

COMMONWEALTH OF PENNSYLVANIA
Department of Conservation and Natural Resources

***Bureau of Recreation and Conservation
Administrative Policy/Grant Guidelines***

SUBJECT: Partnerships Eligible and Ineligible Grant Project Activities, Costs, and Match

EFFECTIVE DATE: 1/1/2013

REVISED DATE: 5/22/2013, 1/13/2014, 9/23/2014

BACKGROUND: The DCNR Community Conservation Partnerships Program grant program is administered by the Bureau of Recreation and Conservation (Bureau). This policy has been established to help define the various types of activities, costs, and match to include both cash and non-cash match values, which are considered eligible for Partnership projects.

Please note that it is difficult to identify all possible project activities, costs and match scenarios. The Bureau reserves the right to review and determine the eligibility of all proposed project activities, costs and match during both the grant application process and the grant administration process, should your project be selected for funding.

POLICY: To be considered eligible, all project activities, costs and match must be:

1. Approved by the Bureau.
2. Directly related to performing the official scope of work, as stated in Appendix "A" of the grant agreement.
3. Incurred within the grant agreement period.

I. Eligible Activities, Costs and Match:

1. **Contracted/Professional Services** – These include costs provided under contract/professional service agreement with the grantee to perform all or part of the official scope of work.
2. **In-House Professional Services** - These include the grantee's paid staff for services and labor to perform all or part of the official scope of work.

In-house professional services are tabulated using an established "billable rate," which can include an employee's hourly wage, fringe benefits, and operational overhead costs. Fringe benefits and overhead costs include but are not limited to employee insurance, retirement benefits, and paid time off. Staff performing work must possess the proper qualifications, training and experience. The billable rate should be officially established by the grantee's governing body. Should the billable rate for a particular staff person change during the course of a project, the change should be documented by making a separate entry on the final payment request form.

3. **Volunteer Services** – These include non-skilled services, which are not paid for by the applicant/grantee to perform all or part of the official scope of work. Volunteer rates, not previously approved by the Bureau for individuals age 18 and over, should not exceed the "Value of a Volunteer Hour" for Pennsylvania as published by the Independent Sector Volunteer at http://www.independentsector.org/volunteer_time. Work performed by individuals under the age of 18 will be valued at the Commonwealth's minimum wage rate.
4. **Donated Professional Services** - These include services provided at no cost to the grantee by individuals possessing specialized skills or expert knowledge to perform all or part of the

official scope of work. The Bureau will require a letter from the donating professional documenting the work tasks and associated value of the service being provided. The Bureau may request additional documentation to ensure that individuals possess the proper qualifications to adequately perform the work.

5. **Other Project Cash Costs and Donations** – These include miscellaneous costs and donations associated with performing all or part of the official scope of work. They include but are not limited to advertisements, meeting room rentals, map reproduction, printing, postage, travel, meals and lodging. Subsistence costs for meals, lodging and automobile mileage shall not exceed the rates allowed by Commonwealth policy <http://www.gsa.gov/portal/content/103969> .

Mini-grant funds are cash costs. All mini-grant match is donated value. Use Section IX of the final payment request form to document these items accordingly.

6. The value of Equipment Use will be equal to the established hourly rate that the applicant/grantee normally charges for this use, as documented on an invoice. If the organization does not have established equipment rates or has to rent the equipment, the rental rate, as supported by a written quote or invoice will be used. For Municipalities, cash reimbursement of any equipment use requires a written justification and the approval of the Bureau prior to expenditure of local resources.
7. Costs related to an independent project audit, if required by the Bureau. These costs may be considered eligible even if the audit is performed after the grant agreement period, as specified in the grant terms and conditions.
8. Mini-grant activities must be consistent with the “Mini-Grant Management and Process Standard Operating Procedures” to be considered eligible. This SOP can be found at: (http://www.dcnr.state.pa.us/ucmprd1/groups/public/documents/document/dcnr_010038.pdf)
9. Administrative costs for projects funded through the Environmental Stewardship Fund (GG1) are limited, by law, to a maximum of 5% of the grant amount. Some typical allowable administrative costs include legal counsel, accountant and bookkeeping costs.
10. Administrative costs for projects funded with Heritage Areas funding are limited to a maximum of 5% of the grant amount. Some typical allowable administrative costs include legal counsel, accountant and bookkeeping costs.
11. Meeting and conference costs associated with the completion of the scope of work are allowable. This includes costs of meals, transportation, facility rentals, speaker fees and other items incidental to such meetings or conferences. Subsistence costs for meals, lodging and automobile mileage shall not exceed the rates allowed by Commonwealth policy (<http://www.gsa.gov/portal/content/103969>).
12. If the Partnerships grant request includes specific planning and/or development projects, refer to the eligible and ineligible activities documents for these types of projects.

II. Ineligible Activities, Costs and Match:

1. Costs related to the preparation of the grant application.
2. Costs for projects located outside of the Commonwealth of Pennsylvania.
3. Costs of conducting fundraising activities.
4. Costs for lobbying activities.
5. Costs of food, drink, gifts and or other hospitality items related to the general promotion of the grantee organization or not related to overnight travel expenses.
6. Costs determined by the Bureau, to be in violation of the Grant Terms and Conditions.

7. Match, whether in the form of cash, non-cash or a land donation, may be used only once as match. If it has been counted as match for another project/grant or portion of this project, it may not be used again as match, no matter who funded the project(s).

III. Match Requirements:

Match requirements for Partnership projects are based upon several factors including funding source, level of available funding, and project activity. Applicants are strongly encouraged to leverage other sources of funding in support of their projects. In general, match requirements are set at the following:

Mini-grant activities: 50:50 match

Development project activities: 50:50 match

Activities funded by the Keystone Recreation, Park, and Conservation Fund: 50:50 match

Activities funded with Pennsylvania Recreational Trails & Snowmobile/All-Terrain Vehicle Funds: 80:20 match

Activities funded with Environmental Stewardship Funds: Match varies and is set at the Bureau's discretion.

Activities funded with Heritage Area Funds: Match varies and is set at the Bureau's discretion.

This policy remains in effect until revised or rescinded.