

COMMONWEALTH OF PENNSYLVANIA
Department of Conservation and Natural Resources
Revised: 12/30/09 8:30 A.M.

Bureau of Recreation and Conservation (BRC)
Administrative Policy/Grant Guidelines

SUBJECT: Waiver for Retroactivity

EFFECTIVE DATE: 12/30/09

BACKGROUND: Grants are awarded to assist with projects to be undertaken after the award of a grant, rather than to pay or reimburse grantees for projects that have begun or are completed prior to the award of a grant. Therefore, grant funds generally may not be applied to project costs incurred before the date of the grant award. In special situations, the Bureau may permit grant funds to be applied to project costs incurred before the date of the grant award. This permission is referred to as a "Waiver for Retroactivity."

This policy details the process for requesting reimbursement consideration of pre-agreement costs, a waiver for retroactivity request, and the process by which the Bureau handles these requests.

POLICY:

In rare situations, for example due to unforeseen circumstances beyond the applicant's control, the Bureau may permit grant funds and/or the required match to be applied to project costs incurred before the date of the grant award. The Bureau refers to this permission as a "Waiver for Retroactivity". The waiver must be approved in writing by the Department prior to the applicant initiating work that would be paid for by or counted as match toward the requested grant.

A waiver does not guarantee or in any way affect the chances of a project being selected for funding. It merely gives the applicant a project start date to which grant funds would be applied retroactively if the project is ultimately selected for funding. A grant applicant who wishes to request a waiver must contact their [Regional Recreation and Parks Adviser](#) for preliminary direction and submit a written request and other required materials to the Bureau Director, Bureau of Recreation and Conservation in Harrisburg. The request will be coordinated with the appropriate central and regional office staff and a response to the request will be generated and dispatched. When waivers are granted, applicants are still responsible for completing and submitting a complete grant application by the application deadline.

If the Bureau approves a waiver, it will approve it for a specific round of funding and give an effective date of retroactivity. This date is the beginning of the period that would be covered by a grant, if a grant is later awarded.

If the Bureau approves a request for a waiver but the project is ultimately not selected for funding, the waiver cannot be applied to a grant application submitted in a future round of funding.

This policy remains in effect until revised or rescinded.