



Pennsylvania Lake Management Society
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www.palakes.org

2023 Mini-Grant Project Request Form

The Pennsylvania Lake Management Society (PALMS), with funding from the Pennsylvania Department of Environmental Protection, is pleased to be able to offer assistance to landowners, non-profits, county conservation districts and municipalities to address lake-related issues of critically eroded shorelines, excess nutrient loading, and aquatic invasive species that degrade the quality of lakes in the Commonwealth. Through this program, we are offering a limited number of grants on a competitive basis, up to \$15,000.00 each, to correct identified lake problems. This is a first come, rolling deadline grant opportunity. Projects will be reviewed as they come in and decisions will be made promptly until funds run out. Priority will be given to projects that a) propose to address watershed impairments identified in the Commonwealth's 303(d) list and b) plan to direct **100%** of the funds to direct implementation costs.

Projects should address at least one of the following: Shoreline Restoration, Nutrient/Sedimentation Reduction or Control, and Invasive Species Prevention and/or Management.

Projects need to include educational public awareness on project. For example, this can be a project summary on social media posts or included in organization's newsletter. Project descriptions in grant application should include how this will be done.

Eligible Projects:

- Shoreline Restoration
- Stormwater improvement projects that directly impact the lake
- Activities that directly lead to nutrient or sediment reduction within the lake or reservoir
- Aquatic Invasive Species Management and/or Prevention. Management priority will be given to rapid response projects or species on the [PA Noxious Weed List](#). AIS Prevention BMP's may include signage to promote clean, drain, dry, warn about existing AIS and providing disposal boxes. Priority will be given prevention projects that incorporate all docks or a lake or all lakes in a watershed.

Note: Eligible in-lake projects include but not limited to; lake aeration, phosphorus inactivation using alum or phoslock, and the control of non-native invasive aquatic vegetation using aquatic herbicides.

Ineligible Projects:

Projects not listed above and projects that can not be completed by June 28th.

Design Studies

Surveys

Plan Development

Maintenance Projects

Dredging activities

Algaecide

Floating Vegetative Islands

Algae control using sonar or sonic devices

The use of short-term nutrient removal practices such as the installation of nutrient binding materials (e.g. biochar) in streams.

* Ineligible project activities may be eligible to use as match/in-kind services.

Eligible applicants:

- County, including county planning commission, or municipality

- County conservation district
- Municipal authority
- Council of governments
- Other authorized organization that is one of the following:

A tax-exempt corporation under Section 501(c)(3) of the Internal Revenue Code and registered with the Pennsylvania Bureau of Charitable Organizations. If an applicant/sponsor is claiming an exemption from registering with the Bureau of Charitable Organizations, the applicant/sponsor must provide proof of such exemption with the application. Conservation commissions or foundations created by state or federal legislation or action are exempt from the incorporation requirement.

(For organizations that do not fall under those eligibility requirements it is encouraged to partner with an eligible entity.)

The information you provide in this request form will help PALMS direct those limited resources to where they are most needed, so please complete this form in its entirety including attachments. **Should any portion of this request be incomplete, PALMS reserves the right to reject the application. By completing this application and initialing on the line next to each item, you, the applicant, agree to the following terms:**

1. _____ Applicant agrees to provide *rights of entry* through a signed Landowner/Grantee agreement to property for the purpose of assessment, prioritization, survey, design, and if selected, implementation, as well as future inspections of the project area by PALMS, Pennsylvania Department of Environmental Protection, or any agents/assigns of the named organization or agencies. (Please refer to the Landowner Agreement Form at the end of this document)
2. _____ Applicant will be responsible to provide a **minimum 25% match (cash or in-kind)** of the total cost of the project. A final signatory or commitment letter will be expected before funds can be released.
3. _____ Applicant/Landowner (circle one) agrees to be the **permit applicant**, if needed. No funds will be released in the absence of any necessary permits.
4. _____ Applicant/Landowner (circle one) agrees to sign an **Operation and Maintenance Plan** for the life of the proposed project. (Please refer to the Operation and Maintenance Form at the end of this document)
5. _____ Applicant agrees to contact the Department of Labor for prevailing wage determination and provide documentation to PALMS.
6. _____ Applicant agrees that the funds, if awarded, will be applied to direct implementation costs (e.g., construction materials and labor).
7. _____ Applicant agrees that the project will utilize BMPs from the [PALMS BMP manual](#).
8. _____ Applicant understands that this is a **reimbursement-based grant** and that **only paid invoices marked with method of payment and the date paid will be reimbursed or counted as cash match**. Reimbursement time frame is dependent on DEP grant processing.
9. _____ Applicant acknowledges that the **project will be completed and a final report and reimbursement request will be submitted by June 30, 2024**. NO EXTENSIONS WILL BE ALLOWED. Reimbursements will not be issued for submissions past this date, no exceptions. The applicant must be the one submitting the final report and reimbursement.

All lines above must be initialed to be considered for review and funding.

Applicant Name and Association: _____

Date: _____

Address: _____

Phone Numbers Home: _____ Work: _____ Cell: _____

E-mail: _____

Lake Name and Size (Acres): _____

Lake Location (Municipality & County): _____

1.) The applicant is (circle one):

-county or municipality

-county conservation district

-council of governments

-tax-exempt corporation under Section 501(c)(3) of the Internal Revenue Code

2.) Did you contact a PALMS board member about your proposed project? Yes No

If "Yes", please provide the board member's name: _____

3.) Are you the applicant and landowner? Yes No

If "No" to Question 3, is the landowner willing to enter into a landowner/grantee agreement?

Yes No

4.) Are landowner and/or submitting organization willing to provide a minimum 25% cash and/or in-kind match contribution to the project? Yes No

If assistance is needed to answer questions 6 or 7, please contact your County Conservation District Watershed Specialist.

5.) Is the lake listed on the 303(d) list as impaired? Yes No

If so, what is the impairment? _____

6.) What is the designated use of the lake as found in Title 25 Chapter 93 of the Pennsylvania Code?

Exceptional Value High Quality Cold Water Fishes Warm Water Fishes

Trout Stocking

7.) Is the project recommended in a source water protection plan, or a state/local watershed-based plan? Yes No

If "Yes", please list plan name(s): _____

8.) Is the lake open for recreational use by the general public? Yes No

If "Yes", please list access point owners (e.g., municipality, county, PA Fish & Boat Commission): _____

9.) Is the project site accessible for equipment required to complete the project? This includes access during the proposed timeline and taking into consideration adverse weather conditions

Yes No

10.) Are permits already obtained for the project? Yes No Note: Projects requiring a permit must have permits completed to be eligible for this grant
If "Yes", please specify which permits are required/applicable: _____

11.) Project Category (please check all that apply):
 Shoreline Restoration - Project Description should include length and width of impacted area and shoreline buffer (if applicable), proposed method of restoration and environmental benefits.
 Nutrient and Sedimentation Reduction/Control - Project Description should include target nutrient(s), method of control, length and width of buffer (if applicable) and environmental benefits.
 Invasive Species Management - Project Description should include targeted invasive species, control method including any proposed chemical for treatment (if applicable), if this is part of a multi-year effort and environmental benefits.

13.) Will proposed shoreline restorations have a no mow zone buffer \geq 50 ft? Yes No N/A

Please submit one (1) electronic copy via email to info@palakes.org. PALMS reserves the right to reject incomplete applications. This completed Project Request Form, along with the following attachments are required for your application to be considered complete:

- 1) Project Description (2 page maximum)
- 2) Project Area Photos (3-5)
- 3) Project Location Map (USGS Quad Map 8.5" x 11")
- 4) Detailed Budget Form (available at www.palakes.org)

Signature of submitting entity (if applicable)

Date

Name and Title (Please Print)

Signature of Landowner

Date

Name and Title (Please Print)

If the landowner is the submitting entity only the landowner signature line should be completed. If you are an entity submitting on behalf of the landowner both signature lines must be signed.

General Conditions:

Completing and submitting this request form in no way guarantees that your project will be funded. If your project is selected for funding, you will be required to enter into a contract with the Pennsylvania Lake Management Society (PALMS). In addition, if selected for funding you hereby accept and understand that this is a reimbursement-based grant and that only paid invoices marked with method of payment and the date paid will be accepted. You also understand that reimbursement for your submitted invoices can take 12 weeks or longer for reimbursement depending on turnaround from the Commonwealth's Comptroller Office. You also understand that your reimbursement request could be delayed should a budget impasse occur at the state legislature. As part of the reimbursement request documentation must be provided of all cash and in-kind contributions to the project, to meet the 25% match minimum. Applicant acknowledges

that 30% of the project cost will be withheld until the 25% match contribution has been satisfied.

I certify that I have read and understand the above conditions.

Signature

Printed Name

Projects on Non-Grantee-Owned Lands

A Landowner-Grantee Agreement (LGA) (DEP document # 1010-FM-GC0076; dep.pa.gov/growinggreener) will be required before any reimbursable work commences. If the grantee owns/controls the land, grantee landowner conditions (GLCs) will be made part of the grant agreement. Both the LGA (DEP document # 1010-FM-GC0076; dep.pa.gov/growinggreener) and GLCs will include an OM&R Plan identifying maintenance tasks and responsible parties ensuring that the conservation practice/BMP is properly maintained throughout the lifespan of the practice.

Pennsylvania Lake Management Society

2023

Lake BMP Mini-Grant

Detailed Budget

(Please Type or Print Legibly)

1. Equipment and Supplies

(**Individual** pieces of equipment to be purchased with grant funds cannot exceed \$5,000)

	\$
	\$
	\$
	\$

Subtotal \$ _____

2. Contractual (non-construction contractors – e.g., consultants, contractual printing)

Graphic designer/printing \$ _____

Permitting costs (i.e. PNDI reviews, historical reviews, wetland encroachments, stream crossings and encroachments, E&S permits, Chapter 105 dam permits) \$ _____

Chemical Applicator \$ _____

Other (describe) _____ \$ _____

Subtotal \$ _____

3. Construction (contractors and materials)

A. Construction Personnel

Individual	Position	Hourly Rate	Hours	Total
				\$
				\$
				\$
				\$
				\$

Subtotal \$ _____

3. Construction (contractors and materials) continued

B. Construction Materials (i.e. plants, trees, geotextile, rock, pipes, signs, lumber, etc.)

	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$

Grubbing/clearing \$ _____

Mobilization/demobilization \$ _____

Subtotal \$ _____

Grant Request Total \$ _____

5. MATCH CONTRIBUTION

		Cash	In-Kind
A	Salaries/Benefits	\$	\$
B	Travel	\$	\$
C	Equipment/Supplies	\$	\$
D	Administrative	\$	\$
E	Contractual Services	\$	\$
F	Construction	\$	\$
G	Other	\$	\$

Match Total: \$ _____

6. Match Details – Provide breakdown of match contribution identified in #5. Ensure that both Match totals equal.

Partner	Task	Dollar Amount
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		Match Total: \$