

From: [Sarvis, Leslie](#)
To: [Kim Harris](#)
Subject: DCNR C2P2 Grant Awarded by BRC CRM:0078026
Date: Friday, October 9, 2020 8:56:58 AM

Kimberly Harris,

Congratulations on your grant award of \$70,000.00 from DCNR's Community Conservation Partnerships Program for the Erie to Pittsburgh Trail Development, Capacity Building and Training 2021. A Grant Award letter has been sent to the Chief Elected Official confirming the grant award. I am the project manager assigned from the Bureau of Recreation and Conservation to work with you to see your project through to successful completion. **I will contact you shortly to discuss the grant administration timeline and confirm important project information** including the scope of work, grant award amount, required match amount, and contact information.

After our discussion, the Grant Agreement will be processed. **Please do not proceed with any project activity until you are in receipt of the fully executed Grant Agreement and have received written approval to proceed from the Bureau.**

I would also like to introduce our new [Customer Service Portal](#) through which you can retrieve valuable information, like the project management life-cycle and next steps, contact information for key participants, documentation required to comply with your grant agreement, and applicable state and federal regulations. You will be using the portal to upload requested documentation, request amendments to the grant agreement, and to request payments for this project. Copies of the aforementioned documents are also available in the portal. Our grant management process is now all electronic; no paper copies will be sent or received by our office.

If you have any questions, contact me at +1 717-772-3321 or lsarvis@pa.gov. Please reference the Grantee Name, Project Title, and Grant Agreement Number on all future correspondence. I look forward to working with you on this exciting project.

Sincerely,

Leslie Sarvis

Leslie Sarvis | Greenways & Trails Specialist
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