



**INSTRUCTIONS FOR COMPLETING THE
APPLICATION FOR MUNICIPAL REIMBURSEMENT UNDER THE
PENNSYLVANIA STORM WATER MANAGEMENT ACT
(1978 ACT 167)**

General Instructions

Municipalities located in designated watersheds for which stormwater plans have been adopted by the counties and approved by the Department shall be eligible for reimbursement. Reimbursement shall be 75% of the allowable costs incurred for the adoption or revision of ordinances, regulations or for the administration, implementation, or enforcement of the provisions of the applicable stormwater plans in complying with the requirements of the Storm Water Management Grants and Reimbursement regulations pursuant to the Storm Water Management Act.

The following instructions and explanatory notes are for use in completing the attached form. The instructions in each section below pertain to the same section on the form.

Please read the instructions carefully. Before completing this form, thoroughly familiarize yourself with the costs which are allowable and ineligible for reimbursement.

Allowable Administrative, Enforcement, and Implementation Costs:

- Costs for reviewing the drainage plan component of the subdivision plan.
- Costs for special technical consultation concerning special or unusual stormwater issues relating to the plan's implementation.
- Costs for inspections and monitoring activities while stormwater structures and facilities are being constructed.
- Mileage expenses incurred during the implementation of the plan.
- Costs for technical, legal, and clerical services necessary to enact ordinances, regulations, creation or purchase of administrative forms, maps, and other items required by the Act.
- Costs for technical and legal services necessary for required public hearings.

Ineligible Costs:

- Legal fees resulting from suits or appeals against the Commonwealth.
- Allowances for the purchase of clothing.
- The printing or reproduction of regulations, forms, and maps produced for public distribution.
- Costs which are offset by permit or review fees imposed by the municipality.
- Costs incidental to the routine operation of the municipal government.
- Costs incurred for inspection of drainage complaint related activities.
- Costs associated with development plan and permit activities other than purely stormwater management issues.
- Costs for reevaluation for the approved stormwater plan and its component to check its applicability to the municipality.

All Sections Must Be Completed. If No Costs, Enter "0".

Include copies of cancelled checks or receipts showing proof of payments for allowable costs incurred.

All data are subject to audit by the Department of Environmental Protection and the Auditor General. The Department reserves the right to require supporting documentation for any or all costs reflected on this application for which reimbursement is being claimed.

After completing the application, **KEEP ONE COPY FOR YOUR RECORDS** and send the original to the Stormwater Planning and Management Section; Division of Waterways, Wetlands and Stormwater Management; Bureau of Watershed Management; PO Box 8775, Harrisburg, PA 17105-8775. If you have any questions, call 717-787-6827.

Section A. Municipal Data

Provide the following information:

- Municipal Name and Address
- Federal I.D. Number
- SAP Vendor ID No. (if known)
- Name of Contact Person
- Calendar Year for which reimbursement is being claimed
- Address of Contact Person
- Designated Watershed and County
- Contact Telephone Number and Business Hours of Contact Person
- Signature of Municipal Official, Date and Printed Name and Title

Section B. Summary of Reimbursement Activities

- List the costs for the preparation of the stormwater ordinance.
- List the costs for the administration and enforcement of the stormwater plan.

Section C. Computations

- Add lines 1 and 2 and enter on line 3.
- List the total amount of development permit fees collected on line 4.
- Subtract line 4 from line 3 and enter on line 5.
- Enter 75% of line 5 on line 6. **This is your total reimbursement.**

Section D. Preparation and Enactment of Stormwater Management Ordinance

Itemize the various costs incurred in preparing, adopting or amending the stormwater management ordinance in accordance with the Storm Water Management Act. Briefly explain the nature of any incurred costs on the summary sheets (Attachments 1 & 2).

Section E. Stormwater Drainage Plan Review Fees

Show the total number of applications, total number of field inspections, and total amount of review fees collected for the review of stormwater drainage plans.

Section F. Administration and Enforcement

Itemize the various costs incurred in administering and enforcing the stormwater management ordinance. Briefly explain the nature of any incurred costs on the summary sheets (Attachments 1 and 2).

Attachment 1

Provide the date, description of activity, total time, hourly rate and total cost for the Engineering Costs for items in Sections D & F.

Attachment 2

Provide the date, description of activity, total time, hourly rate and total cost for the Legal Costs for items in Sections D & F.