

CD Quarterly Reimbursement Submission Summary

Quarterly Reimbursements:

Please note: DEP and PDA/SCC work on a State Fiscal Year.

Quarter 1 > July 1 to September 30:

<u>Due Date</u>	<u>Program</u>	<u>Enter into/Submit to</u>
October 15	1. ACAP Quarterly Report	ACAP GIS
	2. CDFAP	
	Manager/Tech Reimbursement	Greenport
	Manager/Tech Monthly/Quarterly Report(s)	Greenport
	ACT Reimbursement	Greenport
	ACT Monthly/Quarterly Report(s)	Greenport
	Ch. 102 Quarterly Report	Greenport
	Ch 105 Quarterly Report	Greenport
	105 Quarterly Permit Data Submission Reports	Clean Water Academy
	<i>NOTE: Ch 102 & 105 reports must be submitted and approved before reimbursements can be processed.</i>	
	3. Chesapeake Bay Program	
	Technician Reimbursement (CBP-32)	Greenport, CDFR, Alyssa Duh alduh@pa.gov
	Technician Report (CBP-23)	Greenport, CDFR, Alyssa Duh
	Monthly/Quarterly Report(s)	Greenport, CDFR, Alyssa Duh
	Engineer Reimbursement (CBP-32)	Greenport, CDFR, Alyssa Duh
	Engineer Report (CBP-35)	Greenport, CDFR, Alyssa Duh
	Monthly/Quarterly Report(s)	Greenport, CDFR, Alyssa Duh
	4. DGLVR Quarterly Report	DGLVR GIS

	5. Watershed Specialist	
	Reimbursement Request	Regional Project Manager
	Monthly/Quarterly Report(s)	Regional Project Manager
October 25	6. Nutrient Management/Manure Management (Act 38/Ch 91)	
	NMP approval data	PracticeKeeper
	Act 49 Commercial Manure Hauler and Broker Quarterly Report	PracticeKeeper
	Manure Management Reporting (Ch 91)	PracticeKeeper
	Level 2 Quarterly Report	PracticeKeeper
	Reimbursement Request	RA-EPWATERPROGRAMS@pa.gov
	Monthly/Quarterly Report(s)	RA-EPWATERPROGRAMS@pa.gov
Quarterly (as needed)	7. County Wide Action Plan (CAP)	
	Reimbursement Packet	Regional Project Manager & Resource Account email
	Invoice Packet	Regional Project Manager & Resource Account email

The same submission guidance applies to:

Quarter 2 > October 1 to December 31 with due dates of January 15 and January 25

Quarter 3 > January 1 to March 31 with due dates of April 15 and April 25

Quarter 4 > April 1 to June 30 with due dates of July 15 and July 25

SCC Reports Due:

<u>Due Date</u>	<u>Activity/Report</u>	<u>Enter into/Submit to</u>
January 30	Update Teamsheets	Greenport

March 31	Previous Calendar Year Annual Report Current Calendar Year Budget	Jaci Kerstetter jackerstet@pa.gov Jaci Kerstetter
September 30	CDFAP Administrative Assistance Report PUC Block Grant Report Budgeted Staff Salary/Benefit data	Abi Burkholder abburkhold@pa.gov Abi Burkholder DGLVR website (Staffing Application)
December 15	Board of Director Appointment Forms	Nicole Bloom nbloom@pa.gov
December 31	Previous Year Audit Report	Jaci Kerstetter