

2026 Lancaster Countywide Action Plan Coordinator

Purpose: Provide support, leadership and coordinate implementation of the Lancaster Countywide Action Plan (CAP) developed at the county level to achieve specified nutrient and sediment reduction goals established as part of Pennsylvania's Phase 3 Watershed Implementation Plan (WIP).

Outputs the coordinator needs to track:

- Progress and milestones identified in the CAP reporting and tracking progress template.
- Implementation of projects relating to the CAP.
- Funding and resources used for implementation of the CAP.
- Milestone updates to the CAP.
- Progress of programmatic commitments identified by the CAP.

Locally-Prioritized Goals and Processes: How do we want to ensure we achieve the CAP goals in 2026? Who is responsible for which parts of the process? In 2026, how do roles change when removing contractual work and taking the Coordinator role in house?

2026

- Aim to host quarterly events that are publicized including site visits to projects
- Change meeting frequency to include monthly/seasonally determined topics and work plan, invite (Jeff, Noelle, Collin) to attend these meetings
- Document CAP progress
 - Data sharing in short videos
- Update BMPs
 - Which need to be retired or adjusted based on progress so far
- Data explanation
 - Gap analysis for CAP BMPs

Lancaster Clean Water Partners Backbone Staff
Scope of Work as the Lead within the CAP Coordinator

- Ensure CAP Coordinator progress and will coordinate regular meetings.
- Actively seek financial and technical resources to support CAP capacity and implementation.
- Work with local, state, and federal partners to advocate for Lancaster
- Prepare and deliver formal presentations regarding the CAP as requested, and will request other partners' time to be part of those presentations on occasion.
- Engage, guide, and support partner organizations in aligning their work with the Common Agenda, which includes CAP Goals to increase the impact of work happening across the county
- Coordinate the Action Teams to ensure the CAP is integrated into their goals and that their voices are reflected in the annual CAP reports.
- Represent the county on technical and community-based workgroups and special committees as appropriate.
- Forge strong relationships to broaden and build support for the CAP and Pennsylvania's Phase 3 WIP.
- Lead strategic conversations to evaluate Lancaster County's success on implementation of the CAP based on agreed-upon goals, results, and indicators.
- Work with local partners to distribute public information and education materials.
- Connect partners with DEP for potential permitting pre application meetings.
- Contribute to county plans and progress such as Act 167, Act 537, county comprehensive plan, MS4, etc.

Lancaster County Conservation District
Scope of Work as the Lead within the CAP Coordinator

- Facilitate and coordinate data collection and reporting implementation of agriculture and natural sector best management practices. This will mainly include datasets in PracticeKeeper.
- Facilitate and coordinate the agricultural best management practice verification process, focusing within designated watersheds.
- Create and administer the 3rd party verification process for ag-related BMP's and share it with partners.
- Stormwater BMP entry of CAP funded projects into PK
 - Acknowledge a need for stormwater to be reflected in the data system.
- Contribute to county plans and progress such as Act 167, Act 537, county comprehensive plan, MS4, etc.
- Compile, analyze, and present planning data and recommendations for the implementation and evaluation of the CAP and the translation of that data at the county and local level (main audiences we want to reach?).
- Work with local, state, and federal partners to advocate for Lancaster.
- Update the CAP progress for annual reporting and state milestone reports.
- Submit annual reports.
- Create monthly reports, at regular internal meetings, based on DEP's requirements.

Administration of the CAP Funds

The Partners

- Actively request CAP implementation funding (all of these are done in partnership with the Conservation District staff):
 - Prepare an application from LCCD to DEP:
 - Communicate with DEP before and during the application process
 - Share funding details and requirements from DEP to local partners
 - Determine the budget for the application to DEP.
 - Lead the local process to compile a representative list of local projects that show demand for dollars and conservation across sectors (this process is completely open to creative ideas). In 2026, local decision-making process responsibilities include:
 - Identify and secure advisors to participate in the project scoring,
 - Create and update application as well as evaluation criteria,
 - Set timelines and schedules for the local application process,
 - Host information sessions for partners,
 - Coordinate all the projects for scoring purposes
 - Coordinate the process for advisors to evaluate applications,
 - Host an advisors meeting.
 - Coordinate with LCCD staff to share the results with applicants
 - Overall CAP Grant Administration throughout the year also includes
 - Support the LCCD staff to prepare the documents, plans, etc needed for the application to DEP (needs to be from LCCD)
 - Evaluate and award subgrantee requests for additional funding
 - Decide how to allocate any unallocated funds.
 - Sign subawards via esignature
 - Craft press releases and other tools to disseminate about the projects, emphasizing local progress towards shared goals

Underline = shared responsibility with LCCD

Lancaster County Conservation District

- Managing CAP funding:
 - Application preparation including
 - determining the budget for the application to DEP
 - and signing the application.
 - Application process responsibilities include

- calculating and documenting nutrient loading reduction estimates and efficiency using CAST in order to complete the application evaluations
- Overall CAP Grant Administration includes
 - confirming bank account and vendor details with DEP,
 - establishing timesheet categories and which staff need which lines on their timesheet,
 - sign the agreement and return to DEP,
 - ongoing communication with DEP (questions, presenting project statuses, etc.),
 - pay invoices, compile official requests to DEP (budget amendments, extension requests, etc.),
 - entry of plans, practices and all implementation projects into PracticeKeeper,
 - development of RFPs, MOUs and contracts for CAP Coordinator,
 - Maintenance and ensure completeness of files,
 - evaluate and award subgrantee requests for additional funding
 - decide how to allocate the remaining unallocated funds.
- Subgrant administration includes
 - preparation with sub-grantees (answer questions, help navigate process),
 - set up teams folders and process for subgrantees,
 - draft and finalize subgrant agreement,
 - schedule and hold orientations with all subgrantees,
 - execute subgrant agreements between all parties,
 - for any special projects (or set-asides from DEP) establish prioritization of projects, process, budgets, subgrantees and guidelines (report on the progress and the 'story' as the grant progresses,
 - maintain open lines of communication with all subgrantees and check in regularly,
 - manage reports and reimbursement requests (set up, make changes, assign and download when submitted),
 - communicate with DEP about the progress of projects and any issues that arise,
 - as changes are needed walk subgrantees through the process (changing budgets, scopes, timelines, contact information, etc.),
 - maintenance of deliverables and activities on LCCD's Grants Management Application,
 - monitor overall CAP budget,

- receive reimbursement requests from grantee partners and process for payment internally,
- compile monthly reimbursements from subgrantees and submit to DEP,
- maintain project tracking spreadsheet - update monthly ahead of DEP coordination meeting,
- review reimbursement requests, follow up with subgrantee to obtain any missing information, compile checklist for construction check by District staff,
- field visit/construction check to ensure QAQC, sign form, and give to finance team,
- issue payment to project leads,
- work with subgrantees to compile and share success stories.

Underline = shared responsibility with Lancaster Clean Water Partners