

**Report to EPTA Board; from EPTA C2P2 Grant Application Working Group  
(Prepared as of April 7, 2020)  
Seeking Grant for January 1, 2021 through June 30, 2023**

Group: Barney Scholl, Roy Weil, Kim Harris, Courtney Mahronich Vita,  
Leah Carter, Bob Jennings, Marilyn Black

Background:

At the January 2020 EPTA Board meeting, a motion passed to authorize the preparation of an application from EPTA to DCNR's Community Conservation Partnership Program (C2P2) in the Partnership Category in time for submittal prior to the April 22, 2020 deadline for such applications. The concept paper which was presented to attendees at the Board meeting described the concept of EPTA for this grant to indicate the Oil Region Alliance (ORA) as the Fiscal Agent and Project Manager on a subcontracted basis. ORA's Board at their January 2020 meeting passed a parallel motion to help draft the collaborative grant application. Volunteers stepped forward to work on refining the scope of work, language for the co-operative agreement, draft a budget showing expenses and revenues, and collect the other information and documents necessary to submit a complete grant application.

With the full working group pitching in and promptly editing the various drafts, excellent progress has been made. Marilyn met with the DCNR grant officer, and Erin's suggestions for small tweaks were included in subsequent drafts, as have minor language edits from ORA's Solicitor. We have reached consensus on the drafts #5 of the Co-Operative Agreement, SCOPE OF WORK, Appendix B, and grant application budget which are being provided to the full Board electronically prior to the April 15 Board meeting.

Here is the Condensed Scope of Work in Application as drafted – Listed in descending % of grant funding requested:

(A)Trail Development ---- Consulting Services to Expedite Resolution of Priority Gaps in EPT; Installation of existing EPT Logo Signs along EPT corridor; Collection of Trail Use Data (using existing trail counters); Consulting Services to Compile, Analyze Trail Use Data and Economic Impact as Baseline Study;

(B)Capacity Building ---- Print Annual EPTA Reports (2021 and 2022); Update and print EPT network brochure(s); Active Grantsmanship for systemwide

projects; Membership Recruitment and Recordkeeping; Communications Support for EPTA; Website – Development, update, maintain; Electronic EPTA Newsletter Quarterly; Public Information Services (news releases, social media, interviews); Dues in PANO for EPTA and its members [PANO = Pa. Association of Nonprofit Organizations];

(C) Training ---- EPTA Summit in 2022; Coordinate 3 workshops on specific topics (ex. Trail Maintenance, etc.); PANO conduct 2 workshops for EPTA and its members; and

(D) Administrative Support ---- EPTA retain for insurance, permits, etc.; ORA use for Fiscal Agent Responsibilities, Grant Management Services, Project Management Services.

So, you're probably wondering what the combined cost of this extensive scope of work calculates to be. It turns out to be on the slightly lower than average size for approved C2P2 Partnership grants! Expenses [see draft #4 of the budget] come to \$214,492, of which seeking \$101,596 as DCNR grant and gathering \$112,896 as mostly cash match with some donated goods/services as well.

What are the proposed match sources? There are quite a few, as you'll see on the detailed budget soon. DCNR requires that an applicant have at least one-quarter of its match fully pledged and documented in the application package. ORA has furnished its letter of commitment for \$20,000 federal dollars. Friends of the Riverfront is providing a letter of commitment; the anticipated level is \$10,000 to be utilized within Allegheny County. ART,C has pledged \$3,000.

EPTA is asked to pledge \$10,750 (using funds on account and part of the dues revenues from 2021-2022). This EPTA cash will be used toward the 2022 EPTA Summit, three special-topic workshops, printing the 2021 and 2022 EPTA Annual Reports, and printing updates of the EPTA brochures throughout the grant period. There is anticipated revenue of \$3,500 of program income (registration fees and sponsorships for Summit and workshops).

Therefore, we've already gathered enough to meet and exceed the minimum requirement. Of course, the working group wants to gather additional letters of commitment (meaning \$ amount pledged) and/or letters of support from numerous partners, to make it an even stronger and more strongly documented grant application. Trail groups and municipalities, for instance, are being asked to perform installations of the standard EPT logo signs which are already in storage

and will be released at no cost to EPTA member entities during the grant period; such installation services count toward donated match. Your help is soliciting and gathering letters of commitment and letters of support would sure help!

So far, the Working Group has accomplished these related tasks:

1. Both EPTA and ORA Boards passed motions to draft the application together.
2. EPTA has obtained the various DCNR-required classifications and code numbers, except the Pa. Bureau of Charitable Organizations registration; the BCO application was filed in January 2020 but appears bogged down due to COVID-19. DCNR allows to apply without the BCO number but must have by start of grant.
3. Co-Operative Agreement, SCOPE OF WORK, Appendix B (ORA staff list), and budget drafted and circulated several times; drafts #4 are being provided to the EPTA Board.
4. Draft Sample Letter of Commitment, Sample Letter of Support, one-page summary of application to accompany letter solicitations, and Tracking sheets prepared and circulating among Working Group. We anticipate starting to solicit additional letters on April 13. To offer to help, please contact Marilyn. (By the way, all ORA staff are working from home; for most prompt responses, please contact Marilyn Black at [marilynblack@windstream.net](mailto:marilynblack@windstream.net), (814) 425-8011 Home Phone, (814) 671-2058 Mobile Phone.)
5. On-Line Application has been partially uploaded; going smoothly; Marilyn continues to write sections and upload.
6. ORA Board on March 31 passed motion authorizing signatures on the Co-Operative Agreement (with its attached SCOPE OF WORK, etc.) after refinement by ORA's Solicitor and EPTA action. Greg Merkel's comments are received and have been included in the documents.
7. See recommended motions below for EPTA Board April 15 meeting action.

Recommended Motions: [Please do as two separate motions.]

Motion to authorize submittal by EPTA no later than April 22, 2020 to DCNR of an application seeking C2P2 Partnership Grant funding in round "26" in the amount of \$101,596 grant, with EPTA gathering match funds and donated goods/services valued of at least \$112,896.

Motion to approve the Co-Operative Agreement between EPTA and the Oil Region Alliance, including the SCOPE OF WORK and Appendix B.

## N/EPTA/C2P2 Grant Application/Report to 4-15-2020 EPTA Board from Working Group