Pennsylvania Lake Management Society

P.O. Box 171

Mertztown, PA 19539

484-656-1649

[www.palakes.org](http://www.palakes.org/)

2025 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 $24,000.00 each, to correct identified lake problems.

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

Projects need to include educational public awareness on project. Some examples, but not limited to; workshops, kiosk, or general outreach. Project descriptions in grant application should include how this will be done and needs to be completed during the project timeline.

**Eligible Projects:**

-Shoreline Restoration

-Stormwater improvement projects that reduce stormwater and increase infiltration that directly impact the lake.

-Activities that directly lead to nutrient or sediment reduction within the lake or reservoir

-Aquatic Invasive Species Management. Management priority will be given to rapid response projects or species on the [PA Noxious Weed List](https://www.agriculture.pa.gov/Plants_Land_Water/PlantIndustry/NIPPP/Pages/Controlled-Plant-Noxious-Weed.aspx). AIS management projects may include prevention BMP’s like signage to promote clean, drain, dry, or warn about existing AIS or infested areas. It is encouraged to use existing templates/graphics. Discuss with PALMS if you are unsure of this.

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

**Ineligible Projects:**

**Projects not listed above and projects (and expenses) that cannot be completed by September 30, 2026**

-Design Studies

-Surveys

-Plan Development

-Maintenance Projects

-Dredging Activities

-Algaecide

-Control of Native Plants

-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

-County conservation district

-Municipality, 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.

Incorporated and insured watershed association or community association

Note: Applicants under this “other” category must have experience and capacity to manage grants and projects that are related to watershed and lakes. This should be documented in your project description.

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

**Priorities**

Applicants will be reviewed on a competitive basis. Applications must be fully complete to be reviewed. Completed applications will be reviewed based on applicant’s submission and project strength. Priorities for this grant round are as follows:

- Priority will be given to projects that propose to address watershed impairments identified in the Commonwealth’s 303(d) list

-Projects in the Chesapeake Bay Watershed

-Projects in Environment Justice Areas (EJA), provide name of area in project description

-Priority will be given to nutrient reduction projects in lakes that experience Harmful Algal Blooms

-Priority will be given to rapid response invasive species control projects and invasive species on the PA Noxious Weed List

-Projects that propose shoreline restoration with a buffer and/or native vegetation in the shoreline restoration project

-Projects at Public Access Lakes

**Project Description**

The project description should be 2-3 pages. This should be a detailed description of the project including any relevant historical information of the lake or project. It should clearly state the problem, the BMP to be used, and measurable expected results. Include specifics on how many feet of shoreline to be restored, materials used, amount and species of buffer/restorative plantings, invasive species present, their history and current status, acres to be treated, water quality data if relevant, short term and long term goals, maintenance, etc. Education and Outreach details must be provided in the project description. Provide information on the applicant’s past experience and capacity to manage both the grant administration and project work.

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.
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 and Industry for prevailing wage determination and provide documentation to PALMS (only if awarded).
6. \_\_\_\_\_\_\_ Applicant agrees that no project work, if awarded the grant, may begin until they pass PA DEP’s “eFACTS” check to document compliance with current environmental regulations.
7. Applicant agrees that the funds, if awarded, will be applied to direct implementation costs (e.g., construction materials and labor).
8. Applicant agrees that the project will utilize BMPs from the

[PALMS BMP manual](https://www.palakes.org/assets/Publications/Lake-BMP-Handbook2.pdf), [PA DEP Stormwater Manual](https://greenport.pa.gov/elibrary/GetDocument?docId=8995603&DocName=PENNSYLVANIA%20STORMWATER%20BEST%20MANAGEMENT%20PRACTICES%20MANUAL.PDF%20%20%3Cspan%20style%3D%22color%3Agreen%3B%22%3E%3C%2Fspan%3E%20%3Cspan%20style%3D%22color%3Ablue%3B%22%3E%3C%2Fspan%3E), or methods of similar concept and reviewed with the PALMS board

9. \_\_\_\_\_\_\_\_Applicant agrees that any outreach materials created with grant funding must be pre-approved by PALMS or funding will not be released.

1. 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.
2. Applicant acknowledges that the **project and expenses will be completed by September 30, 2026 and a final report and reimbursement request will be submitted by October 31, 2026**. 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 request.

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

Applicant Name and Association (provide full official name)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date:

Address:

Phone Numbers Home: Work: Cell:

E-mail:

Second contact person’s name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Lake Name and Size (Acres): Lake Location (Municipality & County):

1. The applicant is (check one):

\_\_county or municipality

\_\_county conservation district

\_\_council of governments

\_\_tax-exempt corporation under Section 501(c)(3) of the Internal Revenue Code

\_\_incorporated and insured watershed/lake association or community association

1. Did you contact a PALMS board member about your proposed project? ☐ Yes ☐ No

If “Yes”, please provide the board member’s name:

1. Are you the applicant and landowner? ☐Yes ☐No

 Have you signed the Landowner Grantee Agreement?

* Yes ☐No
1. 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.

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

If so, what is the impairment?

1. 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
1. 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):

1. 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):

1. 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
1. Are permits already obtained for the project? ☐ Yes ☐ No

If “Yes”, please specify which permits are required/applicable:

1. Project Category (please check all that apply):
* Shoreline Restoration - Project Description should include length and width of impacted area and shoreline buffer details (if applicable), proposed method of restoration and environmental benefits.
* Stormwater improvement projects that reduce stormwater and increase infiltration that directly impact the lake. Project description should include in detail the problem and the BMP that will be used to address it and expected 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 Prevention and 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.

**12.)** Will proposed shoreline restorations have a no mow zone buffer ≥ 50 ft? ■Yes ■No ■N/A

**If No, this funding cannot cover plantings for projects that propose buffers that are under 50ft wide**

**Please submit one (1) electronic copy via email to** **info@palakes.org** **by 5pm on June 30, 2025.** **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 (3 page maximum)
2. Project Request form and timeline
3. Project Area Photos (3-5)
4. Project Location Map (USGS Quad Map 8.5” x 11”)
5. Landowner-Grantee Agreement and Operations, Maintenance, and Repair Plan
6. W-9 Form
7. Provide proof of organization approval, ie board meeting minutes where the project application was approved

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. 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**](https://www.dep.pa.gov/Citizens/GrantsLoansRebates/Growing-Greener/Pages/default.aspx)**) 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**](https://www.dep.pa.gov/Citizens/GrantsLoansRebates/Growing-Greener/Pages/default.aspx) **) 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** **2025**

**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 $

1. 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 $\_\_\_\_\_\_\_\_\_\_\_

1. Construction (contractors and materials)
	1. Construction Personnel

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Individual | Position | Hourly Rate | Hours | Total |
|  |  |  |  | $ |
|  |  |  |  | $ |
|  |  |  |  | $ |
|  |  |  |  | $ |
|  |  |  |  | $ |

Subtotal $

3. Construction (contractors and materials) continued

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

|  |  |
| --- | --- |
|  | $ |
|  | $ |
|  | $ |
|  | $ |
|  | $ |
|  | $ |
|  | $ |
|  | $ |

|  |  |  |
| --- | --- | --- |
| Grubbing/clearing |  | $  |
| Mobilization/demobilization |  | $  |
|  | Subtotal |  $  |

**Grant Request Total $**

1. MATCH CONTRIBUTION

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

**Match Total: $**

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

|  |  |  |
| --- | --- | --- |
| **Partner** | **Task** | **Dollar Amount** |
|  |  | $ |
|  |  | $ |
|  |  | $ |
|  |  | $ |
|  |  | $ |
|  |  | $ |
|  |  | $ |
|  |  | $ |
|  |  | $ |
|  |  | $ |
|  |  | $ |
|  |  | $ |
|  |  | $ |
|  | **Match Total:** | **$** |
|  |  |  |

Pennsylvania Lake Management Society
Lake BMP Mini-Grant - 2025
Project Timeline

**Project/Lake Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Please type or print legibly)

|  |  |  |
| --- | --- | --- |
|  | **Task** | **Estimated Date of Completion** |
| 1. |  |  |
| 2. |  |  |
| 3. |  |  |
| 4. |  |  |
| 5. |  |  |
| 6. |  |  |
| 7. |  |  |
| 8. |  |  |
| 9. |  |  |
| 10. |  |  |

|  |
| --- |
|  |

LANDOWNER – GRANTEE AGREEMENT

This Agreement, made this

 *(Date)*

by

 *(Landowner(s))*

residing at      telephone #

       , PA

 *(city) (ZIP)*

and  *PALMS*

*(Grantee)*

|  |
| --- |
| Project description:         |

|  |
| --- |
| The Project is located at:         |

Latitude:       Longitude:

# Section 1 – Agreement Provisions

1. In consideration of the benefits that incur from the investment in the property, and/or monies received, the Grantee and the undersigned Landowner agree to participate in the Pennsylvania Department of Environmental Protection (“PA DEP”) Grant Program and comply with the terms set forth in this Agreement.

B. Landowner represents and agrees that he/she is the sole owner of the real property on which the Project is to be performed, or has secured a sufficient property interest, including any easements or right‑of‑ways, necessary to grant access for the completion and maintenance of the Project. A map of the Project site, including adjacent streams and roads, is attached hereto as Exhibit A (“Premises”).

1. Landowner agrees that the PA DEP and/or Grantee*,* its employees, agents and contractors shall have the right to enter upon the Premises to perform the work described in the “Scope of Work” attachment of the DEP Grant Agreement. The right to enter shall also include periodic monitoring visits for the life of this Agreement.

2. By offering the Premises for implementation of this Project, Landowner agrees to allow access, design preparation and implementation and repair of the Project for the duration of construction and for the time period identified in Section 1, Paragraph B (11) of this Agreement.

3. Grantee agrees that the Conservation Practices/Best Management Practices (“CP/BMPs”) needed to correct the problems identified in the "Scope of Work” attachment of the DEP Grant Agreement shall be performed according to the *(Check all that apply)*:

[ ]  a) The NRCS Pennsylvania Field Office Technical Guide,

[ ]  b) The Guidelines for Natural StreamChannel Design in Pennsylvania,

[ ]  c) The USDA NRCS National Engineering Handbook,

[ ]  d) A Handbook for Constructed Wetlands, Volume 4, Coalmine Drainage,

[ ]  e) The Stormwater Best Management Practices Manual,

[ ]  f) Plans developed by or certified by a Registered Professional Engineer and approved by PA DEP,

[ ]  g) Manure Management or Nutrient Management plan developed for the operation.

4. The CP/BMPs shall be maintained pursuant to Section 2, Paragraph C of this Agreement.

5. The [ ]  Landowner [ ]  Grantee shall be responsible for adherence to the standards set forth in Section 2, Paragraph C and shall not act in any manner inconsistent with the terms of this Agreement.

6. The [ ]  Landowner [ ]  Grantee agrees not to destroy, alter or modify the CP/BMPs, except to perform needed repairs, for the period covered by this Agreement, nor to undertake any action on land under the Landowner's control which tends to defeat the purposes of this Agreement.

7. Any marketable credits toward nutrient effluent limits (nutrient reduction credits) that may be realized on account of the Commonwealth funded portion of this Project and recognized by the DEP, are the property of the Commonwealth of PA, which maintains full ownership thereof. The Landowner and Grantee recognize and release all rights, claims, title or ownership to the nutrient reduction credits that are generated as a result of the Commonwealth funded portion of the work specified in this Agreement, for the time period covered by this Agreement.

8. Any aquatic resource compensation credits, including but not limited to wetland, waterway, aquatic habitat, floodplain or riparian credits, realized from the Commonwealth funded portion of the project, and recognized by the Pennsylvania Department of Environmental Protection, are the property of the Commonwealth of Pennsylvania, which maintains full ownership thereof. The Landowner and Grantee recognize and release all rights, claims, title or ownership to the aquatic resource compensation credits, in perpetuity, that are generated as a result of the Commonwealth funded portion of the work specified in this Agreement.

9. Landowner agrees to refund all or a portion of the value of the CP/BMPs installed, as determined by the Grantee and DEP, if before the expiration of the term of this Agreement, the Landowner (a) destroys, alters or modifies the CP/BMPs installed, or (b) voluntarily relinquishes control or title to the land on which the CP/BMPs have been established, and the new landowner and/or operator of the land does not agree to maintain the CP/BMPs for the remainder of the term of this Agreement. If the new landowner agrees to assume Landowner’s obligations and to maintain the CP/BMPs for the remainder of the term of this Agreement, then a new Landowner-Grantee Agreement shall be executed by the new landowner.

10. This Agreement shall be binding on the parties, their heirs, legal representatives, successors, and assigns.

11. The term of this Agreement shall be for the duration of Project construction and a period of 20 years thereafter.

# Section 2 – Additional Agreement Provisions

A. Tenant Provision

|  |
| --- |
| “Landowner” is a Tenant under a              (Term of Lease) (Oral/Written)Lease agreement effective       , with        (Date) (Landlord Name)as Landlord, covering property located at        (Address)Landowner enters this Agreement subject to the superior rights of the landlord in the Premises, and for a term subject to the duration of Landowner's leasehold interest. |

B. Special Conditions (Site specific concerns)

|  |
| --- |
|           |

C. Operation, Maintenance and Repair Plan (To be attached)

# Section 3 – Agreement Signatures

 (Landowner Signature) (Date)

 (Landowner Name Please Print) (Date)

 (Landowner Signature) (Date)

 (Landowner Name Please Print) (Date)

 PALMS

 (Grantee Representative Signature) (Date)

 Must be an officer of the organization

 PALMS

 (Grantee Representative Please Print) (Date)

|  |
| --- |
|  |

OPERATION, MAINTENANCE AND REPAIR PLAN

|  |
| --- |
| Proper operation and maintenance of Best Management Practices “(BMPs)” is critical for their success and longevity. The goal of this project is the establishment of         |

 (List BMPs)

for improvement of water quality.

1) Components of the Project (List all practices being installed within this project):

|  |  |  |
| --- | --- | --- |
|       |       |       |
|       |       |       |
|       |       |       |

2) Parties agree to perform all Maintenance Tasks as described in the chart at the end of this document.

3) Allowed activities:

*
*
*

Prohibited activities:

*
*
*

4) The [ ]  Landowner(s) [ ]  Grantee shall be considered to be in breach of this Agreement if he/she does not maintain and repair the project in compliance with this plan or willfully neglects any other terms of this agreement.

5) The [ ]  Landowner(s) [ ]  Grantee agrees to comply with all Federal, State, local laws, rules and regulations. This would include noxious weed control.

6) The [ ]  Landowner(s) [ ]  Grantee shall be responsible for all normal, routine maintenance and normal, routine repair of the site and project.

7) Other Special Conditions:

*
*
*
*

## Maintenance Tasks

|  |  |
| --- | --- |
| **Practice** |  |
| **Maintenance required** |  |
| **Schedule** |  |
| **Responsible Party** |  |
|  |  |
| **Practice** |  |
| **Maintenance required** |  |
| **Schedule** |  |
| **Responsible Party** |  |
|  |  |
| **Practice** |  |
| **Maintenance required** |  |
| **Schedule** |  |
| **Responsible Party** |  |