

Lebanon Valley Conservancy, Inc.

770 Cumberland St. Suite A

Lebanon PA 17042

717-273-6400

July 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:

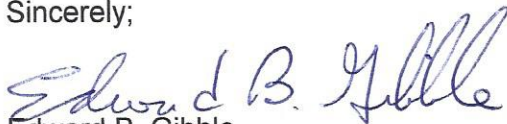
Enclosed please find our Application for Reimbursement report for Snitz Creek No. 2. Report is for the period 04/01/20 to 06/30/20. Work Progress Report is under a separate submittal for 2nd Quarter 2020. We acquired the remaining Krall executed/signed LOA on 03/29/20 and forwarded the LOA to DEP. Also we forwarded all 8 each executed LOA's as one document on June 22nd 2020 including the Krall's. We are waiting for official DEP notification to take project of off hold and are submitting the Application for Reimbursement. LVC continues to have hold on Engineering Work and has invoiced for Salary, Administrative and one Contractual item (accounting, taxes and audit) after meeting the criteria for LOA's.

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: 04/01/2020 to 06/30/2020

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. We submitted all 8ea.required LOA's including Krall's as one document on 6/22/20.

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.



Invoice Date: 07/12/2020
Invoice No.: 00639-3
Invoice Amount: \$1,026.85

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): 04/01/2019 to 06/30/2020

EXPENDITURES:

Total Grant Expenditures for this period: \$ 1,026.85
Balance of Working Capital Before this Invoice: \$-0-
% Funds Expended (DEP Grants Center Will Complete): _____ %

Match Contribution: \$-0-

AMOUNT OF REIMBURSEMENT: \$ 1,026.85

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 R. Gibble Signature President/Treasurer Title 07/12/20 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: April 01, 2020 to June 30, 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.	<u>Executive Director LVC, Laurie Crawford</u>	<u>3.5</u>		<u>\$ 24.64</u>	<u>\$ 86.24</u>
2.	_____	_____		_____	_____
3.	_____	_____		_____	_____
Subtotal					<u>\$ 86.24</u>

B. Travel*

1.	<u>Car: \$0.545</u>	<u>miles x 36</u>	<u>per mile = \$ 19.62</u>	
2.	<u>Other (indicate):</u>	<u>\$</u>	_____	
Subtotal				<u>\$ 19.62</u>

C. Equipment/Supplies (list)

1.	<u>N/A</u>	<u>\$</u>	_____	
2.	_____	<u>\$</u>	_____	
3.	_____	<u>\$</u>	_____	
Subtotal				<u>\$</u>

D. Administrative (list actual expenses)

1.	<u>Office Rent</u>	<u>\$ 112.50</u>	
2.	<u>Printing/Copying/Postage</u>	<u>\$ 172.50</u>	
3.	<u>Telephone/internet</u>	<u>\$ 115.50</u>	
4.	<u>Insurance</u>	<u>\$ 138.75</u>	
5.	<u>Accounting/Book Keeper LVC, Karen Gerhart,</u>	<u>\$ 100.80</u>	
6.	<u>Executive Director</u>	<u>\$ 234.08</u>	
Subtotal:			<u>\$ 874.13</u>

E. Contractual Services (list contractor name)

1.	<u>Clear Creeks Consulting (Prime Contractor)</u>	<u>\$ 0.00</u>	
2.	<u>Ellis Lee and Hostetter (Taxes,Audit,Payroll)</u>	<u>\$ 46.86</u>	
3.	_____	<u>\$</u>	
4.	_____	<u>\$</u>	
Subtotal:			<u>\$ 46.86</u>

F. Construction (list company name)

1.	<u>N/A</u>	<u>\$</u>	_____
2.	_____	<u>\$</u>	_____
3.	_____	<u>\$</u>	_____
4.	_____	<u>\$</u>	_____

Subtotal: \$ _____

*Limited to state rates unless otherwise noted in agreement

EXPENDITURES: (continued)

G. Other (list)

1. None \$ _____

2. _____ \$ _____

Subtotal: \$ _____

TOTAL GRANT EXPENDITURES: \$ 1,026.85

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: \$ _____

Lebanon Valley Conservancy, Inc.
Invoice # 3
Snitz Creek Project #2 - Design and Permitting (WQIP Along the Mariner East 2 Pipeline)
 Note: A new line item, Executive Director, was added to Admin Category by Jineset's review.
 Project Cost Invoice for Reimbursement ending 6/30/2020
 Project award: 10/16/2018 GG Grant document number: C990000639
 Billing for Period for LVC 4/1/2020 6/30/2020
 Date: 7/12/2020

Category	Task or Item	\$/m	Units Invoiced	Description	Billing for Period
			Units	Cost per Unit(Rate)	Grant Request
Salaries/Benefits-Grantee Staff Only	See time sheet 4/1/20 to 6/30/19 for Salary and Admin time	\$	3.50	\$ 24.64	\$ 86.24
Travel					
Miles		\$	36	0.545	\$ 19.62
Meals		\$			-
Logging		\$			-
					19.62
Equipment & Supplies					
Administration					
Lebanon Valley Conservancy	16 month total: inv# 1 used 7 mos		Months		
Office rent	Inv# 2 used 0 Remaining is 9 mos	\$	3	37,500.00	\$ 112.50
Printing, copying, postage		\$	3	57,500.00	\$ 172.50
Telephone, internet web		\$	3	38,500.00	\$ 115.50
Insurance		\$	3	46,250.00	\$ 138.75
Accounting Book Keeper of LVC	Book keeping and Accounting for LVC (Unit:hrs)	\$	4.50	22.40	\$ 100.80
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	\$	9.50	24.64	\$ 234.08
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	2,208.92	\$ - CC Invoice #3
Environment/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 Report	\$	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		\$	3	15.62	\$ 46.86
					46.86
Construction					
Materials		\$			
Labor		\$			
		\$			
Other					
		\$			
Total					
					\$ 1,026.85
Clear Creeks Contractual Total=					\$ 86.24
LVC amount on total invoice for					\$ 19.62
Salary, Admin & Contractual=					\$ 874.13
Total=					\$ 46.86

E.B.D.
 7/12/20

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 7/12/2020

Employee Name: Laurie Crawford
 Hourly Rate: \$ 24.64
 Car mileage rate: \$ 0.545
 Invoice Period: 4/1/2020 through 6/30/2020

Date	Salary Hrs.	Admin Hrs.	Mileage	
04/03/20		1.50		Started getting info for 1st qtr report
04/07/20	0.75			LVC Executive mtg review/action items for grant
04/08/20		3.75	18	Preparing 1st qtr report
04/10/20		3.00	18	Finializing 1st qtr report
04/13/20	0.50			LVC BOD Mtg review/action items for grant
05/05/20	0.50			LVC Executive mtg review/action items for grant
05/11/20	0.50			LVC BOD Mtg review/action items for grant/Bank
06/02/20	0.75			LVC Executive mtg review/action items for grant
06/08/20	0.50			LVC BOD Mtg review/action items for grant
06/29/20		1.25		Calls on getting info for 2st 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	3.50	9.50	36.00
Total \$	\$ 86.24	\$ 234.08	\$ 19.62
Invoice total \$			\$ 339.94
Hrs			13.00

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
04/06/20		1.50		Accounting for project
05/07/20		0.75		Accounting for project
06/07/20		2.25		Banking, Invoicing and Accounting for project plus admendment for inv# 1

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			\$ 320.32
Karen Gerhart			\$ 100.80
Car			\$ 19.62
Total			\$ 440.74

EBG 7/12/20

Snitz Creek Project #2 - Design and Permitting (WQIP Along the Mariner East 2 Pipeline)

TLVC Accounting of Invoices for payment for Snitz 7/12/2020		Working Capital Provided=	Project on Hold since 7/22/19	Payments to Clear Creeks to date-->	% complete \$
Clear Creeks invoice #	Date invoice to DEP	Amount Invoiced	Amount Paid by DEP	Project Budget Total	
invoice 1	7/21/2019 \$	26,611.00	\$0.00		
invoice 2	7/21/2019 \$	631.12	\$0.00		
No new invoices to date-on hold since 7/22/19 -7/12/20					
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		
invoice 4	7/12/2020				
Note: Dep paid 7/12/20 = 0, LVC pd =27,242.02					
Total			\$ 29,596.92	\$ 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		
invoice 3	7/12/2020 \$	1,026.85	\$0.00		
Total			\$ 4,453.26	\$ 5,639.00	79%
Grand Total Invoiced to DEP as of 7/12/20			\$ 34,050.18	\$ 150,774.00	23%

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.

EBJ 7/12/20