan](#)
- Economic Impact Study

PROJECT PARTNERS

All Project Types

Identify all major partners involved in your project. Partners may provide financial assistance, technical assistance, or general support.

Help Text

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 group. 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.

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:

Rehabilitation and further development of Buhl Park, within the Lower Shenango River Watershed, Hermitage City, Mercer County. Work to include restoration of wetland cells; construction of boardwalk, observation decks and pedestrian pathways; removal of invasive species; ADA access, landscaping, project sign and other related improvements.

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 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](#)

[Rivers Registry](#)

[Planning and Development](#)

[Partnerships](#)

[Bureau Policies](#)

[Green and Sustainable Design Resources](#)

The DCNR Community & Watershed Forestry Program provides financial assistance to identify locations in need of riparian forest buffers, lawn conversion, and urban tree-planting and to design, implement, and establish those practices. This program supports projects that produce conventional buffers and 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 applicants include municipalities and municipal entities, institutes of higher education, and conservation related non-profits. Each grant requires a 20% match (cash or non-cash match is accepted). Eligible applicants requesting TreeVitalize funding should apply under this program.

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](#).

Yes	
<input type="checkbox"/>	Contacted BRC Regional Advisor
<input type="checkbox"/>	Coordinate technical assistance with Regional Watershed Forestry Specialists (if necessary)
<input type="checkbox"/>	Eligible applicant
<input type="checkbox"/>	Eligible project scope
<input type="checkbox"/>	Clear, concise and detailed project description included
<input type="checkbox"/>	Realistic, accurate, and detailed cost estimate / budget, including list of eligible cash / non-cash project costs.
<input type="checkbox"/>	Properly completed Resolution Page
<input type="checkbox"/>	Properly completed Grant Agreement Signature Page

Helpful Documents for Community & Watershed Forestry Projects

DCNR's website includes information about all three of the Community & Watershed Forestry practices eligible for funding through this opportunity: [Riparian Forest Buffers](#), [TreeVitalize](#), [Lawn Conversion](#), including a variety of guidance documents, grant requirements, and grant management forms that should be helpful in developing your Grant Application.

DCNR Guidelines for Community & Watershed Forestry 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 Community & Watershed Forestry Program will provide financial assistance to identify locations in need of riparian forest buffers, lawn conversion, and urban tree-planting and to design, implement, and establish those practices. This program will support projects that produce conventional buffers and 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 applicants requesting TreeVitalize funding should apply under this program.

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 Community & Watershed Forestry Program are those that involve landowner outreach, design, site preparation and planting of buffers, meadows, upland forest, urban trees; plant materials and tree shelters; and post-planting establishment on plantings installed within the past 5 years. Projects can propose conventional or multifunctional riparian forest buffers, lawn conversion, or TreeVitalize related outreach and implementation.

Section III – Program Requirements

- A. The minimum grant amount awarded is \$50,000.
- B. All projects require a minimum of 20% match. Match may be cash or non-cash and must be directly related to the approved scope of work. DCNR reserves the right to negotiate with applicants on the final award amount, acreage and 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.
 - Administrative costs, limited to a maximum of 5% of the grant amount
 - Post-planting establishment of community & watershed forestry practices that were planted within the last 5 years, limited to a maximum of 20% of the grant amount.
- 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 community & watershed forestry practice 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 planting(s). Permission can be given through: (1) a landowner agreement between the property owner and the applicant that allows for the installation and long term monitoring and maintenance of the practice; (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.

Applicants who undertake a riparian forest buffer or lawn conversion project must be willing to enter into a landowner agreement with each participating landowner for a minimum of 25 years. The agreement will address maintenance requirements and other considerations. TreeVitalize applicants must be willing to manage a tree-tenders education and stewardship program to ensure survivability of community tree plantings.

- 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 community & watershed forestry practices installed as part of the grant-funded project without the prior written approval of DCNR.

Section IV – Application Procedures

Applications will be accepted via the online grant application portal:

<https://apps.dcnr.pa.gov/grants/>. 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.

Applicants should contact Bureau of Recreation and Conservation Regional Advisors for assistance with funding for projects related to, Parks, Recreation, and Conservation. They can provide guidance related to the DCNR grant application process. DCNR Watershed Forestry Staff will be available to provide project-specific technical assistance for Community and Watershed Forestry proposals. They can provide advice on communications and outreach efforts, site design and species selection, and post-planting establishment practices. They can also participate in partnerships and watershed-level projects. Bureau of Forestry staff time related to projects cannot be used as match to the grant.

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 Establishment & Stewardship
- Project Outputs
- Project Budget

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 may be eligible to access 50% of awarded funds by requesting a grant payment via the DCNR grants portal. 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

GRANT APPLICATION CRITERIA QUESTION INSTRUCTIONS

DCNR-2024-C2P2-INST2.3

COMMUNITY & WATERSHED FORESTRY

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. If applicable, describe environmental social or economic benefits to disadvantaged communities. .

- Provide a concise, detailed explanation of the proposed scope of work, including the project type (riparian forest buffer, TreeVitalize or lawn conversion), when the project(s) will take place and any needs, issues, and/or urgencies that your project will address. Be sure to describe any existing or new/expanded technical assistance capacity that will be funded by project. Also describe any post-planting establishment activities that will be funded through this project on buffers planted through past/other funding sources or grants.
- Provide details on your implementation of community and watershed forestry practices. For buffers indicate total acreage to be planted and average buffer width. For TreeVitalize indicate number of trees to be planted, number of tree tenders trained, description of education/stewardship programs, and whether this project is part of a larger Tree Equity or Tree Canopy Plan. For lawn conversion indicate acreage of the planting and whether the acres are meadow or upland forest.
- Community and watershed forestry projects provide biodiversity, water quality improvements, flood control and climate resiliency. Highlight any other unique benefits that may be realized as an outcome of this project.
- If your scope of work includes multifunctional buffers or other creative or innovative concepts, please explain and detail the needs addressed and benefits likely derived from this concept.
- For TreeVitalize proposals: If the proposal includes technical assistance such as inventory and analysis work, canopy planning etc, please describe your process for

carrying out these tasks and describe who will be doing the work (either in-house or contractor managed).

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).

OUTREACH

Explain how you will plan to identify and engage local partners, landowners and other key stakeholders.

- Highlight any prioritization tools you will use to identify planting sites.
- How will you train and engage local stewards to care for the plantings?
- If applicable, explain how you plan to provide technical assistance or education as part of your proposal.

PROJECT METHODOLOGY

Explain how you will complete the scope of work. Provide clear and concise details of the activities and resources required. Detail the roles of the applicant, landowner, and other partners or stakeholders in completing the scope of work.

PROJECT ESTABLISHMENT AND STEWARDSHIP

Detail your strategy for post-planting establishment of the community and watershed forestry practices. Include how, when, and by whom the activities will be accomplished for the first 5 years after planting. Explain how you will steward the planting over the long term. Describe what your organization, the local community, or other stakeholders are doing to build capacity and expertise for long term stewardship. If your proposal includes stewardship activities on plantings funded by other sources or previous grants, describe those activities as well.

- Clarify if you plan to use the [DCNR landowner agreement template](#) or if you will use your own landowner agreement. If you propose to use your own landowner agreement, upload a template and confirm that it includes language requiring the landowner to maintain the community and watershed forestry practice for at least 25-years. The agreement should also include provisions for site access, defined roles for maintenance, and clear consequences for neglect or removal of the community and watershed forestry practice.

PROJECT OUTPUTS

Based on the type of project you are proposing, detail the project outputs below.

(Can these be data entry fields, not text fields?)

- Riparian Forest Buffer
 - Conventional acres
 - Multifunctional acres
 - Average buffer width
 - Percent of acres to be planted within the Chesapeake Bay Watershed.
 - Percent of acres to be planted within [EPA-identified Disadvantaged Communities](#) within the Most Effective Basins.
- TreeVitalize
 - Number of trees planted
 - Number of tree tenders
 - Percent of trees to be planted within the Chesapeake Bay Watershed
 - **Does your project benefit a disadvantaged community as identified in [Climate & Economic Justice Screening Tool \(geoplatform.gov\)](#) or the [PennEnviroScreen \(pa.gov\)](#)?**
- Lawn Conversion
 - Acres of meadow
 - Acres of upland trees
 - Percent of acres to be planted within the Chesapeake Bay Watershed
 - Percent of acres to be planted within [EPA-identified Disadvantaged Communities](#) within the Most Effective Basins.

Community & Watershed Forestry (combination sub-type)

- Choose this to select multiple from above

PROJECT BUDGET

The project budget will be evaluated based on the following criteria:

- Cost per acre- site prep and implementation (buffer and lawn conversion applications)
 - total cost per acre
 - cash cost per acre
 - return on investment
- Cost per acre post-planting establishment & stewardship
- Cost per tree (TreeVitalize applications – include site preparation costs)
- Cost per tree establishment & stewardship (TreeVitalize applications)
- Reasonable billable rates for all staff time for landowner outreach, public education and volunteer engagement
- Admin < 5%

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 projects that facilitate diverse recreational trail use
- 30% for projects that facilitate motorized recreation
- 30% for projects that facilitate non-motorized recreation

Refer to the [FHWA Recreational Trails Program Guidance](#) for additional information.

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, Water Trails Users, Horseback Riding, Mountain Biking, Off-Highway Motorcycling, People with Disabilities, Snowmobiling, Hiking, Walking, and eight Members at Large.

Projects funded through the PRT Program must implement the recommendations of the Pennsylvania Statewide Comprehensive Outdoor Recreation Plan and the Pennsylvania Land and Water Trail Network Strategic Plan 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, municipalities, nonprofit and for-profit organizations are eligible to apply for PRT funding. PRT applicants submit grant applications through DCNR's annual Community Conservation Partnerships Program (C2P2). DCNR will apply any unallocated PRT motorized funds annually to motorized recreation projects on DCNR lands.

Match

Grantees are 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. 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 or lease of equipment for recreational trail construction and maintenance.
- D. Construction of new recreational trails.
- E. Acquisition of easements and fee simple title to property for recreational trails or recreational trail corridors. *NOTE: DCNR is currently not accepting applications for land acquisition under the PRT Program.*
- F. 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).
- G. Operation of educational programs to promote safety and environmental protection as those objectives relate to the use of recreational trails (not to exceed 5 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 certain federal lands for any motorized use unless certain conditions are met, as outlined in FHWA's Recreational Trails Program Guidance.
- C. 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
- D. Trail feasibility studies or trail planning unless the plan is a relatively small portion of an overall trail project
- E. 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)
- F. Improvements to roads and/or bridges intended to be generally accessible by low clearance passenger vehicles (regular passenger cars)
- G. 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
- H. Routine law enforcement.

Other Requirements

PRT applicants submit grant applications through DCNR's annual Community Conservation Partnerships Program (C2P2). During the application review process, DCNR will identify projects that are eligible for PRT funding and work with the applicant to secure the appropriate environmental documentation, including Pennsylvania Natural Diversity Index (PNDI) clearances, Title VI of the Civil Rights Act compliance documentation and PA Historical and Museum Commission (PHMC) clearances. Once all documentation is compiled, it is submitted to PennDOT and FHWA for review and approval. Once approval is received, DCNR will release the fully executed Grant Agreement to the grantee. No project activities can take place prior to approval from PennDOT and FHWA.

Land and Water Conservation Fund (LWCF) Program

Application Guidance

The LWCF State Assistance Program, established in 1965, is a federal source of funding provided by the U.S Department of the Interior's National Park Service (NPS) to all states to provide 50% matching grants for the acquisition and development of public outdoor recreation areas and facilities. The Department of Conservation and Natural Resources (Department) administers the Program providing the 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 [2020-2024 Pennsylvania Statewide Comprehensive Outdoor Recreation Plan](#).

- Development: Rehabilitation of existing public parks, trails, and recreation areas focusing on the development of outdoor recreation amenities and waterway access.
- Acquisition: Acquisition of properties to support future public outdoor recreation opportunities.

Eligible Applicants – Only political subdivisions (municipalities and municipal agencies), counties, state agencies and school districts are eligible to receive LWCF funding.

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.
 - Land value is the only eligible cost for reimbursement under a LWCF grant.
 - A federal Yellow Book appraisal is required if the project is selected for LWCF funding consideration. Refer to the [DCNR Appraisal Policy](#) for additional information.
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, playgrounds, 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 site with no environmental issues.
3. A site that can be maintained for public outdoor park and recreation use in perpetuity.
4. One where the applicant can accept financial reimbursement after the project is completed.
5. One where applicant has demonstrated good grant administrative capacity.
6. One where the applicant can provide a 50% or greater CASH match; there may be additional costs associated with the project that are not eligible for reimbursement under a LWCF grant.
 - Federal funding is not an eligible match except for CDBG, SAFETEA-LU and PRT. RACP is an eligible match to LWCF.

Resources –

[Land and Water Conservation Fund State Assistance Program Manual](#)

**DCNR- Bureau of Recreation and Conservation
Community Conservation Partnerships Program (C2P2)
Grants Portal Application Step-By-Step Instructions**

Download and read all of these instructions before attempting to complete your Grants application.

The Grant Portal DOES NOT support Safari

**If you have any problems with the Grant application, please contact
Grants Customer Service Center at 1-800-326-7734
or Shane Hoover at 717-783-5879.**

1. Contact your [Regional Advisor](#) before you begin your application.
2. Go to the DCNR homepage (<http://www.dcnr.pa.gov/>) and click on “GRANTS”.
3. Click on “[apply for a DCNR grant opportunity](#)”.
4. Click on “Sign In” and **Create a new account**, if not already registered. If already registered enter your **User Name** and **Password**.
5. Click on “[Grant Opportunities](#)” on the top left navigation bar.
6. Scroll down to the appropriate DCNR (C2P2)- Grant Opportunity and click on the [More info](#) button to get more information about the grant opportunities and then once you find the correct one, click [Get Started](#) to start the application.
7. Enter the Applicant Information first as this will be used to populate the project coordinator, chief elected official, and resolution. **If you do not have an SAP number, you will not be able to apply.** See below for more information.

Note: you must save your changes on each page before navigating to another page. If you did not make any changes, you do not need to hit the Save button. It is also recommended that you fill out all of your Criteria Questions on a word document as a backup.

You will also notice several status indicators throughout the application; the meaning of these indicators is as follows:

● Not applicable ● Not complete ● Completed ● Optional

INTRO – Project Details

Project Title:	[Required]	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)
Project Sub-Type:	[Required]	Select the appropriate Project Sub-Type
County:	[Required]	Select the county where all or most of the project will take place in.
Statewide:	[Required]	Please identify if the project site location will be located Statewide.
Rivers Question:	[Required]	Is a significant portion of the proposed scope of work dedicated to river recreation or river conservation activities? <i>For example: projects that implement river conservation plan recommendations, enhance water trails, expand public access to aquatic resources, or</i>

CONTACT INFORMATION

Grant Applicant:	[Required]	If you are a returning applicant you can click on the dropdown list and select your applicant name. If your applicant name does not show up, you will need to click on the New Applicant button and Search by federal identification number or PA vendor number. <i>If any of the information on the Applicant Info Page is incorrect, such as phone number, email, etc., you will need to contact the Vendor Data Management Unit at 717-346-2676</i>
Federal Employer ID Number (EIN):	[Required]	Nine-digit number used to identify a business entity; assigned to sole proprietors, corporations, partnerships, estates, trusts, and other entities for tax filing and reporting purposes. <i>Note: after you enter your Federal Employer ID Number click on the "Retrieve PA Vendor Info" button to automatically generate the PA Vendor Information. This number is also known as a Federal Tax Identification Number (TIN).</i>
Applicant Legal Name:	[Required]	Use the legal name of the entity applying for the grant. Must be the same as the name used to register for an SAP number.
Applicant Address:	[Required]	The address MUST match the business/organization address as registered with SAP.
SAP Vendor Number:	[Required]	The unique number is assigned to a "vendor" who receives payments from the Commonwealth of Pennsylvania under a contract; i.e. municipalities, organizations, land trusts, etc.

If you do not have an SAP number, then we advise you to acquire an SAP number one month prior to applying for a grant.

Call the Vendor Data Management Unit at 717-346-2676 (Harrisburg area) or 877-435-7363 (toll-free) if you are not sure you have an SAP Number or do not know what it is. Additionally, if you do not have one, you must register as a Non-Procurement Vendor at <https://www.budget.pa.gov/Services/ForVendors/Pages/Non-Procurement-Help.aspx> and a SAP number will be issued.

Unique Entity ID (UEI)	[Required]	Entities doing business with the federal government will use a Unique Entity Identifier (SAM) created on 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.
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We advise you to acquire a UEI number one month prior to applying for a grant.

Applicant County:	[Required]	County where the organizational office is located.
Organization Type:	[Required]	Select the Applicant Type that applies to your organization.
Non-Profit Information:	[Not-Required]	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 and update the Expiration Date, which must be current. You may use the following web-link

<https://www.charities.pa.gov/#/page/default> to register or to check if already registered.

Project Coordinator [Required]

The Applicant Info must be filled out first. If you have applied to us before, you may select an existing project coordinator found in our system to populate this page. Note that you won't be able to make changes to this information for the selected record. If something is wrong with the data call Shane Hoover at 717-783-5879. Otherwise, click on the New Coordinator and enter the information for a new project coordinator. *Note, that this should be the primary contact for the application, with responsibilities for overseeing and managing the project.*

Chief Elected Official [Required]

The Applicant Info must be filled out first. You may select an existing chief elected official found in our system to populate this page. Note that you won't be able to make changes to this information for the selected record. If something is wrong with the data call Shane Hoover at 717-783-5879. Otherwise, click on the New Official and enter the information for a new chief elected official.

The Chief Elected Official will depend upon the organization or entity being represented. It should be the person who has the authority to enter into a formal Grant Agreement for the applicant; i.e. the Chairperson of the Board of Supervisors, County Commissioner, Borough Council President, Organization President, etc.

Provide the daytime contact information for the Chief Elected Official.

Resolution [Required]

Fill out the **Authorized Official Title** and click **Save**. Please Print the Resolution Page, have the governing body pass the resolution, and once complete, upload the signed copy. (The title of the person appointed by the applicant/grantee.)
NOTE: The Applicant Info must be filled out first.

PROJECT DETAILS

Project Description

- | | | |
|------------------------------|----------------|--|
| Project Title: | [Required] | 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) |
| Brief Project Scope: | [Required] | Limited to 600 characters. Provide a brief description of the project, including type, size, location, and work elements of the project, as applicable. |
| Project Type: | [Required] | Select the appropriate Project Type |
| County: | [Required] | Select the county where all or most of the project will take place in. |
| Is this a statewide project? | [Required] | Will your project impact a statewide audience? |
| Timeline: | [Not Required] | Grants are awarded to assist with projects that will be undertaken after the award of the grant, not to retroactively reimburse the cost of projects that have already begun or been completed before the award of the grant. Typically, grant agreements are written starting on January 1 st of the |

following year of the application. **Note: most projects must be completed within 4 years of the grant agreement start date, except for all planning projects which need to be completed within 3 years.**

Preparation

Grant workshop:	[Required]	DCNR offered free, in-person grant workshops at six locations across Pennsylvania and are offered annually. This question will ask you if you attended a workshop.
Regional Advisor:	[Required]	It is highly recommended that you discuss your application with your Regional Advisor before you start your application. Please list the name of your Bureau of Recreation and Conservation Regional Adviser with whom you discussed your project.

Site Location

Add New Location:	[Required]	Create a location to map your project site location.
Project Site Location Name:	[Required]	Please provide a brief description of the name of the project location.
Project Site Description:	[Required]	Please provide a brief description of the project site.
Mapping:	[Required]	Please draw the project site location on the map and click Save. Please click here for detailed mapping instructions
New Mapping Functionality	[Optional]	Applicants now have the ability to submit GIS information with their grant applications.
Site Address:	[Required]	Address where the project is located, not the applicant's address. This can be a U.S. Postal Address or a general site location if a postal address is not available. Complete for each project site.

Ownership and Control

Property Owner:	[Required]	Name of the property owner for each project site.
Parcel Number:	[Not Required]	Parcel Number (if applicable and available).
Is Property being acquired?	[Required]	Is this property being acquired through this project?
Is the Property Leased?	[Required]	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. <i>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.</i>
Agreements:	[Required]	Other property agreements include Right-of-Way agreements, access/use agreements, etc.
Property Dimensions:	[Required]	Fill out the acreage of the property, and miles if this is a trail project. Identify if this is a trail project and if the property is being acquired.
Acreage:	[Required]	Identify the acres of land for this project site.

Miles:	[Required]	Identify the length of miles for this project site.
Is this a trail project:	[Required]	Indicated if this is a trail project?
Acquisition:	[Required]	Is this property being acquired through this project?
Counties & Municipalities:	[Required]	Will be auto-populated from the mapping tool.
Legislative Districts:	[Required]	PA House and Senate Districts Will be auto-populated from the mapping tool.
Watersheds Impacted	[Required]	Will be auto-populated from the mapping tool.
	[Required]	Latitude and Longitude will be auto-populated from the mapping tool.
	[Not Required]	Enter Acreage (if applicable).
	[Not Required]	Length in Miles; noting logical beginning and ending points. Applicable primarily to trail projects, greenways, or watershed studies.
	[Not Required]	Does this site location represent a trail?

Budget – [Detailed Budget Instructions](#)

Detailed Budget:	[Required]	A budget template has been provided and needs to be filled out and uploaded on the budget tab. The detailed budget form should match up the Total Project Cost, Total Grant Amount Requested, and the Total Match Amount on the main page.
Total Project Cost:	[Required]	The Total Project Cost should match the total project cost in the detailed budget form and should be the Total Grant Amount request + the Total Match Amount.
Requested Grant Amount:	[Required]	The amount of funding you are requesting.
Total Match Amount:	[Required]	Should include a listing of all match proposed as part of this project. Credit for match will not be given unless all the matching funds have been listed and confirmed. Enter the source, amount of match money, and indicate if the money is secured or not. The Total Match Amount is auto-populated from the Add a new match entry form.

Note: most grants require a 50/50 Match

You are reminded to click on the **Save Application** after entering the project costs.

Detailed Budget Form:	[Required]	Use the Form provided for your project type (Development, Land Acquisition, Planning, or Partnership) providing sufficient detailed budget information. Refer to the Eligible and Ineligible Grant Project Activities/Costs Policy.
AGRICULTURAL LAND PRESERVATION POLICY	[Required]	<p>Certification must be checked by the appropriate person authorized to represent the applicant.</p> <p>DCNR will restrict funding for activities that will result in the irreversible conversion of “prime agricultural land” to other uses, unless no other feasible alternative exists. By the submission of a Grant Application, applicants certify that the proposed project activities are not in violation of E.O. 2003-2. This questionnaire titled “How Does the State’s</p>

Agricultural Land Preservation Policy Apply to Your Project?" has been provided to aid the applicant in the determination of applicability of the E.O. to the project.

PNDI RECEIPT

[Conditional]

Please complete the PNDI Environmental Review Tool and upload a copy of the PNDI Receipt to your application. See [PNDI Policy](#)

PNHP's Pennsylvania Conservation Explorer Webpage - <https://conservationexplorer.dcnr.pa.gov>

Note for Planning Projects: Master Site Development Plans and new facility Feasibility Studies require a PNDI receipt.

A PNDI Receipt is required for all projects except the following Planning projects: Comprehensive Recreation, Park and Open Space Plan, County Greenway and Open Space Network Plan, Municipal Greenway and Open Space Network Plan, or Rivers Conservation Plan: PRT equipment purchase; and certain Partnerships projects that do not include site impacts/disturbance.

Documents/Attachments Download Forms

Download the available Forms/Worksheets to your computer for completion; and **insert the Web Application ID, Applicant Legal Name, and Project Title at the top of each Document. then click on the Browse Button and click Upload. Upload your files one at a time.**

Note: on the attachment's sections, the listing of forms will not appear in the same order as they appear in these instructions. **Form order will vary by project type.**

Be sure that the uploaded documents do not have a "#" in the name or it will not upload into the system. This section is limited to a maximum of 50 documents that can be submitted.

County/Municipal
Notification Letters:

[Required]

The County Planning Agency and Municipalities must be notified of the proposed project to assure that all projects are in accordance with the short and long-term recreation and conservation objectives and plans for the area.

Detailed Budget Form:

[Required]

Use the form provided for your project type (Development, Land Acquisition, Planning) providing sufficient detailed budget information. Refer to the Eligible and Ineligible Grant Project Activities/Costs Policy.

Draft Sales Agreement:

[Optional]

For Land Acquisition and Development- Land Donation projects, ONLY. If available, please provide.

Letters of Commitment:

[Conditional]

Letters of Commitment from ALL project partners pledging Non-Cash and/or Cash support MUST be uploaded. As applicable, based on the project budget.

PNDI Receipt:

[Conditional]

Required for most project types.

Primary Appraisal:

[Conditional]

Required for Land Acquisition and Development- Land Donation projects, ONLY. Limited to (15) megabytes (MB) per attachment. (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 a state certified General Real Estate

Appraiser. Review the Land Acquisition section to confirm eligibility requirements for the proposed project.

Property Survey or Tax Map:	[Required]	Development projects, ONLY ; identify the parcels to be developed. If the area is leased, provide property survey information.
Public Value and Use Form:	[Conditional]	Required for Land Acquisition and Development- Land Donation projects, ONLY. Your responses are limited to (2) pages.
Resolution:	[Required]	Upload a scanned copy of the completed Form. Please keep the original signed Form for your records. For multi-municipal projects, attach resolutions from EACH participating municipality.
Site Development Drawing:	[Conditional]	Required for Development projects, ONLY.
Site Development Drawing Checklist:	[Conditional]	Required for Development projects, ONLY. Use this checklist as your guide to complete the Site Development Drawing which must be uploaded as part of this application.
Site Photos:	[Optional]	As applicable.
Public Access Map:	[Required]	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.
Trail Supplemental Information Form:	[Conditional]	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.

PROJECT NARRATIVES

Criteria Questions:	[Required]	Please note that your application will be reviewed, scored, and ranked based on your answers to the Criteria Questions, Project Plans, Project Partners , and submission of the items listed on the project-specific Ready-to-Go Checklist . For additional assistance on each question, please click the HELP button for additional information and/or helpful links.
Project Plans:	[Required]	Identify up to your top three plans your project advances through the implementation of the scope of work.
Project Partners:	[Required]	Identify major Partners (financial, technical assistance, general support) involved in the project.

GRANT SUBMISSION/CERTIFICATION

Authorized Official:	By checking this box I am attesting I am an authorized official and that I understand that by checking this box I am accepting the Grant Agreement Terms and Conditions in the event a grant is awarded.
Submit Application:	Ensure all information is complete and accurate, click the "Submit this application" checkbox and Click the <u>Submit</u> button.
Certification Confirmation Page:	You will receive this page once you successfully submit the application. If your application is not complete you will have to resolve any issues before you can

submit the application.

OPERATIONS

Print Application:	This will print the entire application details.
Share Application:	Sharing a current application allows you to give View or Edit permission to another existing user. If the individual you wish to share with does not already have an account, they will need to register. <i>Note that users you give access to won't be able to perform the following actions:</i> Change the Grant Opportunity and Project Type(s), Change the Project Applicant, agree to any terms and conditions statement(s) (if applicable), or submit the application. Click here for the detailed instructions.
Delete Application:	If you started an application but did it by accident and don't need it anymore, then delete the application. If you do DELETE the application by error, we are able to retrieve it and restore the application for you.
Submit Application:	Ensure all information is complete and accurate, click the "Submit this application" checkbox and Click the <u>Submit</u> button.

Note: make sure you have enough time to make changes and submit your application before the application deadline, or you will be locked out of the system and will be unable to submit.

If you have any problems with the Grant application, please contact the
Grants Customer Service Center: 1-800-326-7734
Email: DCNR-Grants@pa.gov
Office Hours: 8:30 AM – 4:30 PM, Monday - Friday