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## Greene County Conservation District

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### Greene County Conservation District Water Quality Mini-grant Program

#### Purpose and Funding:

Greene County Conservation District has established a Water Quality Mini-grant Program to provide full or partial funding, up to \$5000, to projects that address water quality improvement through implementation/installation of Best Management Practices (BMP).

Exact awards are based on funds expended by the applicant, up to the maximum award. Up to 5 grant awards may be given in one year at the discretion of the Conservation District Board of Directors (The Board) any undisbursed grants will remain with the Conservation District to be used at its discretion. Funds will not roll over to the next year. Funds allocated to this program are non-tax dollar funds.

Budget constraints shall be taken into account on availability of funds for this program. The Board, at any time during the current year, may suspend this program. All previously awarded contracts will be funded in the event the program is cancelled.

#### Project Eligibility:

To be eligible for funding under the Water Quality Mini-grant Program, projects must (1) specifically address water quality improvement (i.e. prevent erosion, mitigate non-point source nutrient and sediment runoff, and generally improve downstream water quality) and (2) include implementation/installation of authorized BMP. Authorized BMP include all BMP approved by Pennsylvania Department of Environmental Protection (PA-DEP) and Natural Resource Conservation Service (NRCS). Examples of authorized BMP include:

- Riparian vegetative buffers , Designed filter areas
- Streambank stabilization using live fascines, native plantings, root wads and etc.
- Streambank armoring using placed stone, mortared walls, and etc.
- Cross vanes, J-hooks and other channel deflectors
- Gabion Slope Protection
- Diversion ditches, grassed waterways
- Match funds for larger projects that address NPS pollution and sedimentation issues
- Constructed wetlands, rain gardens, and bioretention beds

#### Applicant Eligibility:

This program is available to Greene County Landowners and local civic and advocacy groups. Examples of eligible applicants include:

- Individual or groups of landowners
- Homeowner Associations
- Locally-based environmental organizations
- School-based or scouting organizations
- Sportsman Associations
- Civic associations

Applicants must provide a Social Security number or Federal Tax ID number so that a Federal 1099 may be issued for dispersed funds.

**Application Requirements:**

Greene County Conservation District accepts applications for the Water Quality Mini-grant Program year round and grants are awarded twice annually. This essentially creates two, continuous open application periods. Applications are ranked by priority during the first period based on whether an applicant has received funding through the program in the past. Applications are not ranked by priority during the second period but are awarded to previously funded applicants on a first-come, first-serve basis.

Application Period		Application Consideration/Decision	Priority Status
1	The third week of January through the second week of July	Greene County Conservation District Board Meeting - The third Tuesday of July	Priority given to applicants who have not previously received funding through this program
2	The third week of July through the second week of January	Greene County Conservation District Board Meeting - The third Tuesday of January	No Priority given. Funds awarded to previously funded applicants on a first-come, first serve basis

Interested applicants should develop an application packet consisting of the following items:

1. *Greene County Conservation District Water Quality Mini-grant Program Application* (Available online at [www.co.greene.pa.us](http://www.co.greene.pa.us) or by contacting the Conservation District at 724-852-5278)
2. An 8 ½" x 11" copy of a United States Geological Survey (USGS) Topographic map identifying where the BMP will be installed
3. Photographs, clearly identifying the project site
4. A descriptive narrative of the project and the problem it is designed to address

Applications must be received prior to the start of the project and the applicant must contact the Conservation District to schedule a site visit with Conservation District Technical Staff. Applications will not be approved without a site visit. Once a complete application is received and a site visit has been conducted, the Board will consider the application during the appropriate, regularly scheduled meeting (see table above).

Approval of all BMP and Mini-Grant applications will be at the discretion of the Board and following the recommendation of Conservation District Technical Staff.

**Program Requirements:**

Applicants will be given one year to complete their project. Grant extensions may be granted by the Board but must be requested in writing at least two months prior to the end of the contract.

Applicants must obtain any and all required permits as outlined in PA Code 25 Chapter 102/105 prior to start of project. Permit costs associated the project are reimbursable. Approval of the Water Quality Mini Grant does not exempt the applicant from any permit fees unless specifically waived in the Conservation District's Fee Schedule.

Funds may only be used to offset direct costs of BMP implementation/installation. Reimbursement requests must include receipts showing all costs to be reimbursed. Examples of acceptable costs include:

- Materials required for BMP implementation/installation and paid for by applicant
- Labor required for BMP implementation/installation and paid for by applicant
- Equipment rental cost required for BMP implementation/installation and paid for by applicant
- Permitting costs required for BMP implementation/installation.

No administrative costs, costs of on-hand materials, or in-kind contributions from the applicant will be paid. Examples of unacceptable costs include:

- Labor provided in-kind
- On-hand materials from previous projects or other sources

**Reporting Requirements:**

Funds are released as a reimbursement only when approved BMP are completely implemented/installed and functional. It is the responsibility of the applicant to provide all necessary documentation for reimbursement to the Conservation District, including:

1. A written statement from Technical Staff of either the Conservation District or the NRCS asserting that the project is completed to Pennsylvania Technical Guide Standards and/or Pennsylvania Chapter 105 permit conditions are met.
2. Copies of all receipts/invoices to be reimbursed.

Failure to provide these items will result in funds not being released. If the project is part of a larger project that is funded by other sources outside the Conservation District, the applicant must also provide proof that the funding being requested was not or will not be paid by another source.

Additionally, the applicant must contact the Conservation District to schedule a final site visit with Conservation District Technical Staff. Funds will not be released without a site visit.

# Greene County Conservation District Water Quality Mini-grant Program Application

Applications are reviewed twice annually by the Greene County Conservation District Board of Directors on the third Tuesday of January and July. Contact the Greene County Conservation District, at 724-852-5278, for more information or to schedule a site visit with technical staff.

Applicant Information		
Name of Applicant (Individual or Organization)	Applicant Social Security Number or Federal Tax ID Number	
Applicant Mailing Address	State	Zip Code
Contact (If applicant is an organization)	Contact Phone Number	
Have you or your organization received funds from the Greene County Conservation District Water Quality Mini Grant Program in the past? (Please circle One)    Yes or No	If yes, in what year?	
Project Information		
Project Title	Amount Requested (up to \$5,000)	
Description of Problem and Project Scope (Attach additional pages as needed)		

## Administrative Information

I understand that the Greene County Conservation District Water Quality Mini Grant Program will reimburse project costs after <ul style="list-style-type: none"><li>• GCCD or NRCS technical staff assert that the project is completed to Pennsylvania Technical Guide Standards and/or Pennsylvania Chapter 105 permit conditions are met</li><li>• Copies of all receipts/invoices are received.</li></ul>	Please Initial
If your project is approved for less than the requested amount should the Conservation District withdraw your application? (Please Circle One)    Yes or No	
If your project is approved, the name of the person to whom a reimbursement check should be made out.	
Submitted by (Signature of Individual or Officer of Organization)	Date

For Conservation District Use Only

Upon review and consideration by the Greene County Conservation District Board of Directors, this Grant Application was...

**approved / denied**

...at their \_\_\_\_\_ regularly scheduled monthly meeting. Authorization has been given to the  
Month/Day/Year  
District Staff to enter into contact with the above signed applicant.

\_\_\_\_\_  
Signature of the Chairman or other Officer

\_\_\_\_\_  
Date