

PENNSYLVANIA COASTAL RESOURCES MANAGEMENT PROGRAM



COASTAL ZONE GRANT ADMINISTRATION GUIDE

COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF ENVIRONMENTAL PROTECTION
COMPACTS AND COMMISSIONS OFFICE

TABLE OF CONTENTS

I.	Overview	1
	Award Announcement	
	Acceptance of Award	
II.	Components of the Grant Agreement	2
	Grant Agreement	
	Attachments	
	Attachment D: Scope of Work & Budget	
	Execution of the Grant Agreement	
	Federal Office of Management and Budget (OMB) Circulars	
III.	Subcontracts	5
	Before Entering into a Subcontract	
	Preparation of a Subcontract	
	Subcontract Management	
IV.	Changes to the Grant Agreement	7
	Time Extensions	
	Budget Changes	
	Scope of Work Changes	
V.	Project Requirements	9
	Property Acquisition	
	Construction	
VI.	Reporting	11
	Performance Report	
	Draft Final Report	
	Final Report	
	Deliverables	
	NOAA Reporting Form	
	Geospatial Datasets	
VII.	Financial Requirements and Payments	15
	Reimbursement Distribution	
	Request for Payment Form	
	Proof of Expenditures	
	Reimbursable CZ Expenses	
	Allowable Match	
VIII.	Record Retention and Audits	20
IX.	Contacts and Resources	21

APPENDICES

A. Grant Agreement/Amendment Signature Instructions by Organization Type 22

B. Subcontractor Information Form 24

C. Sample Project Sign 26

D. Sample Performance Report 27

E. Final Report Title Page Sample 28

F. NOAA Reporting Form 29

G. Request for Payment (Form) 34

H. Request for Payment (Sample)..... 38

I. OVERVIEW

The Coastal Zone Grant Administration Guide sets forth the policies regarding the award and administration of grants offered by the National Oceanic and Atmospheric Administration, (NOAA), U.S. Department of Commerce. Since funding is provided from a federal appropriation, grantees are required to comply with the conditions outlined by NOAA and the Pennsylvania Department of Environmental Protection (DEP).

This guide is applicable to Coastal Zone (CZ) grant recipients and subsequently their subcontractors. The types of activities funded by the Coastal Resources Management Program (CRMP) vary; therefore the degree of requirements set forth also varies. Please follow the instructions outlined in this guide to avoid difficulties that may occur before and during the administration of the awarded project.

Award Announcement

Project applications are accepted a full year before awards are approved and there is no specific date for when an award is announced. Applicants will be notified by CRM staff when there is an award or denial of funding.

Acceptance of Award

Awardees are free to accept or reject the grant awarded by the CRM Program. An awardee that signs and submits a grant agreement constitutes acceptance of the award. If an awardee chooses not to accept an award, then a written notification should be sent as soon as possible to CRM central office to withdraw from funding.

*Note: Awards will not be transferred from a grantee to another recipient.

II. COMPONENTS OF THE GRANT AGREEMENT

Grant Agreement

The grant agreement is a legally binding agreement specifying the obligations levied on both the grantee and DEP during the term of the project.

The main body of the grant agreement contains standard language common to all DEP grant agreements. Although standard, this information should be read and understood prior to signing the grant agreement.

The signature page follows the main body. This page contains signature spaces for appropriate agency, municipal or other organizational officials having the legal authority to execute the grant agreement and binding the grantee to its terms and conditions. This page also includes witness spaces and the various account codes used by DEP's Comptroller.

Several attachments are also included as part of the grant agreement. The attachments contain important information on how to conduct project work in accordance with federal and state statutes, rules and regulations. It is the grantee's responsibility to be aware of and comply with all such requirements.

***Note:** The grantee's solicitor/attorney should review the terms and conditions of the grant agreement before it is signed.

Attachments

A brief description of each grant agreement attachment follows:

- Attachment A – Provisions for Commonwealth Contracts: Requires entities receiving Commonwealth funds to maintain standards of integrity and to comply with certain other requirements made for all recipients of state grants.
- Attachment B – Non-discrimination/Sexual Harassment Clause: Requires compliance with affirmative action policies and grant-compliance regulations issued by the state.
- Attachment C – DEP General Conditions: Defines the general terms and conditions that apply to the grant agreement.
- Attachment D – Project Scope of Work and Budget: Provides a summary description of the project by outlining specific work objectives and elements and how project funding is apportioned.
- Attachment E – Special Conditions: Lists the CZMP and Federal and Departmental requirements that apply to all CZ grants.
- Attachment F – Assurances – Non-Construction Programs: Requires compliance with conditions in 18 public policy areas (19 for construction). This attachment must be signed by the grantee during legal execution of the grant agreement.

- Attachment G – Federal Requirements: Requires compliance with the Code of Federal Regulations (CFR) including 2CFR Part 200, Uniform Administrative Requirements, Cost Principles and Audit Requirements

***Note:** Attachments H and I (below) specifically apply to construction project agreements.

- Attachment H – Conditions for Construction Contracts. Lists state requirements pertaining to construction projects that apply to grantees of the commonwealth.
- Attachment I – Construction Project Sign. Provides the required language and samples of the DEP and NOAA logos needed for the temporary and permanent project sign that must be displayed at the construction site. Since logos change often, it is suggested grantees inquire with CRM staff for the most recent logos which will be provided in a digital format.

Attachment D: Scope of Work & Budget

Scope of Work

The Scope of Work (SOW) is part of Attachment D in the grant agreement. The DEP develops the SOW from the project description and supplemental forms provided in the grant application. Therefore, the SOW provides a description of project work tasks that are to be completed by the grantee and/or the CRM approved subcontractor. Once project tasks have been completed to the satisfaction of DEP, payment will be made. The grantee's final product must fulfill the work objectives and elements set forth in the approved SOW.

The Scope of Work consists of two sections:

- Section I – Work Objectives: Briefly states the overall purpose of the project and describes the major activities that will be undertaken to achieve the project's outcomes. "Administration, Coordination and Technical Assistance" and "Reporting" are standard objectives with all grants and are routinely listed.
- Section II – Work Elements: Lists specific work elements and how the grantee will accomplish each work objective. Work elements describe specific tasks and must include the final product. In the case of construction projects, this section outlines specific items that will be constructed or rehabilitated (i.e. walkway, fishing pier, etc.)

Budget

The budget portion of Attachment D indicates how funding will be apportioned to individual budget categories. The budget table is split into two columns: CZ and LOCAL. The CZ column lists the maximum amount of funding that will be reimbursed through the awarded grant. The LOCAL column lists the amount of matching funds that will be documented and provided by the grantee, as specified in the approved grant application.

Accordingly, requests for payment submitted to DEP for reimbursement must allocate costs to the categories specified on Attachment D – Project Budget Funding table. Grantees should exercise diligence and attention when distributing and accounting for funds among the various work elements. Any changes to the budget must be submitted in writing and approved by CRM.

***Note:** More information on Request for Payments is provided in Section VII.

Execution of the Grant Agreement

DEP will prepare a grant agreement for execution and send the grantee one copy with three signature pages. It is important that the grantee sign, date and return the agreement as soon as possible, as it must be signed off by various agencies and can take several weeks. CRM requests that grantees return all three signed copies of the grant agreement within four weeks of receipt.

All signatures on the grant agreement (or subsequent amendments) must be original and in black or blue ink. Copies will not be accepted. Missing signatures or incorrect information will result in unnecessary processing delays.

After all three signed copies are returned to DEP and approval is obtained from the required state coordinating agencies, a fully executed copy of the grant agreement will be provided to the grantee. Once the grant agreement is fully executed and the period of performance begins, grantees may commence project work activity. Any work completed prior to the receipt of a fully-executed agreement is done so at the grantee's risk and may not be reimbursed should any issues arise.

***Note:** Since different types of grantees have different requirements, grantees should check with their solicitor/attorney to ensure the appropriate signatory signs and executes the grant agreement. Also, please refer to Appendix A for further instructions on executing the grant agreement and proper signatures.

Federal Office of Management and Budget (OMB) Circulars

The grant agreement cites several standard circulars published by the Federal Office of Management and Budget (OMB). These are documents outlines various requirements and procedures that apply whenever federal funds are expended.

Most agencies that regularly deal with grants are generally familiar with these requirements. If not, grantees should obtain a copy for review by accessing the OMB webpage at: http://www.whitehouse.gov/omb/circulars_default or by phone at 202-395-3080.

III. SUBCONTRACTS

Grantees may not have the capacity nor the expertise to accomplish every task specified in the scope of work. Accordingly, the grantee may retain a qualified third party to perform all or part of the proposed work. Such an arrangement is commonly referred to as a subcontract.

If a subcontractor is proposed, in most circumstances applicants must use a competitive selection process such as Requests for Proposals (RFP) or competitive bidding. In limited circumstances and with adequate justification, applicants may choose an alternative method of selecting a subcontractor.

Before Entering into a Subcontract

The solicitation of any subcontract must be made in accordance with all applicable local, state and federal laws and codes such as the Pennsylvania Municipalities Planning Code and Uniform Construction Code. All public construction projects are subject to state and federal prevailing wage terms and conditions – unless the grantee’s terms and conditions are more rigid than Federal or state guidelines.

Selection of a subcontractor is made by the grantee but is subject to DEP’s approval, as specified in the grant agreement. All grantees intending to enter into a subcontract using CZ funds must complete the Subcontractor Information Form, included in Appendix B. A digital fillable version of this form can be downloaded from the CRM website at: <http://www.dep.pa.gov/Business/Water/Compacts%20and%20Commissions/Coastal%20Resources%20Management%20Program/Pages/Grants.aspx>. The form is posted as a Word document under “Associated Grant Administration Forms”.

This form must be provided to CRM prior to entering into a contract with a subcontractor. Submitting this information will allow DEP to check for acceptability under the Commonwealth’s Contractor Responsibility Program (CRP) and DEP’s eFACTS compliance program. If a subcontractor has an outstanding eFACTS violation or CRP obligation, the grantee will be notified. The grantee can choose to obtain a different subcontractor or to advise the subcontractor that they will not be approved for work under the grant until the eFACTS violation or CRP obligation is resolved.

***Note:** All requests for payments for subcontractor work will be withheld until this form is received by CRM and the subcontractor passes both the CRP and compliance check.

Preparation of a Subcontract

Once DEP has notified the grantee of approval of the subcontractor, the grantee should then enter into a binding agreement with the selected third party. This agreement should contain a scope of work that outlines the services that will be provided.

To protect the interests of all parties, the subcontractor must be bound to all terms and conditions required of the grantee by DEP’s grant agreement. The following passage is required in all agreements with subcontractors.

"The CONTRACTOR is subject to all provisions, conditions, duties and obligations contained in the GRANT AGREEMENT between the Commonwealth of Pennsylvania, Department of Environment Protection and [insert CZ grantee name here], dates [insert date here], including specific work elements in the SCOPE OF WORK. A copy of the GRANT AGREEMENT and SCOPE OF WORK are attached hereto and are made part of this subcontract."

*Note: Copies of draft subcontracts may be submitted to DEP prior to execution for review to ensure compliance with the terms and conditions of the grant agreement.

Subcontract Management

It is important to remember that, when utilizing a subcontractor, the grantee is ultimately responsible for the proper execution of the terms and conditions outlined in the grant agreement and will remain the point of contact for DEP regarding all aspects of administration of the grant.

The grantee must remain aware of the subcontractor's work performance at all times and should inform DEP on both progress and problem areas through phone calls, emails, site visits, meetings and periodic written performance reports.

Complete budget information and the method of payment must be established in the language of the subcontract and be consistent with the guidance provided in 2 CFR 225.45 (formerly OMB Circular A-87). The OMB website can be accessed at: http://www.whitehouse.gov/omb/circulars_default or by phone at 202-395-3080. Overhead and fringe benefit rates, as permitted in 2 CFR Part 225, may be included in the subcontractor's cost. Budgeted cost object amounts should also be included and be consistent with the grant agreement budget.

IV. CHANGES TO THE GRANT AGREEMENT

Throughout the duration of a grant, it may be necessary to make changes to the original terms of the grant agreement. Generally, these modifications could include changes to the grant timeframe, changes to the total budget or budget category, or changes to the scope of work. In any of these situations, the grantee must notify CRM immediately to determine if the modification is classified as a major or minor change and what follow-up is necessary. A minor modification can be accomplished through an email or letter to the CRM Office. However, a major modification requires an amendment to the original grant agreement, which can take significant time to be processed and approved.

Time Extensions

The term of the CZ grant is normally 18 months and is based on the federal fiscal year. The effective date usually begins on Oct. 1 and expires on March 31 of the second succeeding year. Grantees who are not able to meet the March 31 expiration date of their grant agreement are able to request a no-cost, six month time extension for their project, though extensions are not guaranteed. All extension requests will be initiated by the CRM office. Any requests prior to contact by CRM will not be considered.

***Note:** Extensions are not automatic and the grantee must demonstrate a good-faith effort to complete their projects within the time frame designated.

All extension requests must be made on grantee letterhead and sent to the CRM office. Staff will review the request and notify the grantee of whether or not DEP supports the request. Consequently, any request for extension must be made well in advance of the end of the grant agreement term. The grant agreement SOW states that the CRM Office must receive requests for extension "at least 60 days prior to the project completion date". A request for extension will be judged on individual merit and must be supported by compelling justification such as a description of project accomplishments and delays.

Time extensions are considered to be a minor change to the grant agreement and do not require a contract amendment. Steps to request a time extension are as follows:

- January – CRM will send electronic reminders that the grant expiration is approaching and ask if any grantee will need a time extension.
- February – Grantees must have time extension requests submitted to CRM no later than Feb. 1 and all extension requests will be reviewed by CRM staff.
- If CRM approves the time extension, CRM will email the extension approval letter to grantees in order to be executed. The letter must be signed, dated and returned electronically to the CRM Office.
- CRM will then submit the request for Comptroller approval to extend the grant agreement.
- CRM notifies the grantee by e-mail if their grant has been extended along with a copy of the executed extension letter.

Budget Changes

Any change to the project budget outlined in Attachment D of the grant agreement should be communicated immediately to the CRM office. The "Project Budget Funding Source" heading describes the total CZ and local match amounts and dollar distribution between budget categories.

- Increase in total CZ funds (major change): Any change to the overall grant amount requires a written amendment to the original agreement and left to the discretion of DEP.
- Decrease in total CZ funds (minor change): If a grantee does not anticipate using their entire CZ grant amount, please notify the CRM office as soon as possible.
- Moving funds between budget categories (minor change): The total CZ grant and local match amounts are distributed between predefined budget categories (i.e. salary, fringe, travel, etc.). Each request for payment draws down funds from each category individually. Funds can be moved simply through an e-mail to the CRM office requesting a change and does not require a grant agreement amendment.
- Change in local match funds (minor change): Local commitment of funds is determined by each grantee in their original CZ grant application and contractually obligated through the grant agreement. The applicant should contact the office if they anticipate a change in match. CRM reserves the right to make payment equal to the amount provided in match.

Scope of Work Changes

Attachment D of the grant agreement describes the SOW through a set of Work Objectives and Work Elements. In most cases, modifications to these items will be considered a major change and an amendment to the existing grant agreement will be required. CRM staff will notify grantees if an in-scope change is possible, which would not require an amendment.

A grantee seeking any type of scope of work change should send a request describing the change in detail and any modifications to the work objectives and work elements, including deliverables. If an amendment is required, please allow ample time for processing. Grantees should not proceed with work noted in the amendment until the agreement is fully executed.

V. PROJECT REQUIREMENTS

A fundamental prerequisite of the CRM Program is that any expended funds serve to preserve the health, safety, welfare and benefit of all Pennsylvanians. Funded projects must meet with following requirements:

- **Not discriminate:** No public funds may be expended for any facility or organization that restricts or otherwise discriminates against certain persons or groups of persons. This provision also applies to organizations that require membership as a condition to use the facility such as yacht clubs, swim clubs and country clubs.
- **Be available during regular hours:** Any facility that is designed, acquired, constructed or improved with the use of CZ grant funds must be made available for use by the general public at regular hours compatible with the type of use intended. For example, recreational facilities should be accessible during appropriate hours and seasons of the year when similar public facilities are used.
- **Not charge unreasonable fees:** Reasonable user fees are only permitted to help defray costs associated with the operation and maintenance of the facility. Fees charged for a facility that was designed, acquired, constructed or improved with CZ grant funds must not discriminate on the basis of membership in any organization or residency in any locale. However, fees may be established on a "resident" and "non-resident" basis.
- **Comply with the Americans with Disabilities Act (ADA) of 1990:** Disabled persons must be able to access and use any public facility in accordance with the provisions of the ADA, the Architectural Barriers Act (P.L. 90-480) and the accessibility guidelines and standards issued under the terms and conditions of DEP's grant agreement.

All research projects must adhere to the Scientific Integrity guidelines set forth in Attachment E of the grant agreement.

The Commonwealth of Pennsylvania will retain the official copyrights and publication rights on behalf of the taxpayers for all documentation produced with Pennsylvania Department of Environmental Protection funds. DEP gives the Grantee permission to use such materials for public outreach and for other purposes intended by the spirit within the scope of this grant program.

In addition, projects where CZ grant funds are used for construction and property acquisition activities are regulated under Section 306(A) of the federal Coastal Zone Management Act of 1972, as amended. These projects often have additional requirements and therefore require more oversight and attention to detail. Following is more information on these types of projects.

***Note:** The grantee shall maintain all construction or acquisition projects for a minimum of twenty (20) years. If CRM determines that the project or property is no longer being used for its original purpose, the grantee must reimburse CRM for the federal funds invested in the project.

Property Acquisition

CRM will not release funds for a property acquisition project until the Federal 306(A) checklist and other documentation are completed and grantee has received official notification from

DEP that National Environmental Policy Act (NEPA) requirements have been met. Most of this information is requested in the application under the following supplemental forms:

- Categorical Exclusion Checklist
- Title Opinion Form OR Title Certification Affidavit
- Quadrangle Map Extract
- PNDI Review Receipt and associated clearance letters
- SHPO/PHMC Request to initiate consultation
- Completed Appraisal

CRM may contact applicants for additional information prior to entering into an agreement or during the course of the grant. Grantees MAY NOT commence work on this type of project until NOAA completes the NEPA review process and approves the project and DEP grants authorization. This process may not coincide with the start of the grant term.

Construction

Construction projects have all of the same supplemental form requirements as a property acquisition listed above, but do not require appraisal.

To ensure the timely completion of construction projects, DEP adheres to various established policies:

- CRM will not fund projects that involve both design and construction in the same grant cycle. Construction designs, plans and specifications should be completed independent from actual construction work.
- Grantees must obtain all applicable federal, state, and local permits before any construction may commence. All mandatory construction permits should be obtained before or at least very early in the grant period to allow sufficient time during good weather to complete project work. If permits are not obtained in a timely manner, the Department reserves the right to withdraw funding and re-direct these funds to an alternative project.
- Grantees MAY NOT commence work on this type of project until NOAA completes the NEPA review process and approves the project and DEP grants authorization. This process may not coincide with the start of the grant term.

Signage

Section 306(A) of the Coastal Zone Management Act mandates the placement of a temporary project sign to inform the public that the on-going construction project is receiving CZ funding. Following completion of the project, a permanent sign must be emplaced and maintained in perpetuity at the project site, without exception. These signs must contain certain language attributing funding and program assistance by both NOAA and DEP. Additionally, the logos of NOAA and DEP must be made a permanent part of the project sign. There is no prescribed medium or size for project signs other than they must be durable and legible. A sample project sign is found in Appendix C of this guide. High-resolution graphic logos can be provided by contacting CRM.

***Note:** Grantees should check with the CRM office if they are uncertain about the specific language that must be included on the permanent construction signage.

VI. REPORTING

Performance Report

Since CRM is responsible to provide NOAA a variety of reports throughout the term of each Award, DEP retains an active interest in all grant projects as they move toward completion. As work on the project proceeds, grantees must inform DEP of the status of each open project.

Performance Reports are due to CRM on a semi-annual basis, usually in the first week of April and October of each year. A typical report consists of one to two paragraphs and summarizes project activities occurring over a six month period. A sample performance report is provided in Appendix D.

Grantees will be notified by CRM in advance of reporting due dates. All performance reports must be submitted by email to CRM and include the assigned project number (i.e. 2013.PD.01).

*Note: CRM will withhold reimbursement requests if a performance report is delinquent.

Draft Final Report

Draft project reports may be submitted to the CRM office for review and comment prior to final report preparation. This review will insure that the grantee and consultant have adequately addressed all work objectives and elements contained in the project's approved SOW.

The draft report should be submitted to CRM at least 45 days prior to the grant agreement project completion date. This timing will allow for staff review and comment, as CRM may offer comments for inclusion in the final report. The review of a draft may also save time and expense before simply publishing a final report without a review.

*Note: CRM staff may request a second draft depending on the content review of the initial draft.

Final Report

Final reports are required to be submitted for every project funded through the CRM Program. Each report must have specific information located on the Title Page. Required information includes:

- The logo of NOAA and DEP, as well as a specific language citation – contact the CRM office to obtain a high-resolution graphic for the required logos;
- The CZ project number assigned by CRM (ex. 2013.PD.01); and
- The NOAA Award Number, which is provided at a post-award workshop (ex. NA13NOS4190162).

***Note:** A sample of the final report Title Page can be found in Appendix E.

Other final products including documents, displays, brochures, signs, video, CDs and similar items resulting from CRM funded projects are also required to contain a statement acknowledging the receipt of funding from the CRM program and, when practical, the logos noted above.

Keep in mind that final payments will not be processed until the CRM office accepts the final report. In addition, 10 percent of the CZ grant may be retained until the final report is accepted.

***Note:** Failure to comply with reporting requirements may negatively impact future grant opportunities with CRM.

Deliverables

The final outcome/result of the project will be the product documented at the end of the project term; i.e.: a comprehensive plan, settlement of a real estate acquisition, construction or renovation of a facility, development of an environmental curriculum, completion of a research project, or a feasibility study.

Following completion of all work elements outlined in the CRM approved SOW, one paper bound copy of the final report must be provided to the CRM office. Additionally, two separate copies of the final report should be submitted in digital form on CDs. CRM will submit one disk to NOAA OCM and the other copies will be retained by the CRM Program Office. All deliverables must be mailed to CRM:

Compacts and Commissions Office
Coastal Resources Management Program
P.O. Box 8465
400 Market, 10th Floor
Harrisburg, PA 17105-8465

Each type of project will produce a different product. For example:

- Construction – Include a brief description of the work accomplished (a summary report), as-built drawing(s), and photographs documenting work completion and the emplacement of the required signage, and a completed NOAA Reporting Form.
- Property acquisition – Include a brief summary report regarding how the property will be used and maintained beyond the grant term, a copy of the property appraisal, a copy of the recorded deed, photographs of the property and required signage, and a completed NOAA Reporting Form.
- Outreach/Education – Include a background, summary report to describe the project, methodology used, project outcomes, lessons learned and a completed NOAA Reporting Form. Samples of any marketing materials produced or curricula developed should also be included.
- Research – Include an executive summary, purpose of the study, methodology used, results, findings and recommendations, digital copies of geospatial databases developed and a description of how they will be made public, a bibliography, and a completed NOAA Reporting Form.

Absolutely all geospatial datasets, databases or related data products paid for using CZ funds must be provided to CRM as part of the final report. This can be accomplished through additional CD or DVD discs. See the section below titled, "Geospatial Datasets" for more information on distributing GIS data.

NOAA Reporting Form

Every year, CRM must submit specific data to NOAA. This data is used to track progress and successes made state and nationwide. To better collect this information from grantees, CRM has created a new NOAA Reporting Form. This form is included in Appendix F. A digital fillable version of this form can be downloaded from the CRM website at: <http://www.dep.pa.gov/Business/Water/Compacts%20and%20Commissions/Coastal%20Resources%20Management%20Program/Pages/Grants.aspx>. The form is posted as a Word document under "Associated Grant Administration Forms".

All grantees must submit a completed NOAA Reporting Form as part of their final report submission package. Please read the descriptive information provided to complete the boxes that apply to the project outcomes. It is possible that a project may not align with any of the categories. In this event, grantees should include a comment in the "Additional Comments" section stating that no measures were applicable to their project.

Please contact CRM staff for assistance completing this form.

Geospatial Datasets

Digital spatial datasets to be used in a Geographic Information System (GIS) developed using CZ funds must be made available under NOAA's new data sharing policy. If a grantee creates new geospatial data they must add a section to their final report describing how the data was collected and how it will be disseminated.

Grantees need to ensure as part of their project planning that the following NOAA requirements are addressed:

- The Geospatial Data Sharing Supplement was provided as part of the initial CZ grant application.
- The datasets will be available free of charge or at a minimal cost.
- Data be made available in a timely manner (typically no later than two years after the data is collected/created) except when limited by law, regulation, policy or be security requirements

***Note:** Grantees must also provide CRM all GIS and other databases created using CZ funds as part of their final report.

VII. FINANCIAL REQUIREMENTS AND PAYMENTS

CRM must ensure that all federal funds are properly spent by grantees and efficiently disbursed to grantees. For this reason, grantees are required to provide documentation for the costs incurred for all reimbursable expenses and project related match. Documentation includes the CZ Grant Request for Payment form with supporting attachments such as subcontractor or consultant invoices, miscellaneous expense logs, and other applicable vendor billings.

***Note:** It may take several weeks for CRM to process payment requests.

Only work elements in the Approved SOW and Budget (Attachment D) of the grant agreement and performed during the grant term are eligible for reimbursement.

Grantee matching funds are very important. Falling short on committed match may negatively affect future CZ grant opportunities.

Reimbursement Distribution

CRM requests that not more than five requests of payment be submitted during the term of the grant agreement; approximately one every three to four months. Grantees should plan their submissions based on the following recommended payment schedule:

1 st Payment	30% of grant amount	Initial, start-up phase
2 nd payment	20% of grant amount	Early phase
3 rd payment	20% of grant amount	Intermediate phase
4 th payment	20% of grant amount	Latter phase
5 th payment/final	10% of grant amount	Final phase/Closeout

***Note:** Grantees may choose to invoice less frequently, but DEP reserves the right to retain the final 10 percent of the grant until all program requirements are satisfactorily completed.

Request for Payment Form

DEP will only make payment for those requests properly completed and submitted by the grantee, not those from a third-party subcontractor. No requests for payment will be accepted directly from or paid directly to a grantee's subcontractor.

Grantees must utilize the standard CRM Request for Payment form. Other formats will not be accepted. A sample Request for Payment is provided in Appendix H. A digital fillable version of this form can be downloaded from the CRM website at: <http://www.dep.pa.gov/Business/Water/Compacts%20and%20Commissions/Coastal%20Resources%20Management%20Program/Pages/Grants.aspx>. The form is posted as a Word document under "Associated Grant Administration Forms".

The document may be completed electronically, printed, and signed. An original signature is required. A description of the request for payment form is provided below:

Page 1

1. Request Number: Check the appropriate sequential payment request number.

2. Project and Grantee Information Section: Include the project name, grantee organization name, address, email, and phone number.
3. Project/Grantee Numbers:
 - a. Project Number: This unique project number is assigned by CRM and can be located in Attachment D of the grant agreement. (ex. 2013.PD.01)
 - b. SAP Number: This number is associated with each individual grant and is assigned by DEP. The Project SAP number is handwritten-in on the third page of the grant agreement. On the agreement it will be entitled "Document #" followed by a 10-digit number. *Note: the SAP Number is different from the SAP Vendor ID number entered into the eGrants application.
 - c. Vendor ID Number: This is a number assigned by the commonwealth and associated with the organization. The Vendor ID number is listed in the upper-right of the third page of the grant agreement. *Note: The Vendor ID number is the same SAP Vendor ID number entered into the eGrants application.
4. Period Dates: Enter the beginning and end month/day/year for the period in which the request for payment will cover.
5. Funding Table: Under the "CZ Payment Requested" column, list the funds expended to be reimbursed under the CZ grant. Under the "Matching (local) Share" column, list the funds expended to be considered as match. The third column is simply total of the CZ payment and match. Each of these amounts must be separated by Budget Category, which are originally determined in the CZ grant application. Funds are drawn-down from each category individually and changes require a minor budget change, discussed in section IV.
6. Authorized Signature and Date: Once complete, the grant manager or other representative with authority should sign and date the request.

Page 2

This page provides an area to justify backup documentation for costs to be reimbursed using CZ funds.

1. Project Information Header: Provide the project name, project number (described previously) and grantee name.

2. CZ Payment Requested Backup: This table allows you to justify reimbursement requested under each budget category, totaled on the page 1 table. Rows can be added or expanded if more space is needed. The following details should be provided for each Budget Category.
 - a. Salaries and Wages: List each employee name, position, hours worked and rate of pay.
 - b. Fringe Benefits: List the type of benefit, hours and rate.
 - c. Travel: List the type of travel, miles and approved rate.
 - d. Materials and Supplies: Include a description and cost in the "Other Expenses" section.
 - e. Equipment: Include a description and cost in the "Other Expenses" section.
 - f. Consultant/Contractor: Include a description and cost of the subcontracted services.
 - g. Other: Costs of any other activities that contributed to the category totals on page 1 should be listed here. Overhead costs are a common inclusion in this "Other" category.
3. Total CZ Expenses: This field should sum all the sub-totals (and Salaries and Wages total) listed in the table on page 2. This value should match the CZ Payment "Total for this Request" field on page 1.

Page 3

This page provides an area to justify backup documentation for costs to be claimed as Local Match.

1. Project Information Header: Provide the project name, project number (described previously), and grantee name.
2. Matching (Local) Share Budget Category Table: This table is the same as the CZ table described previously, but should be used to describe matching funds.
3. Total Matching Expenses: This field should sum all the sub-totals (and Salaries and Wages total) listed in the table on page 3. This value should match the Matching (Local) Share "Total for this Request" field on page 1.

Proof of Costs Incurred

Requests for payment must also be accompanied by documentation detailed enough to reasonably assure DEP that costs were incurred in accordance with the grant agreement, the approved SOW and the budget information page. This documentation is necessary for both grant funds and local matching funds, including all in-kind services and/or materials. Any incomplete Request for Payment will be returned to the grantee.

Grantees should attach paper backup documentation to the completed Request for Payment form. Examples of common documentation items include:

- Copies of invoices billed for services from subcontractors and/or consultants.
- Copies of invoices for materials, supplies and equipment required for project work.
- Summaries of paid staff wages, salaries and benefits (individual time sheets are not necessary but grantees must retain them for auditing purposes).
- Summaries of donated services' values and volunteers' time.

- Transportation and lodging costs, supported by receipts, if these travel costs are to be reimbursed. These figures must be based on the rates currently used by state agencies unless otherwise authorized by DEP. Subsistence is not a reimbursable expense but may be used as match.
- Telephone logs to document project-related calls.
- Expenses for project-related printing and binding.
- Summary of any project-related postage expenses.
- Invoices from an approved subcontractor.

The grantee should carefully review each request for payment to insure it supports the SOW, grant agreement budget information page, and mathematical calculations. One paper request for payment with original signature and one set of supporting backup document should be mailed to:

Compacts and Commissions Office/
Coastal Resources Management Program
35 WTRPLAN
P.O. Box 69183
Harrisburg, PA 17106

***Note:** Do not send a copy to the CRM office street address. All Requests of Payments must be received at the P.O. Box in order to be entered into our processing system. It can take several weeks to process a payment request through the Commonwealth's budget system.

Reimbursable CZ Expenses

Expenses eligible to be reimbursed under a CZ grant must be directly related to the project and may include the following:

- Salaries and Wages
- Fringe Benefits
- Travel expenses - based on the rate used by state agencies
- Purchase of materials and supplies
- Purchase or use of equipment
- Use of a consultant or contractor
- Other items associated with the project, including overhead

Allowable Match

Eligible match includes both cash match and non-cash match, which includes those services that are directly tied to the project's development and implementation, can be properly documented and, without using them, the work would have to be contracted or paid by other means. If selected for funding, the CRM Office reserves the right to negotiate the values submitted for the non-cash match.

- **Cash Match:** Eligible cash match can be public or private revenue sources applied to satisfy the 50/50 matching requirement for CZM projects. State or local cash sources are generally acceptable as match but note that other FEDERAL funds are not acceptable as a cash-match source.

- **Non-Cash Match:** Eligible non-cash match includes those services that are directly tied to the project's development and implementation, can be properly documented and without using them, the work would have to be contracted or paid by other means. (CZM reserves the right to negotiate the values submitted for non-cash match).
- **In-Kind Services:** Services and labor provided by the paid staff of the grantee to perform all or part of the CZM-approved project scope of work. The allowable value of in-kind services provided as non-cash match for the grant may include fringe benefits such as employee insurance, retirement benefit costs, vacation time, holiday time and sick leave time as stated as an hourly rate.

Also, general organizational operating costs, (commonly referred to as 'Overhead'), such as rent, utilities and other 'indirect costs', used for the operation of the organization and general property and liability insurance costs may be included either as an hourly rate or expressed as a percentage of costs.

- Overhead rates used must reflect federally-approved rates for a particular agency, county, municipality or institution. If these rates haven't been previously approved, the grantee may be asked to submit an explanation of the calculation for such rates.

***Note:** The cost of travel, including transportation, lodging and meal subsistence, must be based on the rates used by state agencies. Any other rates must be pre-approved in writing by DEP prior to executing the grant agreement. This is important to remember when preparing a contract between the primary grantee and a sub-contractor (or consultant).

- **Donated Services:** Services provided at no cost to the grantee by firms or individuals, to perform part of the CZM-approved project scope of work that requires specialized or expert skills and knowledge. The allowable value of the donated service shall be the firm's or individual's normal billing rate multiplied by the number of hours of service provided on the scope-of-work elements of the project.

Some examples are a registered landscape architect donating time to develop a site plan or an attorney donating time to conduct a real estate title search.

- **Volunteer Services:** Services or labor, not paid for by the grantee, provided by individuals not employed by the grantee, to perform part of the CZM-approved project scope of work. The allowable value of volunteer services shall be a normal prevailing hourly rate for the type of work performed multiplied by the number of hours of work provided. For example, a surgeon volunteering time to help clear invasive plants wouldn't be given credit for his/her time at a surgeon's hourly rate of compensation but rather at a laborer's rate.

DEP will require documentation for the expenditure of cash matching funds and in-kind contributions. Documentation includes the CZ Request for Payment form with supporting attachments such as sub-contractor (or consultant) invoices, miscellaneous expense logs and other applicable vendor billings.

VIII. RECORD RETENTION AND AUDITS

CRM grant projects are subject to the audit requirements of the Single Audit Act of 1996, as amended (31 U.S.C. 7501 et seq.), 2 CFR PART 200, UNIFORM ADMINISTRATIVE REQUIREMENTS, COST PRINCIPLES, AND AUDIT REQUIREMENTS, AS ADOPTED PURSUANT TO 2 CFR §1327.101, AS APPLICABLE and as described in Attachment E of DEP's grant agreement. Grantees are required to retain all financial records, employee time sheets, supporting documents, and other logs and correspondence related to the grant for a minimum period of three years after the project completion date or as otherwise specified in DEP's grant agreement.

Any subcontractors must also retain similar records for this same time period. If a grantee is audited during the time period that CRM funds were expended, a copy of the audit report must be provided to the CRM office.

Commonwealth audits are generally conducted by the Comptroller's Office of Public Protection and Recreation, Pennsylvania State Office of the Budget or State Auditor General's Office and must be performed in accordance with the U.S. Comptroller General's Standards for Audit of Government Organizations, Programs, Activities and Functions. Such audits are conducted to determine the grantee's compliance with stated contractual obligations and conditions and to determine if project funds have been properly expended.

Other federal and state agencies will occasionally conduct audits of various aspects of projects and programs and may also include examination of subcontractor's records. These audit requirements reinforce the grantee's and subcontractor's obligation to keep accurate and complete financial and accounting records, time sheets and similar documentation.

IX. CONTACTS AND RESOURCES

Coastal Resources Management Program

Pennsylvania Department of Environmental Protection (DEP)
Compacts and Commissions Office
Coastal Resources Management
400 Market St., P.O. Box 8465
Harrisburg, PA 17105-8465
Ph: 717-772-4785
Fx: 717-787-9549

Additional information related to the Coastal Resources Management Program can be found at the following websites:

Coastal Resources Management Program

<http://www.dep.pa.gov/Business/Water/Compacts%20and%20Commissions/Coastal%20Resources%20Management%20Program/Pages/Grants.aspx>

National Oceanic and Atmospheric Administration (NOAA)

www.noaa.gov

APPENDIX A: GRANT AGREEMENT/AMENDMENT SIGNATURE INSTRUCTIONS BY ORGANIZATION TYPE

- All documents must be dated.
- The signature on the agreement/amendment MUST BE ORIGINAL. Copies will not be accepted.
- Missing or incorrect information may result in unnecessary delays in processing.

A. Instructions for Counties:

- Counties WITHOUT Home Rule charters:
The following instructions are based on Section 504 of the County Code:
 1. At least two commissioners must sign under "Grantee."
 2. The chief clerk (or other appropriate person) must attest as the "Witness" (no other witness is needed).
 3. The chief clerk should affix the county seal to the grant agreement if applicable.
- For Counties WITH Home Rule charters:
The agreement/amendment must be executed in accordance with the provisions of the home rule charter.
 1. The official(s) who sign(s) the agreement/amendment must have the authority, under the charter, to do so on behalf of the county and be able to contractually bind the county.
 2. A copy of the pertinent provisions of the home rule charter, and any additional document such as an ordinance, resolution or administrative code that gives this authority, must be submitted with the signed agreement/amendment.
 3. The grantee signature(s) must be attested if required by the home rule charter. If there is no such requirement, a witness for each grantee signature must also sign.

B. Instructions for County Conservation Districts:

- Agreement must be signed by the chairperson and the District's Board of Directors and attended to by the District Secretary or Treasurer.

C. Instructions for Municipalities:

- *The agreement/amendment must be executed in accordance with the provisions of the municipality's governing statute or, in the case of a Home Rule municipality, the home rule charter.*
 1. The signature lines marked as "Grantee" must be signed by the official(s) who has the authority under the statute or charter to execute the agreement/amendment on behalf of the municipality and to contractually bind the municipality.
 2. A citation of the pertinent provisions of the governing statute, (or a copy of the provisions of the home rule charter) and any additional document such as an

ordinance, resolution or administrative code that gives this authority, must be submitted with the signed agreement/amendment.

3. The grantee signature(s) must be attested if required by the home rule charter. If there is no such requirement, a witness for each signature must also sign.
4. A municipal seal must be affixed if required by the home rule charter or other rules adopted by the municipality.

D. Instructions for Municipal Authorities:

- The signature line marked "Grantee" must be signed by two authorized officers, one from each of the following positions
 1. Chairman, Vice-Chairman, President, or Vice-President, and
 2. Secretary, Treasurer, Assistant Secretary, or Assistant Treasurer.

***Note:** If a person other than these officers is executing the grant agreement, a resolution from the authority's board of directors must authorize that person to sign. A copy of this resolution must be returned with the grant agreement.

- If appropriate, the seal of the municipality or organization should be affixed to the signature page. The grantee's signatory must also sign the attachment concerning the "Assurances". (See Attachment F of the Grant Agreement and its description at paragraph 2, Section II).

E. Instructions for Incorporated Nonprofit Organizations

- The signature line marked "Grantee" must be signed by both of the following named officers (one should sign and one should witness):
 1. "Grantee" – President or vice-president, and
 2. "Witness" – Secretary (or assistant secretary) or treasurer (or assistant treasurer).

***Note:** As an alternative, if the corporation has authorized an individual to sign the agreement/amendment on behalf of the organization and to contractually bind the organization, that individual's signature under "Grantee" is acceptable. The individual must indicate his or her official capacity and a copy of the organization's resolution or by-laws, authorizing the individual to sign on behalf of the organization, must be submitted with the signed agreement/amendment.

- If the name of the organization does not include the word "corporation" or "incorporated", please attach a statement indicating that the organization has, in fact, been incorporated.

APPENDIX B: 0410-FM-CCO0009 – SUBCONTRACTOR INFORMATION FORM

*A digital fillable version of this form can be downloaded from the CRM website at:
<http://www.dep.pa.gov/Business/Water/Compacts%20and%20Commissions/Coastal%20Resources%20Management%20Program/Pages/Grants.aspx> . The form is posted as a Microsoft Word document under “Associated Grant Administration Forms”*

PENNSYLVANIA COASTAL ZONE GRANT PROGRAM “Subcontractor Information Form”

This completed form must be submitted prior to entering into a subcontract. All requests for payment for subcontractor work will be withheld until this form is received and the subcontractor passes Department compliance checks.

Grantee Name:	
Project Number:	

Was a competitive selection process used:	<input type="checkbox"/> Yes <input type="checkbox"/> No
If not, provide explanation:	

Subcontractor Information:

Full Legal Name:		
Address:	Street:	
	City:	
	State, Zip:	
EIN:		
Vendor ID:		

APPENDIX C: SAMPLE PROJECT SIGN

**(Name of the Project)
A Project Funded By The
PA Coastal Resources Management Program**

This project was funded, in part, by a grant from the **Coastal Resources Management Program**. Funding was provided by the Office of Coastal Management, National Oceanic and Atmospheric Administration (NOAA), U.S. Department of Commerce and administered by the Pennsylvania Department of Environmental Protection (DEP).

LOCAL SPONSORS:



APPENDIX D: SAMPLE PERFORMANCE REPORT

Grantee Name

2013.PD.03 – “Project Name”

Six-Month Performance Report

October 1, 2013 – March 31, 2014

The interior work on the building is proceeding on schedule; all electrical work has been completed and was inspected on February 15th. About seventy percent of the insulation has been installed but the remainder will have to wait for the new doors and windows to be hung. We don't anticipate any delay in the project.

The contractor has also begun site preparation on the plaza site. He's staked out the area for the brick-paved plaza and has begun the sidewalk.

A reporter and photographer from the "*Riverside Times*" were on site on March 14th; they're planning a "before and after" article for the paper. We'll include a copy of this article in our final report.

Pennsylvania Coastal Resources Management Program

Project Name

Date of Completion/Publication

CZ PROJECT NUMBER: (e.g. 2014.PE.01)

This project was financed, in part, through a Federal Coastal Zone Management Grant, administered by the Pennsylvania Department of Environmental Protection (DEP).

Funding provided by the National Oceanic and Atmospheric Administration (NOAA), United States Department of Commerce, under Award Number: (e.g. NA13NOS4190162).

The views expressed herein are those of the author(s) and do not necessarily reflect those of the U.S. Department of Commerce, NOAA, DEP nor any of their sub-agencies.



APPENDIX F: 0410-FM-CCO0010 – NOAA REPORTING FORM

A digital fillable version of this form can be downloaded from the CRM website at: <http://www.dep.pa.gov/Business/Water/Compacts%20and%20Commissions/Coastal%20Resources%20Management%20Program/Pages/Grants.aspx> .The form is posted as a Microsoft Word document under "Associated Grant Administration Forms".



**PENNSYLVANIA COASTAL ZONE GRANT PROGRAM
“NOAA Reporting Form”**

Instructions:

This reporting form will be used by CRM to report annual program progress to NOAA. Each component of your project should only be reported under one category. For example, if your grant funded trail construction and coastal habitat outreach, this could count in the “Educational Activity – Coastal Habitat” section and the “Public Access – Enhancement” section.

The following categories covered in the form include:

1. Educational Activities
2. Training Events
3. Stakeholder Coordination Events
4. Public Access Acquisition and Enhancement
5. Coastal Habitat Acquisition and Restoration
6. Marine Debris Removal
7. Coastal Hazards
8. Coastal Dependent Uses and Community Development (Sustainable Development, Port and Waterfront Redevelopment, and Polluted Runoff Management)

There is a blank space at the end of this form if you need to provide additional clarification.

1. Educational Activity

Complete if your project included an outreach or educational component. The activity must provide “hands-on” education such as presentations, seminars, or other interactive activities. Publications, websites, mass media campaigns, signage or other indirect education efforts should not be included.

Check the category below that best describes your activity. Only select one category per activity. List the number of participants, or people that participated in each activity. You must document the number of participants for each activity at the time it is conducted (sign-in sheet, registration, or head count). An estimate is not acceptable.

<input type="checkbox"/> Government Coordination <i>Educational activities to increase government capacity and technical understanding in agency coordination, decision-making efficiency, and stakeholder participation.</i>	Number of Activities held: _____ Total Number of Participants: _____
<input type="checkbox"/> Public Access <i>Educational activities to improve understanding of access to the coastal zone and its importance, such as presentation on boat launches in a County.</i>	Number of Activities held: _____ Total Number of Participants: _____
<input type="checkbox"/> Coastal Habitat <i>Educational activities to improve understanding of these habitats, their threats, and opportunities to protect and restore them. See specific categories and definitions of Coastal Habitat in Number 5.</i>	Number of Activities held: _____ Total Number of Participants: _____
<input type="checkbox"/> Coastal Hazards <i>Educational activities to improve understanding of hazard types, resiliency, vulnerability, and other related issues.</i>	Number of Activities held: _____ Total Number of Participants: _____
<input type="checkbox"/> Coastal Uses and Community Development <i>Education activities to improve understanding of sustainable coastal management and port/waterfront revitalization, such as threats to coastal uses, land use trends, sustainability, and water quality.</i>	Number of Activities held: _____ Total Number of Participants: _____

2. Training Event

Complete if your project included a training event for a defined audience. Training is different from the education activity described above because it provides in-depth information on technical subject matter. For example, training events could include a workshop for local municipal officials to implement coastal zone priorities or training sessions for nonprofits on tidal wetland development approaches. Web-based or remote training events can be included, but not publications or other materials distributed without an associated training program.

Check the category below that best describes your event. Only select one category per event. List the number of participants, or people that participated in each activity. You must document the number of participants for each event at the time it is conducted (sign-in sheet, registration, or head count). An estimate is not acceptable.

<input type="checkbox"/> Government Coordination <i>Training events to increase government capacity and technical understanding in agency coordination, decision-making efficiency, and stakeholder participation, such as comprehensive planning or development of management plans.</i>	Number of Activities held: _____ Total Number of Participants: _____
<input type="checkbox"/> Public Access <i>Training events to provide coastal decision-makers with knowledge and tools to plan for and manage public access, such as public trust information session.</i>	Number of Activities held: _____ Total Number of Participants: _____
<input type="checkbox"/> Coastal Habitat <i>Training events to increase capacity and technical understanding of habitat diversity and function, status, and trends, mapping and monitoring, threats, or regulation. See specific categories and definitions of Coastal Habitat in Number 5.</i>	Number of Activities held: _____ Total Number of Participants: _____
<input type="checkbox"/> Coastal Hazards <i>Training events to increase capacity and technical understanding of hazard regulation, vulnerability mapping, and other hazard issues.</i>	Number of Activities held: _____ Total Number of Participants: _____
<input type="checkbox"/> Coastal Uses and Community Development <i>Training events to provide decision-makers with knowledge and tools to manage sustainable coastal uses and improve water quality. These events may focus on land use policies, best management practices for sustainability, or water quality improvement.</i>	Number of Activities held: _____ Total Number of Participants: _____

3. Stakeholder Coordination Events

Complete if your project included one or more coordination events for coastal stakeholders. These events should be focused on significant coordination activities, such as streamlining of programs, coordination of policy development or enforcement activities. Examples include issue-specific advisory panels, commissions, task forces, or new partnership development meetings.

Check the category below that best describes your event. Only select one category per event. You must also document the number of Stakeholder Groups that were represented at the event (sign-in sheet, registration, or head count).

<input type="checkbox"/> Government coordination	Number of Events: _____ Number of Stakeholder Groups: _____
<input type="checkbox"/> Public Access	Number of Events: _____ Number of Stakeholder Groups: _____
<input type="checkbox"/> Coastal Habitat	Number of Events: _____ Number of Stakeholder Groups: _____
<input type="checkbox"/> Coastal Hazards	Number of Events: _____ Number of Stakeholder Groups: _____
<input type="checkbox"/> Coastal Uses and Community Development	Number of Events: _____ Number of Stakeholder Groups: _____

4. Public Access

Complete if your project acquired or enhanced a public access site. A public access site may include a park, fishing pier, trail, boat launch, dock, or marina. An enhancement may include educational signage, construction or renovation of a trail, new parking, or restroom facilities.

<input type="checkbox"/> Acquisition of Public Access Site (Ownership or Easement)	Description: _____
<input type="checkbox"/> Enhancement of Existing Public Access Site	Description: _____

5. Coastal Habitat

Complete this section if your project acquired or restored coastal habitat. Acquisition can include fee simple ownership or a conservation easement. Restoration is the rehabilitation of degraded or altered habitat and usually includes reestablishment of native vegetation and hydrology. Habitat protection or restoration completed as part of required mitigation should not be reported here. Report only those coastal habitat acquisition and restoration projects that meet the categories and definitions below.

Select the activity (acquisition or restoration) that was completed under the applicable coastal habitat type.

Delaware Estuary Tidal Wetlands: <input type="checkbox"/> Acquisition <input type="checkbox"/> Restoration <i>Wetlands that are periodically inundated by tidal waters.</i>	Number of Acres Acquired: _____ Number of Acres Restored: _____
Great Lakes Coastal Wetlands: <input type="checkbox"/> Acquisition <input type="checkbox"/> Restoration <i>Great Lakes Coastal Wetlands are wetlands that occur along the Great Lakes shoreline proper and portions of tributary rivers and streams that are directly affected by Great Lakes water regimes. These wetlands form a transition between the Great Lakes and adjacent terrestrial uplands, and are influenced by both.</i>	Number of Acres Acquired: _____ Number of Acres Restored: _____
Inland Wetlands: <input type="checkbox"/> Acquisition <input type="checkbox"/> Restoration	Number of Acres Acquired: _____ Number of Acres Restored: _____
Beach Habitat: <input type="checkbox"/> Acquisition <input type="checkbox"/> Restoration <i>The zone of unconsolidated material between the mean low-water line and the line of permanent vegetation, which is also the effective limit of storm waves; sometimes includes the material moving in offshore, onshore, and longshore transport.</i>	Number of Acres Acquired: _____ Number of Acres Restored: _____
Nearshore Habitat: <input type="checkbox"/> Acquisition <input type="checkbox"/> Restoration <i>Intertidal, subtidal or submerged habitats that include intertidal rocky areas and pools, mud flats, shellfish beds, submerged aquatic vegetation, rocky hard bottom habitat, and other nearshore benthic habitat.</i>	Number of Acres Acquired: _____ Number of Acres Restored: _____

6. Marine Debris

Complete this section if your project included activities that remove marine debris from coastal systems. Only activities that result in a quantifiable reduction of debris should be reported. The estimated pounds of debris removed can be based on participant reports or the average weight objects by the estimate number of objects removed.

<input type="checkbox"/> Clean-up Event	Number of Sites Participating: _____ Estimated lbs. of Debris Removed: _____
<input type="checkbox"/> Other Type of Marine Debris Removal	Number of Activities: _____ Estimated lbs. of Debris Removed: _____

7. Coastal Hazards

Complete this section if your project addresses coastal hazards, which may include storms, flooding, and coastal erosion. Examples include development or update of local hazard plans, ordinances, technical assistance, and on-the-ground projects to address coastal hazards. General administrative or day-to-day operations should not be reported here.

Discrete awareness campaigns to educate the public on coastal hazards should also be reported in this category. These campaigns can include publications, websites, or signage. Educational activities and Training events focusing on hazards can also be reported under the earlier sections described above.

<input type="checkbox"/> Project to Reduce Future Damage from Hazards	Short Description of Project:
<input type="checkbox"/> Public Awareness Project	Short Description of Project:

8. Coastal Dependent Uses and Community Development

Complete this section if your project addressed sustainable coastal management practices or revitalization of port and waterfront areas. Also included in this category are pollution prevention efforts at the local level to protect coastal water quality.

Development or Update of Ordinance, Policy, or Plan that addresses:	
<input type="checkbox"/> Sustainable Development <i>New or revised local strategies that manage growth and development in the coastal zone. The new approach should ensure development is designed, sited, and construction in ways that preserve coastal resources and balance coastal land uses.</i>	Number of New Ord./Policy/Plans: _____
<input type="checkbox"/> Port and Waterfront Redevelopment <i>New or revised local strategies that encourage redevelopment of underutilized and deteriorating urban waterfront areas and ports.</i>	Number of New Ord./Policy/Plans: _____
<input type="checkbox"/> Polluted Runoff Management <i>New or revised local strategies that control or prevent polluted runoff.</i>	Number of New Ord./Policy/Plans: _____
Implementation of Plan that addresses:	
<input type="checkbox"/> Sustainable Development <i>Implementation of actions that are called for in an existing sustainable development plan.</i>	Number of New Ord./Policy/Plans: _____
<input type="checkbox"/> Port and Waterfront Redevelopment <i>Implementation of actions that are called for in an existing port or waterfront redevelopment plan. This could include rehabilitation or acquisition of piers for public use, zoning to support waterfront redevelopment, and visioning or other public involvement processes. Completed on-the-ground public access projects should be counted in the "Public Access" section. Initial phases or waterfront public access development, such as a structural integrity study of a derelict pier, should be counted here.</i>	Number of New Ord./Policy/Plans: _____
<input type="checkbox"/> Polluted Runoff Management <i>Implementation of polluted runoff management plans to protect and improve coastal water quality.</i>	Number of New Ord./Policy/Plans: _____

Additional Comments

--

APPENDIX G: 0410-FM-CCO0011 – REQUEST FOR PAYMENT (FORM)

A digital fillable version of this form can be downloaded from the CRM website at: <http://www.dep.pa.gov/Business/Water/Compacts%20and%20Commissions/Coastal%20Resources%20Management%20Program/Pages/Grants.aspx> . The form is posted as a Microsoft Word document under "Associated Grant Administration Forms".



**PENNSYLVANIA COASTAL ZONE GRANT PROGRAM
"Request for Payment"**

Request Number: 1 2 3 4 FINAL - (Check Appropriate Number)

Project:		Project Number:	
Grantee:		SAP Number:	
Address:		Vendor ID Number:	
Telephone:			
Email:			

Period Beginning Date:		Period Ending Date:	
-------------------------------	--	----------------------------	--

Budget Category	CZ Payment Requested	Matching (Local) Share	Sub-total for this Request
Salaries and Wages			
Fringe Benefits			
Travel			
Materials & Supplies			
Equipment			
Consultant/Contractor			
Other			
Total for this Request			

I declare this to be a true and accurate statement and hereby request reimbursement for the expenditures outlined above. Documentation supporting these expenditures, including copies of vendor and subcontractor billings, is attached.

Authorized Signature: _____ Date: _____

(THIS SECTION TO BE COMPLETED BY CRM)		CDFA#: _____
Appropriation code:	_____	
Appropriation code:	_____	
Appropriation code:	_____	
	Total:	_____
Approved for payment:	_____ Date: _____	

Project:		Project Number:	
Grantee:			

CZ PAYMENT REQUESTED BACKUP

Salaries and Wages				
Employee	Position	Hours Worked	Rate of Pay	Sub-total
Total				
Fringe Benefits		Hours	Approved Rate	Sub-total
Travel		Miles	Approved Rate	Sub-total
Materials and Supplies				Sub-total
Equipment				Sub-total
Consultant/Contractor				Sub-total
Other Expenses (including Overhead)				Sub-total

Total CZ Expenses for Budget Category listed above: \$ _____

Note: Attach all documentation, including time summaries, billings, invoices, receipts, log sheets, etc. Add additional payment sheets as required.

Project:		Project Number:	
Grantee:			

MATCHING (LOCAL) SHARE BACKUP

Salaries and Wages				
Employee	Position	Hours Worked	Rate of Pay	Sub-total
Total				
Fringe Benefits		Hours	Approved Rate	Sub-total
Travel		Miles	Approved Rate	Sub-total
Materials and Supplies				Sub-total
Equipment				Sub-total
Consultant/Contractor				Sub-total
Other Expenses (including Overhead)				Sub-total

Total Matching Expenses for Budget Category listed above: \$ _____

Note: Attach all backup documentation, including time summaries, billings, invoices, receipts, log sheets, etc. Add additional payment sheets as required.

MAIL TO: **Compacts and Commissions Office/
Coastal Resources Management Program
35 WTRPLAN
PO Box 69183
Harrisburg, PA 17106**

APPENDIX H: 0410-FM-CCO0011 SAMPLE – REQUEST FOR PAYMENT (SAMPLE)



**PENNSYLVANIA COASTAL ZONE GRANT PROGRAM
"Request for Payment"**

Request Number: 1 2 3 4 FINAL - (Check Appropriate Number)

Project:		Project Number:	
Grantee:		SAP Number:	
Address:		Vendor ID Number:	
Telephone:			
Email:			

Period Beginning Date:	Period Ending Date:
-------------------------------	----------------------------

Budget Category	CZ Payment Requested	Matching (Local) Share	Sub-total for this Request
Salaries and Wages			
Fringe Benefits			
Travel			
Materials & Supplies			
Equipment			
Consultant/Contractor			
Other			
Total for this Request			

I declare this to be a true and accurate statement and hereby request reimbursement for the expenditures outlined above. Documentation supporting these expenditures, including copies of vendor and subcontractor billings, is attached.

Authorized Signature: _____ Date: _____

(THIS SECTION TO BE COMPLETED BY CRM) CDFA#: _____

Appropriation code: _____

Appropriation code: _____

Appropriation code: _____

Total: _____

Approved for payment: _____ Date: _____

Project:		Project Number:	
Grantee:			

CZ PAYMENT REQUESTED BACKUP

Salaries and Wages				
Employee	Position	Hours Worked	Rate of Pay	Sub-total
Total				
Fringe Benefits		Hours	Approved Rate	Sub-total
Travel		Miles	Approved Rate	Sub-total
Materials and Supplies				Sub-total
Equipment				Sub-total
Consultant/Contractor				Sub-total
Other Expenses (including Overhead)				Sub-total

Total CZ Expenses for Budget Category listed above: \$ _____

Note: Attach all documentation, including time summaries, billings, invoices, receipts, log sheets, etc. Add additional payment sheets as required.

Project:		Project Number:	
Grantee:			

MATCHING (LOCAL) SHARE BACKUP

Salaries and Wages				
Employee	Position	Hours Worked	Rate of Pay	Sub-total
			Total	
Fringe Benefits		Hours	Approved Rate	Sub-total
Travel		Miles	Approved Rate	Sub-total
Materials and Supplies				Sub-total
Equipment				Sub-total
Consultant/Contractor				Sub-total
Other Expenses (including Overhead)				Sub-total

Total Matching Expenses for Budget Category listed above: \$ _____

Note: Attach all backup documentation, including time summaries, billings, invoices, receipts, log sheets, etc. Add additional payment sheets as required.

MAIL TO: **Compacts and Commission Office**
Coastal Resources Management Program
35 WTRPLAN
PO Box 69183
Harrisburg, PA 17106