

***POCONO FOREST AND WATERS CONSERVATION LANDSCAPE
CONSERVATION ASSISTANCE PROGRAM (CAP)
BLOCK GRANT APPLICATION AND GUIDELINES***

The Conservation Assistance Program (CAP) is a reimbursement funding program through the Pocono Forest and Water Conservation Landscape (PFW) Block Grant, which is funded by the Pennsylvania Department of Conservation and Natural Resources (PA DCNR) and administered by the Pennsylvania Environmental Council (PEC).

PURPOSE

With the working knowledge that the Pocono Forest and Water Conservation Landscape (PFW) is a very active region and home to numerous and worthwhile projects, programs, communities and groups with a focus toward conservation, sound land use and nature based recreation, the purpose of the CAP is to provide funding for smaller projects that support the *Overall Goals* of the PFW and advance land conservation and conservation and recreation planning with the PFW *Priority Areas* using a proactive targeted approach.

Vision for the Pocono Forest and Waters Conservation Landscape

The Pocono Forests & Waters Conservation Landscape will conserve the natural environment and enhance the quality of life by sustaining vital natural resources.

Overall Goals of the Pocono Forest and Waters Conservation Landscape

1. Identify and conserve important landscape areas for acquisition and easements to increase the public and private land base under conservation.
2. Facilitate local government decision making to conserve land and revitalize communities.
3. Engage the business sector to leverage financial resources and political will to enhance and conserve natural and recreational resources.
4. Improve community awareness of and engagement in conservation and restoration of local natural resources.
5. Increase cooperation among various state and local governmental agencies and private entities with an interest in conserving natural resources and sustainable development.

Priority Areas of the Pocono Forests and Waters Conservation Landscape

1. Lehigh Gorge/Delaware and Lehigh Corridor - Grant requests for areas within, along or impacting Lehigh Gorge, Nescopeck and Hickory Run State Parks; the D & L Heritage Corridor; Nescopeck Greenway; Susquehanna Greenway; and, State Forest Lands in the Crystal Lake and Penobscot Mountain areas.
2. Cherry Valley - Grant requests within or impacting the Cherry Valley National Wildlife Refuge.
3. Upper Lehigh/Roaring Brook - Grant requests within, along or impacting the Lehigh River watershed, above the Francis Walter Dam, the Thornhurst tract of

- State Forest and Tobyhanna and Gouldsboro State Parks, including, but not limited to, the Roaring Brook Watershed.
4. Middle Delaware River - Grant requests within, along or impacting the Middle Delaware River, including the National Recreation Area and State Forest Lands in the Buckhorn area.
 5. Promised Land/Delaware State Forest - Grant requests in the Delaware Highlands within, along or impacting the Delaware State Forest or Promised Land State Park.
 6. Lackawanna Heritage Valley Authority Corridor - Grant requests within, along or impacting the Lackawanna Heritage Valley Region.
 7. Lackawanna State Park - Grant Requests within, along or impacting Lackawanna State Park or conserved lands in northern Lackawanna County.
 8. Harvey's Creek/Ricketts Glen - Grant requests within, along or impacting the Lackawanna State Forest in the area of Harvey's Creek , Moon Lake County Park or Ricketts Glen State Park

Important Dates for the CAP

Pocono Forest and Waters Conference – October 15, 2009

Application Deadline – Postmarked or received on or before October 22, 2009 at 5:00pm.

Grant Awards Announced – November 13, 2009

Project Completion – November 13, 2011

Eligibility for the CAP

Who Is Eligible? Eligible applicants for the PFW CAP consist of all municipalities and any appropriate non-profit organizations with tax-exempt 501c(3) status working within the PFW.

What Kind of Projects are Eligible?

- ✓ Projects within the six (6) county PFW area: Carbon, Lackawanna, Luzerne, Monroe, Pike and Wayne Counties;
- ✓ Projects that support the Vision and Overall Goals of the PFW and advance land conservation and conservation and recreation planning with the PFW Priority Areas using a proactive targeted approach;
- ✓ Projects that are consistent with Local, County and/or State plans, such as land use, open space, greenway, rivers conservation or recreation plans.

Intent and Funding Guidelines for the CAP

What is the Intent of the CAP? The intent of the CAP is to provide funding for smaller projects that support the *Overall Goals* of the PFW and advance land conservation and conservation and recreation planning with the PFW *Priority Areas* using a proactive targeted approach.

What are the Funding Guidelines for the CAP?

- ✓ Grant requests should be a minimum of \$3,000.00, and should not exceed \$25,000.00.
- ✓ All grants must be matched by the Applicant with cash and/or eligible non-cash services at a minimum ratio of 1:1.
- ✓ All projects and project related costs and funding must conform to the guidelines and limitations outlined in the PA DCNR Community Conservation Partnership Program found at: <http://www.dcnr.state.pa.us/brc/grants/> .

Responsibility of Applicant

- ✓ Identify projects that support the intent of the CAP;
- ✓ Secure local match at a minimum ration of 1:1 for CAP funding;
- ✓ Submit a completed application with proof of match secured.
- ✓ Demonstrate ability to complete project on time and within budget.
- ✓ Secure letters of support, when applicable.
- ✓ Submit all applications, by the deadline, either by mail or electronically in Word or PDF Format, to: ***Attention: Ellen M. Ferretti, Pocono Forest and Water Conservation Landscape Coordinator, Pennsylvania Environmental Council, 175 Main Street, Luzerne, PA 18709*** or eferretti@pecpa.org; www.pecpa.org.
- ✓ For questions about the application or process, please contact Ellen Ferretti, Pennsylvania Environmental Council at 570-709-3143.

Selection Criteria

- ✓ Falls within the six (6) Counties of the Pocono Forest and Waters Conservation Landscape;
- ✓ For the greater good of the Pocono Forest and Waters Conservation Landscape Overall Goals and Priority Areas;
- ✓ Project is consistent with Local, County and/or State plans, such as land use, open space, greenway, rivers conservation or recreation plans;
- ✓ Project is prepared to begin and finish in a timely manner;
- ✓ Proof of match secured;
- ✓ Opportunities for collaboration.

Responsibility of Successful Applicant

- ✓ Meet with PFW Executive Committee to discuss overall project, budget, timeline, match and deliverables within the context of the PFW.
- ✓ Complete a Cooperative Agreement with PEC for project as proposed;
- ✓ Complete project as proposed, on time and within budget, including all deliverables identified in Application and Agreement.
- ✓ Submit proof of work completed, detailed requests for reimbursements that includes all appropriate documentation and written progress reports to PEC quarterly.
- ✓ Submit before and after digital photos and maps of project, if applicable.

Criteria for Reimbursement

- ✓ Appropriate documentation and accountability of time spent and progress made on projects will be provided to PEC in regular communications and quarterly progress reports;
- ✓ Provide proof of local match – dollar for dollar to support staff time and other expenses, for example:
 - Conservation organization' funds
 - Private and local funding
 - Other sources, not DCNR funds;
- ✓ Complete all deliverables as proposed and agreed in Cooperative Agreement.

Reimbursement Process and Documentation

- ✓ PEC develops and executes cooperative agreement with each successful applicant;
- ✓ Submit 100% of project total expenditures with sufficient detail to allow review of staff time/hours (number of hours multiplied by hourly billable rate) and expenditures (detail of type and cost) incurred while completing project;
- ✓ PEC reimburses successful applicant ½ the cost of reimbursement request (not to exceed award amount); proof of local match is successful applicant's responsibility (own funds or other);
- ✓ Letter report defining conservation project or conservation or recreation planning completed, deliverables, outcomes;
- ✓ Provide evaluation, if appropriate, of future goals and needs of project to ensure continued success or implementation, as appropriate, or potential ability to leverage this project toward a larger goal or outcome.