

Lebanon Valley Conservancy, Inc.
770 Cumberland St. Suite A
Lebanon PA 17042
717-273-6400

April 12th, 2020

RA-EPSCROWATERSHEDGR@pa.gov
Scott Williamson, Watershed Manager
Department of Environmental Protection
South-central Regional Office
909 Elmerton Avenue | Harrisburg, PA 17110

Subject: C990000639, Submission of Application for Reimbursement

Application for Reimbursement, Grant Document/Contract Number C990000639, Water Quality Improvement Grant, "**Snitz Creek No. 2, Quittapahilla Watershed**", Lebanon Valley Conservancy, Inc.

Dear Mr. Scott Williamson:

Enclosed please find our Application for Reimbursement report for Snitz Creek No. 2. Report is for the period 06/26/2019 to 03/31/20. Work Progress Report is under a separate submittal for 1st Quarter 2020. Previous Application for Reimbursement was submitted 07/26/20 and did not include Clear Creeks Consulting Invoice # 2019-27 dated 08/19/19.

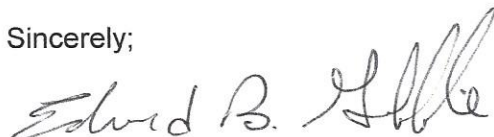
No report was submitted for the 3rd quarter because project is on hold until one remaining LOA is executed. We acquired the executed/signed LOA on 03/29/20 and forwarded the LOA to DEP. We are waiting for official DEP notification to take project off hold and are submitting the Application for Reimbursement.

Report includes the following forms and documents:

- DEP Work Progress Form Report.
- Application for Reimbursement Form-one page for signature
- Application for Reimbursement Form-supplemental sheet
- Invoices and Invoice Accounting for LVC's cost items.

If you have any questions, please contact me at 717 821 2021 or email me.

Sincerely;



Edward B. Gibble
LVC President



Work Progress Report (Complete for Each Deliverable – Including those with no activity)

DEP Project Advisor: Scott Williamson Report Period: 01/01/2020 to 03/31/2020

Grantee: Lebanon Valley Conservancy Inc. Document Number: C990000639

Project Name: Snitz Creek No. 2, Quittpahilla Watershed

This Progress Report completed by: (name): Edward Gible

Deliverable #: 1 Deliverable Title: Snitz Creek Project #2-Design and Permitting

Deliverable % Complete and Status:

Deliverable % complete: 22%. No Design work on project has been done since 7/20/19 when project was placed on hold by LVC because one land owner, Krall, changed his mind on executing the LOA. On 03/29/20 the Krall LOA was signed. The signed LOA was submitted and we are waiting for official DEP notification that project is taken off hold.

Deliverable #: N/A Deliverable Title: _____

Deliverable % Complete and Status:

Deliverable #: N/A Deliverable Title: _____

Deliverable % Complete and Status:

Deliverable #: N/A Deliverable Title: _____

Deliverable % Complete and Status:

**If the project has more than four deliverables, this page may be duplicated.

Proposed Activities for Next Quarter: Given project is taken off hold, continue on completing work for Task 3, Field Studies and Design Criteria. Start Task 2, Hydraulic, Task 4, Preliminary Design, and Task 6, Local, State and Federal permit Applications.



CLEAR CREEKS CONSULTING

1317 Knopp Road, Jarrettsville, Maryland 21084

(410) 692-2164

April 9, 2020

Mr. Ned Gibble
The Lebanon Valley Conservancy
752 Willow Street, Suite E
Lebanon, PA 17046

Re: Snitz Creek 2 Stream Restoration Project Status Report

Dear Mr. Gibble:

As of July 20, 2019 we had completed a significant amount of work covered by our contract. However, given the concerns raised by the Krall Family regarding their participation in the project, Clear Creeks had halted all work on this project. Therefore, no additional work was completed for the period including, July 20, 2019 through March 31, 2020.

At that point in time Clear Creeks Consulting had submitted the following three invoices for the work completed:

June 25, 2019 - Invoice 2019-23 - \$26,611.00,
July 21, 2019 - Invoice 2019-24 - \$631.12
August 19, 2019 - Invoice 2019-27 - \$2,354.80.

With those invoices Clear Creeks Consulting had billed a total of \$29,596.92 or 19.6% of the total Design and Permitting Phase budget for services for the Snitz Creek 2 Stream Restoration Project.

It is our understanding that as of March 29, 2020 the issues raised by the Krall Family regarding their participation in the project have been resolved. However, we will not be doing any further work until we have received written notification to proceed from TLVC and Clear Creeks Consulting has been paid for all three outstanding invoices.

Please let me know if you have any questions.

Sincerely,

Rocky Powell

Enclosures: Invoice #2019-23 Revised
Invoice 2019-24
Invoice 2019-27



Invoice Date: 04/12/2020
Invoice No.: 00639-2
Invoice Amount: \$3,108.93

APPLICATION FOR REIMBURSEMENT

Grant Program: Growing Greener I SMCRA AMD Water Quality Improvement Projects

(This section completed by Grantee)

Project Title: Snitz Creek No. 2, Quittpahilla Watershed
Document #: C990000639 Vendor #: 758236
Payable To (Grantee): Lebanon Valley Conservancy, Inc
Point of Contact: Edward Gibble Phone Number: 717 821 2021 (cell)
Partner Bank Type (e.g. BN01, BN02, etc.): BN04
Invoice Period (Month, Day, Year): 06/26/2019 to 04/12/2020

EXPENDITURES:

Total Grant Expenditures for this period: \$ 3,108.93
Balance of Working Capital Before this Invoice: \$ -0-
% Funds Expended (DEP Grants Center Will Complete): _____ %

Match Contribution: \$ -0-

AMOUNT OF REIMBURSEMENT: \$ 3,108.93

All related backup to this invoice is stored in the electronic ESA file for audit purposes.

GRANTEE SIGNATURE:

I declare the above to be a true and accurate statement.

Edward B. Gibble President/Treasurer 04/12/20
Signature Title Date

NOTE: REIMBURSEMENT REQUEST WILL NOT BE PROCESSED FOR PAYMENT WITHOUT A PROGRESS REPORT AND SUPPLEMENTAL SHEET.

(This section to be completed by DEP Staff)

Approved by: _____	Recommended Payment: \$ _____
Title: <u>DEP Grants Center Management Staff</u>	Recommended by: _____ <small>Project Advisor Name</small>
Date Approved: _____	Date Recommended: _____

APPLICATION FOR REIMBURSEMENT – SUPPLEMENTAL SHEET

Document # C990000639

Invoice Period: June 26, 2019 to March 31, 2020

(Indicate month, day and year that work was performed.)

EXPENDITURES: (Attach invoices, receipts, logs, or other documentation)

A. Salaries/Benefits

	Name and/or Title	Hours	x	Rate	=
1.	Executive Director LVC, Laurie Crawford	2.25		\$ 24.64	\$ 55.44
2.					
3.					
				Subtotal	\$ 55.44

B. Travel*

1.	Car: \$0.545 miles x 50 per mile =	\$ 27.25			
2.	Other (indicate):	\$			
				Subtotal	\$ 27.25

C. Equipment/Supplies (list)

1.	N/A	\$			
2.		\$			
3.		\$			
				Subtotal	\$

D. Administrative (list actual expenses)

1.	Office Rent	\$ 0			
2.	Printing/Copying/Postage	\$ 0			
3.	Telephone/internet	\$ 0			
4.	Insurance	\$ 0			
5.	Accounting/Book Keeper LVC, Karen Gerhart,	\$ 184.80			
6.	Executive Director	\$ 486.64			
				Subtotal:	\$ 671.44

E. Contractual Services (list contractor name)

1.	Clear Creeks Consulting (Prime Contractor)	\$ 2,354.80			
2.	Ellis Lee and Hostetter (Taxes,Audit,Payroll)	\$ 0			
3.		\$			
4.		\$			
				Subtotal:	\$ 2,354.80

F. Construction (list company name)

1.	N/A	\$			
2.		\$			
3.		\$			
4.		\$			

Subtotal: \$ _____

*Limited to state rates unless otherwise noted in agreement

EXPENDITURES: (continued)

G. Other (list)

1. None \$ _____

2. _____ \$ _____

Subtotal: \$ _____

TOTAL GRANT EXPENDITURES: \$ 3,108.93

MATCH CONTRIBUTION:

	CASH	IN-KIND
A. Salaries/Benefits	\$ <u>Not Required</u>	\$ <u>Not Required</u>
B. Travel	\$ _____	\$ _____
C. Equipment/supplies	\$ _____	\$ _____
D. Administrative	\$ _____	\$ _____
E. Contractual Services	\$ _____	\$ _____
F. Construction	\$ _____	\$ _____
G. Other	\$ _____	\$ _____
Subtotal:	\$ _____	Subtotal \$ _____
		Total: \$ _____

EBY 4/12/20

Lebanon Valley Conservancy, Inc.		Note: A new line item, Executive Director, was added to Admin Category by Jineen's review.			
Invoice # 2	Project Cost Invoice for Reimbursement 04/12/2020	Project award:	10/16/2018	GG Grant document number:	C990000639
Snitz Creek Project #2 - Design and Permitting (WQIP Along the Mariner East 2 Pipeline)		Billing for Period for LVC		7/1/2020	3/31/2020
Date:	4/12/2020	Billing for Period for Clear Creeks		6/26/2019	3/31/2020
Category	Task or Item	\$/mon	Units Invoiced	Description	Billing for Period
Salaries/Benefits-Grantee Staff Only			Units	Cost per Unit(Rate)	Grant Request
Executive Director	See 2 ea time sheets 7/1/19 to 12/31/19 and 1/1/20 to 3/31/20 for Salary and Admin time		Hrs 2.25	\$ 24.64	\$ 55.44
Subtotal					\$ 55.44
Travel					
Miles			50	\$ 0.545	\$ 27.25
Meals				\$ -	\$ -
Logging				\$ -	\$ -
Subtotal					\$ 27.25
Equipment & Supplies					
Subtotal					\$ -
Administration					
Lebanon Valley Conservancy	16 month total: Inv# 1 used 7 mos Inv# 2 used 0 Remaining is 9 mos		Months		
Office rent			0	\$ 37,500	\$ -
Printing, copying, postage			0	\$ 57,500	\$ -
Telephone, internet web			0	\$ 38,500	\$ -
Insurance			0	\$ 46,250	\$ -
Accounting Book Keeper of LVC	Book Keeping and Accounting for LVC (Unit:hrs)		8.25	\$ 22.40	\$ 184.80
Executive Director	Added line item to move hrs from Salary to Admin for correction of Grant time category for rules per Jineen B on 10/10/19		19.75	\$ 24.64	\$ 486.64
Subtotal					\$ 671.44
Contractual					
Contractor Salaries				Previously billed	
Clear Creeks Consulting (Prime Contractor)	Existing Conditions Survey and Base Map Preparation		1	\$ 2,000.00	\$ - CC Invoice #1
	Field Studies and Design Criteria		1	\$ 3,500.00	\$ - CC Invoice #1
	Preliminary Design		1		\$ 377.00 CC Invoice #3
	Final Design, Design Report and Construction Documents		1	\$ -	\$ -
	Local, State and Federal Permitting		1	\$ 631.12	\$ 1,577.80 CC Invoice #3
Environmentl Planning and Restoration, Inc (Subcontractor #1)	Existing Conditions Survey and Base Map Preparation		1		\$ 400.00 CC Invoice #3
	Hydrologic and Hydraulic Analysis		1	\$ -	\$ -
	Preliminary Design CADD		1		\$ -
	Final Design CADD, Erosion & Sediment Control Plans, H&H Rep		1	\$ -	\$ -
	Environmental and Cultural Assessments		1	\$ -	\$ -
Other Contractual					
Foothills Consulting (Subcontractor #2)	Field Run Topographic Survey and Survey Data Compilation		1	\$ 21,111.00	\$ - CC Invoice #1
Ellis Lee Hossetter-Audit, IRS & State Filings			0	\$ 15,620.00	\$ -
Subtotal	Contractual				\$ 2,354.80
Construction					
Materials				\$ -	
Labor				\$ -	
Subtotal				\$ -	
Other				\$ -	
Subtotal				\$ -	
Total					\$ 3,108.93

1	Salary/Benefits	\$	55.44
2	Travel	\$	27.25
3	Equipment & Supp	\$	-
4	Administration	\$	671.44
5	Contractual	\$	2,354.80
6	Construction	\$	-
7	Other	\$	-
		Total	\$ 3,108.93

Clear Creeks Contractual Total=	\$	2,354.80
LVC amount on total invoice for		
Salary, Admin & Contractual=	\$	754.13
Total=	\$	3,108.93

EBA 4/12/20



CLEAR CREEKS CONSULTING

1317 Knopp Road, Jarrettsville, Maryland 21084

(410) 692-2164

Aug. 19, 2019

Mr. Ned Gible
Lebanon Valley Conservancy
752 Willow Street, Suite E
Lebanon, PA 17046

Re: Project – Snitz Creek 2
Invoice # 2019-27 *INVOICE # 3*

Professional Services rendered from June 26, 2019 through July 20, 2019.

Task	Contract Budget	Percent Complete To Date	Amount this Billing	Amount Billed To Date
1 - Topographic Survey and Base Map Preparation	\$27,111.00	87.0%	\$400.00	\$23,511.00
2 - Hydrologic and Hydraulic Analysis	\$27,600.00	0%	\$0.00	\$0.00
3 - Field Studies and Design Criteria	\$3,500.00	100%	\$0.00	\$3,500.00
4 - Preliminary Design	\$12,150.00	3%	\$377.00	\$377.00
5 - Final Design and Construction Documents	\$57,000.00	0%	\$0.00	\$0.00
6 - Local, state & federal permit applications	\$23,778.00	9.3%	\$1,577.80	\$2,208.92
Subtotal	\$151,139.00	19.6%	\$2,354.80	\$29,596.92
Direct Expenses	Included	NA	NA	NA
Total	\$151,139.00	19.6%	\$2,354.80	\$29,596.92

% Complete	19.6%	
Total Billed	\$29,596.92	Total Invoice Amount \$2,354.80
Total Remaining	\$121,542.08	

Kindly remit payment to Clear Creeks Consulting at the above address within 30 days of the receipt of this invoice. If you have any questions please call us at (410) 692-2164.

*Approved for Payment AS SOON AS DEP Funds
Are received for Invoice.*

*Edward B. Gible 4/12/20
President/Treasurer.*

Snitz Creek Project #2 - Design and Permitting (WQIP Along the Mariner East 2 Pipeline-The Lebanon Valley Conservancy-201806207885)

GG Grant document number C990000639 Lebanon Valley Conservancy

Salary, Admin and Tra 12/31/2019

Employee Name: Laurie Crawford

Hourly Rate: \$ 24.64

Car mileage rate: \$ 0.545

Invoice Period: 7/1/2019 through 12/31/2019

Date	Salary Hrs.	Admin Hrs.	Mileage	Notes
07/02/19	1.00			LVC Executive mtg review/action items for grant
07/05/19		1.25		Started getting info for invoicing on 2nd qtr report
07/08/19	0.75			LVC BOD Mtg review/action items for grant
07/09/19		2.50		Preparing 2nd qtr report
07/11/19		2.00		Perparing Invoices and application for reimbsements
07/12/19		1.75		Finalizing 2nd qtr report
07/16/19	0.50		14	QWA mtg on Grant
07/26/19		2.50		Perparing application for reimbsements for 2nd submital
Below not Charged due to hold on grant				
08/06/19	0			LVC Executive mtg review/action items for grant
08/19/19		0.0		Review and forward Clear Creeks
08/23/19		0.00		Perparing application for reimbsements submital
09/03/19	0.00			LVC Executive mtg review/action items for grant
09/09/19	0.00			LVC BOD Mtg review/action items for grant
09/27/19		0.0		Calls on getting info for 3rd Qtr report
10/08/19	0.00			LVC Executive mtg review/action items for grant
10/09/19		0.00		Started getting info for invoicing on 2nd qtr report
10/09/19		0.00		Preparing 3 qtr report--not submitted
10/10/19		0.00		Perparing Invoices and application for reimbsements
10/14/19	0.00			LVC BOD Mtg review/action items for grant
11/05/19	0.00			Mtg with QWA on Snitz & LVC Executive mtg review/action items for grant
11/11/19	0.00			LVC BOD Mtg review/action items for grant
12/03/20	0.00			LVC Executive mtg review/action items for grant
12/09/19	0.00			LVC BOD Mtg review/action items for grant
12/27/19	0.00			Calls on getting info for 4th Qtr report

Note: Due to project on hold 0 hrs for Salary line items not charged are shown. Time was spent with no charge.

Totals for period	2.25	10.00	14.00
Total \$	\$ 55.44	\$ 246.40	\$ 7.63
Invoice total \$			\$ 309.47

Employee Name: Karen Gerhart

Hourly Rate: \$ 22.40

Car mileage rate: \$ 0.545

Invoice Period: 7/1/2019 through 12/31/2019

Date	Salary Hrs.	Admin Hrs.	Mileage	Notes
07/05/19		0.50		Accounting for project
07/26/19		1.25		Banking and accounting-WC
08/26/19		0.75		Banking and accounting invoices
09/23/19		0.50		Banking and accounting invoices
10/07/20		1.00		Accounting for project
12/28/20		0.50		Accounting for project

Totals for period	0.00	4.50	0.00
Total \$	\$ -	\$ 100.80	\$ -
Total hrs		\$ 100.80	4.50
Travel \$			\$ -
Invoice total \$			\$ 100.80

Totals			
Laurie Crawford			\$ 301.84
Karen Gerhart			\$ 100.80
Car			\$ 7.63
Total			\$ 410.27

EBM 4/12/20

Snitz Creek Project #2 - Design and Permitting (WQIP Along the Mariner East 2 Pipeline-The Lebanon Valley Conservancy-201806207885)

GG Grant document number	C990000639	Lebanon Valley Conservancy
Salary, Admin and Tra		4/12/2020
Employee Name:	Laurie Crawford	
Hourly Rate:	\$	24.64
Car mileage rate:	\$	0.545
Invoice Period:	1/1/2020 through	3/31/2020

Date	Salary Hrs.	Admin Hrs.	Mileage	
01/03/20		1.50		Started getting info for 4th qtr report
01/06/20	0.00			LVC Executive mtg review/action items for grant
01/08/20		2.00	18	Preparing 4th qtr report
01/08/20		0.50		Confrence call on Krall's LOA
01/10/20		2.00	18	Finializing 4th qtr report
01/13/20	0.00			LVC BOD Mtg review/action items for grant
01/15/20		1.50		Krall LOA conference/calls
02/04/20	0.00			LVC Executive mtg review/action items for grant
02/10/20	0.00			LVC BOD Mtg review/action items for grant/Bank
03/05/20	0.00			LVC Executive mtg review/action items for grant
03/09/20	0.00			LVC BOD Mtg review/action items for grant
03/26/20		1.00		Krall LOA conference/calls
03/27/20		1.25		Calls on getting info for 1st Qtr report

Note: Due to project on hold 0 hrs for Salary line items not charged are shown. Time was spent with no charge.

Totals for period	0.00	9.75	36.00
Total \$	\$ -	\$ 240.24	\$ 19.62
Invoice total \$			\$ 259.86
Hrs			9.75

Employee Name:	Karen Gerhart		
Hourly Rate:	\$	22.40	
Car mileage rate:	\$	0.545	
Invoice Period:	1/1/2020 through	3/31/2020	

Date	Salary Hrs.	Admin Hrs.	Mileage	Notes
01/06/20		1.50		Accounting for project
02/03/20		0.75		Accounting for project
03/16/20		1.50		Banking, Invoicing and Accounting for project

Totals for period	0.00	3.75	0.00
Total \$	\$ -	\$ 84.00	\$ -
Total hrs		\$ 84.00	3.75
Travel \$			\$ -
Invoice total \$			\$ 84.00

Totals			
Laurie Crawford			\$ 240.24
Karen Gerhart			\$ 84.00
Car			\$ 19.62
Total			\$ 343.86

Laurie	Salary Hrs.	Admin Hrs.	Total	Miles
7/1/19 to 12/31/19	2.25	10.00	12.25	36
1/1/20 to 3/31/20	0.00	9.75	9.75	14
Total	2.25	19.75	22.00	
Karen				
7/1/19 to 12/31/19	0.00	4.50	4.50	
1/1/20 to 3/31/20	0.00	3.75	3.75	
Total	0.00	8.25	8.25	50

EBJ 4/12/20

Snitz

TLVC Accounting of Invoices for payment for Snitz		Working Capital Provided=	31,818.80	Received and No payments made		
12/31/2019						
Clear Creeks invoice #	Date invoice to DEP	Amount Invoiced		Amount Paid by DEP	Project Budget Total	% complete \$
invoice 1	7/21/2019 \$	26,111.00		\$0.00		
invoice 2	7/21/2019 \$	631.12		\$0.00		
No new invoices to date-on hold since 7/22/19 -3/29/20						
Invoice # 3 for work 6/26/19 through 7/20/19 was received 8/19/19 and not included in above.						
invoice 3	4/9/2020 \$	2,354.80		\$0.00		
Total			\$ 29,096.92	\$0.00	145,135.00	20%
TLVC Salary, Administration and Contractual for LVC invoice #						
Invoice 1	7/21/2019 \$	2,692.26		\$0.00		
Invoice 2	4/12/2020 \$	734.15		\$0.00		
Total			\$ 3,426.41	\$0.00	5,639.00	61%
Grand Total invoiced to DEP as of 1/13/20			\$ 32,523.33	\$0.00	150,774.00	22%

Notes:

We will be reimbursed 100% until reaching 85% of total project amount including WC of our billings to DEP. At project close out the remaining 15% will be paid.